

# Center for Educational Performance and Information

## Registry of Educational Personnel Reports User Guide

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**Questions:**

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## Introduction

This guide is intended for all authorized users of the Registry of Educational Personnel Application. Users should also utilize the current edition of the REP Data Field Descriptions Manual and any addenda posted to the REP web page. This user guide includes directions for accessing various reports available to REP authorized users.

The REP reports allow authorized users to access and review data concerning current and previous submissions. Reports are available in PDF, Excel or View Direct format that can be printed or saved for quick reference. Please review all reports prior to finalizing each submission. Data matter, and REP reports available within the application, ensure more accurate reporting.

**Please note:** the REP collects data during two submission cycles. These cycles include one during the fall (closing the first business day of December) and the other during the end-of-year (closing the last business day of June of the applicable school year). The close date for these submissions cycles are mandated by the Michigan Legislature. Beginning Fall 2017, all REP data submissions must be certified before the close of the cycle. For more information on how to certify a data collection, please refer to the "Collection Certification" section of the REP User Guide.

## Important Reminders

- Your data matter – use these reports to help ensure accurate reporting of your school personnel data.
- Data are displayed on reports as submitted by the district's authorized user.
- Reports are management tools you can use to review your district staffing data.
- Reports are populated as the data are submitted for the current submission cycle.
- Reports help assure the quality of your data submission.
- Reports serve as records of your data submission.

## Where Do I Begin?

Only authorized users can access the REP and its reports. To learn more about how to gain access to the REP, please refer to the "Application Startup and Security" section of the [REP User Guide](#).

After logging in to the REP, navigate to the "Reports" section on the REP Main Menu, as illustrated below. Click on the report you wish to access.

### Reports

To view a report or download personnel data, select from the following options:

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)
- [REP Submission Reports](#)

The "Personnel Submitted" report provides a list of all staff members submitted by the district and provides access to the individual records for each staff member.

### Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

## Reports Descriptions

In addition to "Personnel Submitted," which provides a listing of all employee records submitted by a district, additional reports are available that describe the data submitted for the current and preceding submission cycle. To access any of these files, click "Download REP Data File." The downloaded file will provide submission reports that can be saved as archives.

The application also offers reports that describe the status of recent submissions. These reports include data regarding the current collection. Described in the next sub-sections, these reports are:

1. A "Complete Summary by District," which details the current submissions status and number of records updated/incomplete for all districts in the State of Michigan
2. Download REP Data File, as described above
3. A complete "Employee Listing by District," which compiles the records of all personnel submitted by a district

### Complete Summary by District

This report displays a table that details the total number of records submitted by each district in the SOM during the current submission cycle. The last four columns in the table contain important indices that each district should monitor. Beginning Fall 2017, all districts must certify submitted data. In order to certify, all records must be error-free (displayed in the fourth-to-last column of the "Complete Summary by District" table). Districts should not end a submission cycle with any "Records with Errors" or "Not Updated" records (displayed in the third-to-last and second-to-last columns, respectively). The last column indicates whether a district has certified the collection. The following screenshot shows these columns in the summary table:

District	Total Count	Error-Free Collection Count	Records with Errors Collection Count	Not Updated Collection Count	Is Certified?
01010	124	0	0	124	No
02010	21	0	0	21	No

### Download REP Data File

#### ***How Do I Convert the XML file to a Microsoft Excel Spreadsheet?***

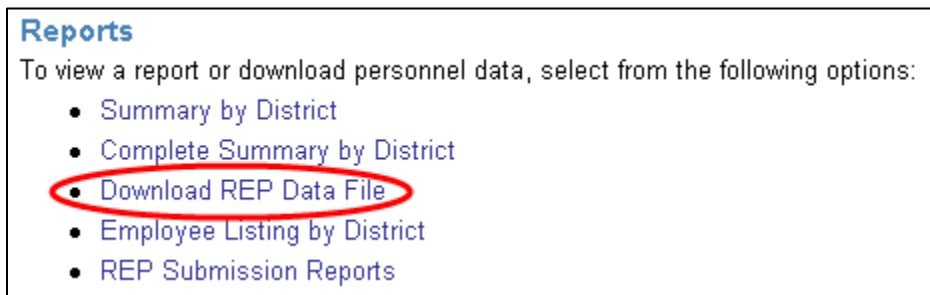
Data downloaded from this report provides an Extensible Markup Language file of the data submitted to the REP. The file will contain all data submitted to the application, beginning with the Fall 2003 REP Submission.

The XML file format, which is a structured computer language used to store data in a text-formatted file, can be opened in any text editor program (e.g., Notepad or

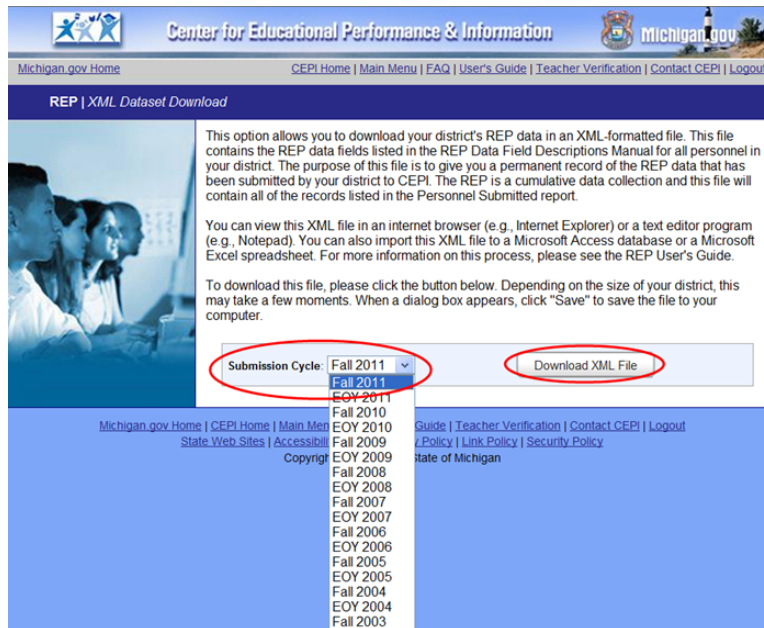
Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer or Firefox). Users may also import the file to a Microsoft Access database or open it in a Microsoft Excel spreadsheet. This section will describe the order and arrangement of the data fields in the REP XML file so that users can align their own student information systems. In addition to showing the REP XML data field arrangement, the file also allows users to retain a permanent record of all data submitted to CEPI at any given time.

To download a personnel data file, follow these steps:

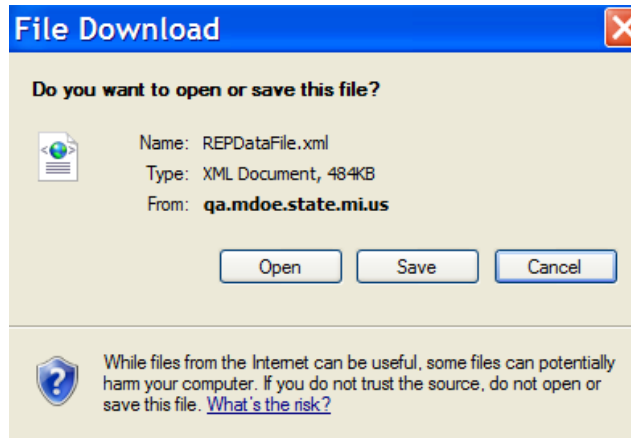
1. Select "Download REP Data File" under the heading Reports on the REP Main Menu.



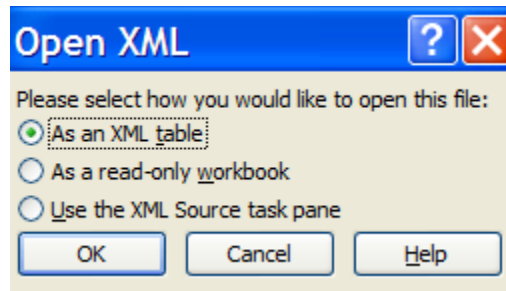
1. Select the submission cycle from the drop-down list.



2. Click "Download XML File" and save the file. The following pop-up window will appear:



3. Open Excel. Next, click "File" in the upper left-hand corner of the spreadsheet, and then click on "Open" and locate the XML File. Click on the file and the following will appear:



4. An Excel spreadsheet will open with all the fields of data as column headings. Each column has a preset filter. This screenshot shows a sample of the data field layout in Excel:



Please note: Social Security Numbers will not be included in the downloaded file.

### ***How Do I View the XML File in Microsoft Access?***

The XML file may be imported into a Microsoft Access XP database. Please note that this will only work with Microsoft Access version XP or higher. To import the REP XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data" and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.



5. Locate the saved REP XML file on your computer, select that file and click the "Import" button.
6. The Import XML dialog box will appear. It should contain four tables: ProfessionalDevelopment, RacialEthnic, EmploymentData and SchoolAssignment. Click "OK."

Once finished, a message should be returned by Access, saying, "Finished importing document...." Click "OK." The Access XP database will be set up and contain the REP data.

**Information on the table structure:** The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, gender, etc. The ProfessionalDevelopment table contains professional development information. The RacialEthnic table contains the racial/ethnic codes and values (refer to the REP Data Field Descriptions for an explanation of the codes). The SchoolAssignment table contains the personnel assignment data, such as the assignment code, grade settings, FTE, etc. These tables can also be joined, using the PIC field, for a more comprehensive view. For example, to find the hours of professional development for John Doe, find the PIC for John Doe in the EmploymentData table, and then find that PIC number in the ProfessionalDevelopment table. The professional development data for John Doe will be more easily found.

### **XML Data Field Layout**

The following section provides a complete listing of all data fields in the REP XML file. Primarily developers and IT staff members can use this layout to convert local personnel data to the REP flat file for uploads. The title of each data field (shown in red) includes a brief description of the data type contained in each field (shown in green).

<PersonnelRecord>	
<Pic />	- Numeric
<PersonnelRecordID />	- Numeric
<DateOfCount />	- Date (mm/dd/yyyy)
<Isd />	- Text (NN)
<District />	- Text (NNNNN)
<LastName />	- Text
<FirstName />	- Text
<MiddleName />	- Text
<CredentialLicenseNumber />	- Text
<DateOfHire />	- Date (mm/dd/yyyy)
<SchoolAssignment>	
<Pic />	- Numeric
<PersonnelRecordID />	- Numeric
<SchoolCode />	- Text (NNNNN)
<AssignmentCode />	- Text (NNNNN or NNNA)
<GradeRK />	- Boolean (0 or 1)
<GradeK />	- Boolean (0 or 1)
<Grade1 />	- Boolean (0 or 1)
<Grade2 />	- Boolean (0 or 1)

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<Grade3 />	- Boolean (0 or 1)
<Grade4 />	- Boolean (0 or 1)
<Grade5 />	- Boolean (0 or 1)
<Grade6 />	- Boolean (0 or 1)
<Grade7 />	- Boolean (0 or 1)
<Grade8 />	- Boolean (0 or 1)
<Grade9 />	- Boolean (0 or 1)
<Grade10 />	- Boolean (0 or 1)
<Grade11 />	- Boolean (0 or 1)
<Grade12 />	- Boolean (0 or 1)
<AlternativeEd />	- Boolean (0 or 1)
<SpecialEd />	- Boolean (0 or 1)
<AdultEd />	- Boolean (0 or 1)
<ECPP />	- Boolean (0 or 1)
<CareerTechEd />	- Boolean (0 or 1)
<StateAgency />	- Boolean (0 or 1)
<EOEI />	- Boolean (0 or 1)
<AdminSupportStaff />	- Boolean (0 or 1)
<Fte />	- Numeric (N.NN)
<Wage />	- Numeric (NNN.NN)
<AccountingCode />	- Text (NNN)
<HighlyQualified />	- Numeric (N)
<Administrator />	- Numeric (N)
<ClassesTaught />	- Numeric (N)
</SchoolAssignment>	
<PartATeachers />	- Text (NNN)
<EducatorEffectiveness />	- Text (NN)
<FundedPositionStatus />	- Text (N)
<DateOfBirth />	- Date (mm/dd/yyyy)
<GenderCode />	- Text (A)
<RacialEthnic>	
<Pic />	- Numeric
<RacialEthnicCode1 />	- Boolean (0 or 1)
<RacialEthnicCode2 />	- Boolean (0 or 1)
<RacialEthnicCode3 />	- Boolean (0 or 1)
<RacialEthnicCode4 />	- Boolean (0 or 1)
<RacialEthnicCode5 />	- Boolean (0 or 1)
<RacialEthnicCode6 />	- Boolean (0 or 1)
</RacialEthnic>	
<HighestEducationLevel />	- Text (NN)
<TypeOfCredential />	- Text (NN)
<DateCredentialIssued />	- Date (mm/dd/yyyy)
<DateOfExpirationOfCredential />	- Date (mm/dd/yyyy)
<Educator Effectiveness />	- Numeric (NN)
<DaysofProfessionalDevelopment>	
<Pic />	- Numeric
<ProvDevCode1 />	- Numeric (NN.NN)
<ProvDevCode2 />	- Numeric (NN.NN)
</DaysofProfessionalDevelopment>	
<EmploymentStatus />	- Text (NN)
<DateOfTermination />	- Date (mm/dd/yyyy)
<AnnualSalary />	- Numeric (NNNNNN)
</Personnel Record>	

**For files prior to the Fall 2011 REP Submission, the professional development section will be:**

<HoursofProfessionalDevelopment>	
<Pic />	- Numeric
<ProvDevCode1 />	- Numeric (NNN)
<ProvDevCode2 />	- Numeric (NNN)
<ProvDevCode3 />	- Numeric (NNN)
<ProvDevCode3 />	- Numeric (NNN)
<ProvDevCode4 />	- Numeric (NNN)
<ProvDevCode6 />	- Numeric (NNN)
<ProvDevCode7 />	- Numeric (NNN)
<ProvDevCode8 />	- Numeric (NNN)
<ProvDevCode9 />	- Numeric (NNN)

**For files prior to the EOY 2014 REP Submission, the Michigan sponsoring and Non-Michigan sponsoring section will be:**

<MichiganInstitution />	- Text (NNNNNN)
<NonMichiganInstitution />	- Text (NN)

**For files prior to the End of Year 2017 REP Submission, school assignment section included:**

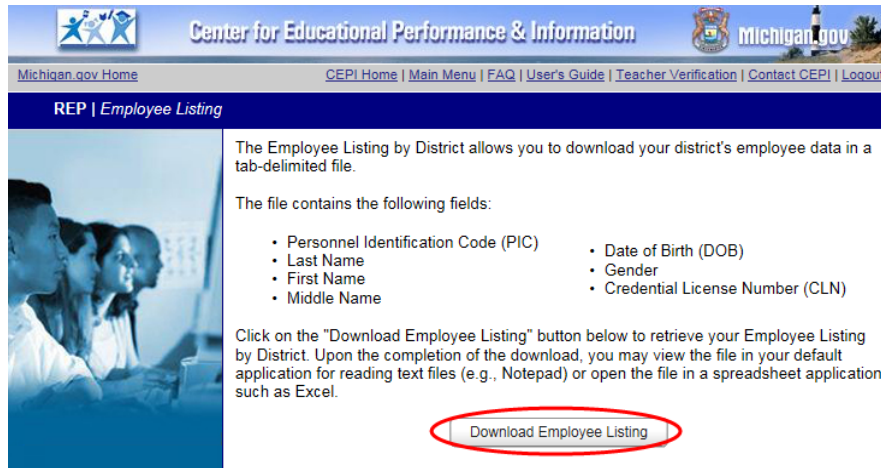
<Academic Major>	- Numeric (N)
<Academic Minor>	- Numeric (N)

## Employee Listing by District

This report lists employees for whom the district user successfully submitted records. This file is tab-delimited. The format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Date of Birth, Gender and Credential License Number. This report also provides a list of all PICs for the employees of the district that may be helpful for the Teacher Student Data Link Data Submission in the Michigan Student Data System.

The following information screen will appear when you click on "Employee Listing by District":

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The File Download window will appear after clicking "Download Employee Listing File." Please refer to the following steps to retrieve and access the file:



1. Save the file.
2. Open the file in an application that reads flat text (e.g. Notepad or Boxer).  
The file will open with the following information:

```
PIClist.txt - Boxer Text Editor - [* C:\Users\... \AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\20UAVM6Q\PIClist.txt]
File Edit Block Search Paragraph Tools Project Configure View Window Help
New Open Save Preview Print Undo Redo Cut Copy Paste Find Next Mate Replace Go to Rec/Stop Playback Macros Spell Calendar Calc
10 20 30 40 50 60 70 80 90 100
...5...|...5...|...5...|...5...|...5...|...5...|...5...|...5...|...5...|...5...
1 This file lists all employees on file with CEPI in Happy Day School (11111).
2 NOTE: Each field is separated by a TAB character.
3 Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN
4 ---Beginning of Results---
5 16109 WAYNE JOHN 11/15/1969 M
6 16111 WAYNE JOHN J 11/7/1977 M IF0000000249072
7 ---End of Results---
```

- Highlight and copy the data that will be migrated into an Excel spreadsheet.

```
This file lists all employees on file with CEPI in Happy Day School (11111).
NOTE: Each field is separated by a TAB character.
Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN
---Beginning of Results---
16109 WAYNE JOHN 11/15/1969 M
16111 WAYNE JOHN J 11/7/1977 M IF0000000249072
---End of Results---
```

- Copy and paste the selection into an Excel Worksheet. Column headings will be added separately.

	A	B	C	D	E	F	G
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	CLN
2	16109	WAYNE	JOHN		11/15/1969	M	
3	16111	WAYNE	JOHN	J	11/7/1977	M	IF0000000249072
4	--- End of Results ---						

## **REP Submission Reports – District & School/Facility Level**

The REP Submission Reports allow district users to access and review data concerning the current submission. The application populates the reports as the users submit data so that up-to-the-minute totals will be available for review during the current submission cycle. Users may print and review reports at any time during the submission. CEPI advises all users to finalize a data submission by reviewing this report before certifying. District-and school/facility-level reports are available. Reports are also available for previous submissions.

### **Types of Submission Reports**

#### ***Assignment Code Comparison***

This report provides a district-level comparison of all assignment codes and the total full-time equivalency value reported for each assignment code between the EOY or Fall REP submissions for two years. For example, EOY 2015 and EOY 2016 or Fall 2014 and Fall 2015. The report is divided into staff groups:

- Administrative Staff
- Instructional Staff - General Education Core Academic Subject Area
- Instructional Staff - General Education Non-Core Academic Subject Areas
- Non-Instructional Staff
- Day-to-Day Substitute Staff and Paraprofessionals/Aides.

#### ***Assignment Code Summary***

This report lists all assignment codes and the total FTE value reported for each assignment. The report is divided into staff groups.

#### ***Detailed Assignment Code Summary***

This report lists all assignment codes reported at the school/facility level. The report includes the assignment codes and descriptions, employee names and FTEs by staff group. If an employee is assigned to more than one school/facility within the district, data will appear in each school/facility. This report may be beneficial to your student data submission authorized user for use with the TSDL Submission.

#### ***Educator Effectiveness Summary***

This report provides a list of all staff members and their reported educator effectiveness label.

#### ***Exiting, Current and New Staff Report***

This report provides the employment status of all exiting, current and new teaching staff members as reported in Field 25: Employment Status.

### ***FTE by Accounting/Function Code***

This report provides the total FTE reported for each accounting/function code by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

### ***FTE by Accounting/Function Code Comparison***

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between EOY 2016 to EOY 2017 REP submissions. The total FTE reported for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

### ***Overall Summary of Data Submission***

This report provides summary data regarding the district's submission by specific categories: Employee Staff Groups, Exit Status, Number of Schools/Facilities Reported, etc.

### ***Pending Status Report***

This report provides a district-level list of all the staff members reported with pending certification.

### ***Personnel Assigned to School/Facility in another District***

This report lists staff members reported in schools/facilities not identified in the Educational Entity Master as assigned to the reporting district.

### ***Personnel Headcount by School/Facility within District***

This report provides a headcount of all staff members reported in schools/facilities within the specified reporting district where the schools/facilities are listed in the EEM with an open-active status. Any school/facility that does not have personnel submitted will be highlighted.

### ***Position Status Report***

This report provides the position status of all teachers and administrators as reported in Field 12: Funded Position Status.

### ***Professional Development Days***

This report provides the total number of days of professional development provided by the district for new teachers by category as reported in Field 24: New Teacher Professional Development.

***Validation Details***

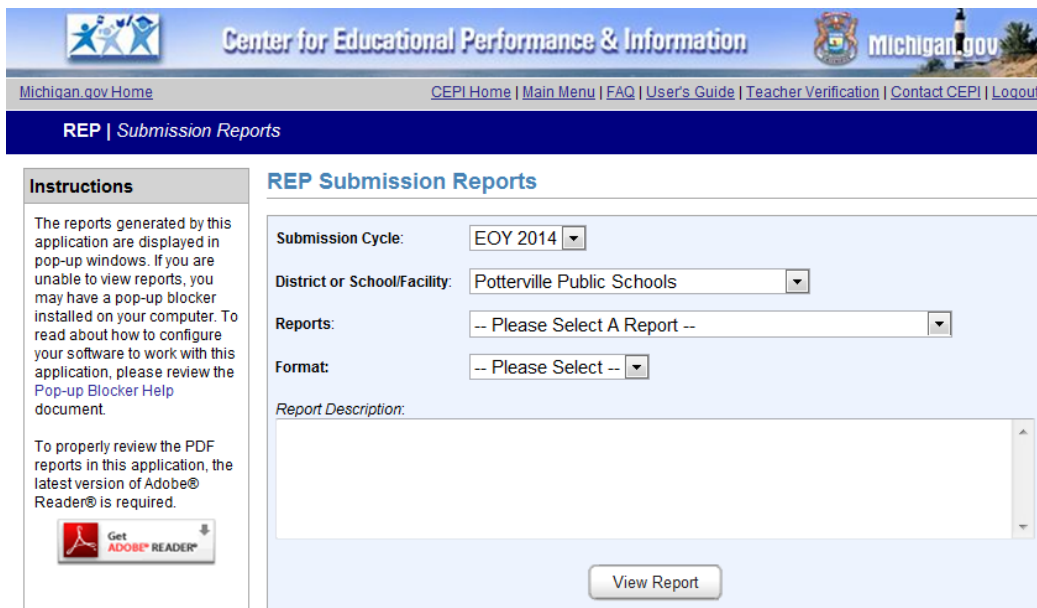
This report provides the errors and warnings submitted for personnel.



## How Do I Select a Submission Report?

REP Submission Reports are accessed via a drop-down selection format that allows the REP authorized user to select the submission cycle, district or school/facility, report and format desired. This allows the user to easily select the desired report. The following screen shots provide step-by-step instructions of how to access the various reports.

1. After logging into the REP Application, select "REP Submission Reports" from the REP Main Menu.



2. Select the Submission Cycle for the report.

The screenshot shows the 'REP Submission Reports' page. On the left is an 'Instructions' box with text about pop-up windows and Adobe Reader. The main area contains a form with the following fields:

- Submission Cycle:** A dropdown menu is open, showing a list of years from EOY 2007 to EOY 2013. 'EOY 2013' is highlighted.
- District or School/Facility:** A dropdown menu showing 'Public Schools'.
- Reports:** A dropdown menu showing 'Code Comparison'.
- Format:** A dropdown menu showing 'Text'.
- Report Description:** A text area containing a detailed description of the report, including information about assignment codes and staff groups.

A 'View Report' button is located at the bottom right of the form.

3. Select the district or school/facility from the drop down list.

The screenshot shows the 'REP Submission Reports' page with the following fields:

- Submission Cycle:** A dropdown menu showing 'EOY 2014'.
- District or School/Facility:** A dropdown menu showing 'Potterville Public Schools'.
- Reports:** A dropdown menu is open, showing a list of report types: 'CAP Adult and Alternative Education', 'Potterville Elementary School', 'Potterville High School', and 'Potterville Middle School'. 'Potterville Public Schools' is highlighted.
- Format:** A dropdown menu.
- Report Description:** A text area.

A 'View Report' button is located at the bottom right of the form.

4. Select a report. Each report type includes a Report Description.

5. Select a format for the report. There are two formats for most reports: PDF or Excel. A third format, View Direct, is available for the layered reports, such as the Detailed Assignment Code Summary.

6. Click on "View Report," located under the Report Description box.

The screenshot shows the 'REP Submission Reports' page. At the top, there is a navigation bar with the Center for Educational Performance & Information logo and Michigan.gov branding. Below this is a green navigation menu with links for Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. The main header is dark blue with 'REP | Submission Reports' in white text.

The main content area is divided into two columns. The left column is titled 'Instructions' and contains text about pop-up windows and Adobe Reader. The right column is titled 'REP Submission Reports' and contains a form with the following fields:

- Submission Cycle: EOY 2013
- District or School/Facility: Grand Rapids Public Schools
- Reports: Assignment Code Comparison
- Format: PDF

Below the form is a 'Report Description' section with a scrollable text area containing the following text: "This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the Fall 2011 and Fall 2012 REP submission. The report is divided into staff groups: Administrative Staff, Instructional Staff - General". At the bottom of the form is a 'View Report' button, which is circled in red.

7. View the report by clicking "View Report."

## Formats for Reports

### PDF Format

This report opens in a pop-up window. It cannot be edited.

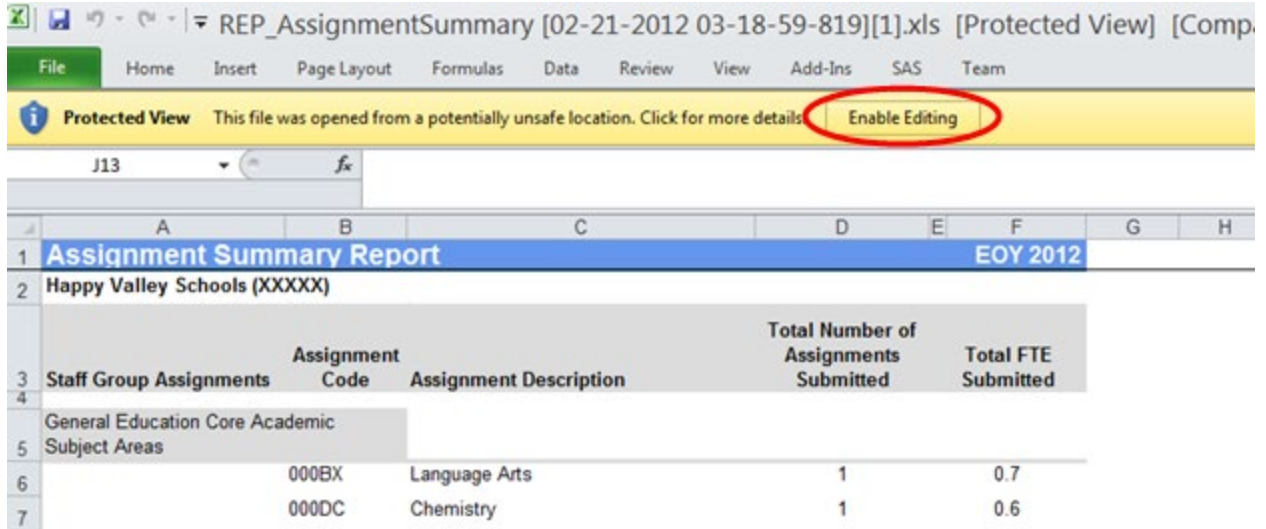
Assignment Summary Report			EOY 2012	
Happy Valley Schools (xxxxx)				
Staff Group Assignments	Assignment Code	Assignment Description	Total Number of Assignments Submitted	Total FTE Submitted
General Education Core Academic Subject Areas				
	000BX	Language Arts	1	0.70
	000DC	Chemistry	1	0.60
	000DI	Integrated Science	2	1.30
	000EX	Mathematics	2	1.40
	000JX	Music Education	2	1.00
	000ZG	General EL K-5 all, K-8 self-contained	2	2.00
	000ZZ	Alternative Education	1	1.00
	00192	Speech/Language Impaired (SB) Classroom - All Subjects	1	0.50
-----				
Total General Education Core Academic Subject Areas			12	8.50
Instructional Staff				
	000NF	Junior ROTC	1	1.00
	000NR	Computer Science	1	0.50

### Excel Format

*Note:* The steps below are designed for Microsoft Excel 2010. For older versions of Excel, refer to the Microsoft Help resources or contact your local technical support for assistance.

The report will appear as an Excel Spreadsheet as illustrated below. The report opens in read-only format by default. Click on "Enable Editing" button to make the spreadsheet editable.





## Reports with Detailed Data

These following reports provide employee information in more specific detail. Select the level of detail for the report. The reports will have three or four layers of detail.

- Detailed Assignment Code Summary Report
- Pending Status Report
- New Teacher Days of Professional Development Report

The following screen shots demonstrate the Detailed Assignment Code Summary Report that has four layers of detail concerning the assignment codes and FTEs of all school employees reported by the district. First, select the report from the drop-down menu and open it in Excel.

### **Level One: District Name with List of all Schools/Facilities**

This layer lists the total number of assignments and FTE reported at each school/facility reported. If your district reported staff members at schools/facilities in other districts, they will appear on this report.

		Total Assignments	Total FTE
2	<b>Detailed Assignment Summary Report</b>		EOY 2012
3	Page 1 of 1		
6	3/19/2012		
8	<b>Happy Valley Schools (XXXXX)</b>		
9	Central Administrative Unit (00000)	5	5.00
28	Happy Valley Elementary School (xxxxx)	23	23.5
33	Happy Valley Middle School (xxxxx)	15	14.75
41	Happy Valley High School (xxxxx)	20	19.5

**Level Two: Schools/Facilities with Number of Assignments and Total FTE by Assignment Group**

This layer lists the total number of assignments and FTE by Assignment Group in each school facility.

Happy Valley Schools (XXXXX)		Total Assignments	Total FTE
9	Central Administrative Unit (00000)	5	5.00
10	Instructional Staff	3	3.00
20	Paraprofessional/Aide Staff	1	1.00
24	Administrative Staff	1	1.00
28	Happy Valley Elementary School (xxxxx)	1	1
29	Instructional Staff	1	1.00
33	Happy Valley Middle School (xxxxx)	2	1.5
34	General Education Core Academic Subject Areas	2	1.50
41	Happy Valley High School (xxxxx)	2	0.65
42	General Education Core Academic Subject Areas	1	0.40
46	Noninstructional Staff	1	0.25

**Level Three: Specific Assignment Codes within Assignment Group**

This layer provides the total number of assignments and FTE for the specific assignment codes reported within each assignment group for each school/facility.

Happy Valley Schools (XXXXX)		Total Assignments	Total FTE
9	Central Administrative Unit (00000)	5	5.00
10	Instructional Staff	3	3.00
11	00310 - School Social Work (including non-special education)	1	1.00
14	00320 - School Psychologist (SG)	1	1.00
17	00370 - Physical Therapist	1	1.00
20	Paraprofessional/Aide Staff	1	1.00
21	00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC)	1	1.00
24	Administrative Staff	1	1.00
25	79115 - ISD Assistant Director (Business/Finance)	1	1.00
28	Happy Valley Elementary School (xxxxx)	1	1
29	Instructional Staff	1	1.00
30	00370 - Physical Therapist	1	1.00
33	Happy Valley Middle School (xxxxx)	2	1.5
34	General Education Core Academic Subject Areas	2	1.50
35	000BA - English	1	0.70
38	000EX - Mathematics	1	0.80
41	Happy Valley High School (xxxxx)	2	0.65
42	General Education Core Academic Subject Areas	1	0.40
43	000EX - Mathematics	1	0.40
46	Noninstructional Staff	1	0.25
47	82100 - Athletic Coach	1	0.25

**Level Four: Assignment Code and FTE for by Assignment Group**

This layer provides the employee's name, PIC, assignment and FTE by assignment group for each school/facility. Data from Field 12: Funded Position Status and Field 25: Employment Status are also provided.

Detailed Assignment Summary Report							EOY 2012	
Happy Valley Schools (XXXXX)							Total Assignments	Total FTE
Central Administrative Unit (00000)							5	5.00
Instructional Staff							3	3.00
00310 - School Social Work (including non-special education)							1	1.00
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status		
Smith	Betty	999999	9, 10, 11, 12	1	9	99		
00320 - School Psychologist (SG)							1	1.00
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status		
Jackson	Kathy	909090	K, 1, 2, 3, 4	1	9	99		
00370 - Physical Therapist							1	1.00
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status		
Hudson	Jen	909080	K, 1, 2, 3, 4	1	9	99		
Paraprofessional/Aide Staff							1	1.00
00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC)							1	1.00
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status		
BEEZ	JANET	908070	Migrant	1	9	99		

**Expanding and Collapsing Rows of the Report to Obtain Various Levels of Detail**

Expand or collapse the view of this report to a specific level of detail by using the “+” and “-” symbols located on the left side of the spreadsheet. Collapsing/expanding the report can be a time-saving feature if only viewing certain assignment codes, such as Instructional Staff.

Click on the “+” sign to expand the building level to the assignment group.

Detailed Assignment Summary Report							EOY 2012	
Happy Valley Schools (XXXXX)							Total Assignments	Total FTE
Central Administrative Unit (00000)							5	5.00
Happy Valley Elementary School (xxxxx)							1	1
Happy Valley Middle School (xxxxx)							2	1.5
Happy Valley High School (xxxxx)							2	0.65



Detailed Assignment Summary Report		EOY 2012		
Page 1 of 1		3/19/2012		
<b>Happy Valley Schools (XXXXX)</b>				
		<b>Total Assignments</b>	<b>Total FTE</b>	
-	9	Central Administrative Unit (00000)	5	5.00
+	10	Instructional Staff	3	3.00
+	20	Paraprofessional/Aide Staff	1	1.00
+	24	Administrative Staff	1	1.00
+	28	Happy Valley Elementary School (xxxxx)	1	1
+	33	Happy Valley Middle School (xxxxx)	2	1.5
+	41	Happy Valley High School (xxxxx)	2	0.65

Next, click on the "+" sign for Level Two to expand to the assignment code level.

Detailed Assignment Summary Report		EOY 2012		
Page 1 of 1		3/19/2012		
<b>Happy Valley Schools (XXXXX)</b>				
		<b>Total Assignments</b>	<b>Total FTE</b>	
-	9	Central Administrative Unit (00000)	5	5.00
+	10	Instructional Staff	3	3.00
+	11	00310 - School Social Work (including non-special education)	1	1.00
+	14	00320 - School Psychologist (SG)	1	1.00
+	17	00370 - Physical Therapist	1	1.00
+	20	Paraprofessional/Aide Staff	1	1.00
+	24	Administrative Staff	1	1.00
+	28	Happy Valley Elementary School (xxxxx)	1	1
+	33	Happy Valley Middle School (xxxxx)	2	1.5
+	41	Happy Valley High School (xxxxx)	2	0.65

Clicking on the "+" sign changes it to a "-" and the data will expand to the assignment code level.

Finally, click on the "+" or "-" to obtain the desired level of detail.

Detailed Assignment Summary Report		EOY 2012						
Page 1 of 1		3/19/2012						
<b>Happy Valley Schools (XXXXX)</b>								
		<b>Total Assignments</b>	<b>Total FTE</b>					
-	9	Central Administrative Unit (00000)	5	5.00				
+	10	Instructional Staff	3	3.00				
+	11	00310 - School Social Work (including non-special education)	1	1.00				
+	14	00320 - School Psychologist (SG)	1	1.00				
+	17	00370 - Physical Therapist	1	1.00				
-	20	Paraprofessional/Aide Staff	1	1.00				
-	21	00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC)	1	1.00				
		Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status
	23	BEEZ	JANET	9080709	Migrant	1	9	99
+	24	Administrative Staff	1	1.00				
+	28	Happy Valley Elementary School (xxxxx)	1	1				

## Direct View

The Direct View is only available for selected reports such as the Detailed Assignment Code Summary Report. The report will open in the browser window. The report is layered in the same manner as the Excel version of the report.

**Level One:** Listing of all Schools/Facilities Reported with Staff Members

This will include any schools/facilities outside the district if staff members are assigned to them.


	A	B	C	D	E	F	G	H	I
1	Assignment Summary Report								EOY 2012
2	Page 1 of 1								2/22/2012 4:02 PM
+	4	Central Administrative Unit (00000)						4	2.75
+	20	Happy Valley Elementary (11111)						1	0.10
+	25	Happy Valley Middle School (22222)						2	0.65
+	34	Happy Valley High School (33333)						8	3.80
+	59	Happy Valley Adult Education Center (44444)						7	3.45
+	80	Happy Valley Bus Garage (55555)						3	2.00
+	91	Bruce Elementary (66666)						1	1.00
+	96	Thomas Middle School (77777)						1	1.00

REP | Detailed Assignment Code Summary

Center for Educational Performance & Information Michigan.gov

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REP | Detailed Assignment Code Summary

1 of 1 100% Find | Next  Click here to print.

Pottsville Public Schools (23090)		Total Assignments	Total FTE
+	All school/facilities reported with staff members are listed.	4	2.75
+		1	0.10
+		2	0.65
+	Click on the "+" to expand each school/facility to see the staff members reported.	8	3.80
+		7	3.45
+		3	2.00
+		1	1.00
+		1	1.00

**Level Two:** Expands to Assignment Code Groups

## REP Reports User Guide

1	2	3	4	A	B	C	D	E	F	G	H	I
<b>Assignment Summary Report</b>											<b>EOY 2012</b>	
Page 1 of 1											2/22/2012 4:02 PM	
-	4	Central Administrative Unit (00000)								4	2.75	
+	5	Instructional Staff								1	1.00	
+	9	Day-to-Day Substitute Staff								1	0.00	
+	13	Noninstructional Staff								2	1.75	
-	20	Happy Valley Elementary (11111)								1	0.10	
+	21	Noninstructional Staff								1	0.10	
-	25	Happy Valley Middle School (22222)								2	0.65	
+	26	General Education Core Academic Subject Areas								1	0.40	
+	30	Noninstructional Staff								1	0.25	
-	34	Happy Valley High School (33333)								8	3.80	
+	35	General Education Core Academic Subject Areas								4	2.50	
+	46	Instructional Staff								1	0.50	
+	50	Paraprofessional/Aide Staff								1	0.80	
+	54	Day-to-Day Substitute Staff								2	0.00	
-	59	Happy Valley Adult Education Center (44444)								7	3.45	
+	60	General Education Core Academic Subject Areas								3	2.60	
+	70	Instructional Staff								1	0.20	
+	74	Noninstructional Staff								3	0.65	
-	80	Happy Valley Bus Garage (55555)								3	2.00	
+	81	General Education Core Academic Subject Areas								3	2.00	
-	91	Bruce Elementary (66666)								1	1.00	
+	92	Instructional Staff								1	1.00	
-	96	Thomas Middle School (77777)								1	1.00	
+	97	General Education Core Academic Subject Areas								1	1.00	

**Level Three:** Expands to specific assignment codes with the groups.

1	2	3	4	A	B	C	D	E	F	G	H	I
<b>Assignment Summary Report</b>											<b>EOY 2012</b>	
Page 1 of 1											2/22/2012 4:02 PM	
-	4	Central Administrative Unit (00000)								4	2.75	
+	5	Instructional Staff								1	1.00	
+	6	00370 - Physical Therapist								1	1.00	
+	9	Day-to-Day Substitute Staff								1	0.00	
+	10	00SUB - Day-to-Day Substitute Teacher								1	0.00	
+	13	Noninstructional Staff								2	1.75	
+	14	60700 - Parent Educator/Non-Home Visitor								1	1.00	
+	17	85000 - Child Care								1	0.75	
-	20	Happy Valley Elementary (11111)								1	0.10	
+	21	Noninstructional Staff								1	0.10	
+	22	99900 - Other								1	0.10	
-	25	Happy Valley Middle School (22222)								2	0.65	
+	26	General Education Core Academic Subject Areas								1	0.40	
+	27	000EX - Mathematics								1	0.40	
+	30	Noninstructional Staff								1	0.25	
+	31	82100 - Athletic Coach								1	0.25	
-	34	Happy Valley High School (33333)								8	3.80	
+	35	General Education Core Academic Subject Areas								4	2.50	
+	36	000JX - Music Education								2	1.00	
+	40	000ZG - General EL K-5 all, K-8 self-contained								1	1.00	
+	43	00192 - Speech/Language Impaired (SB) Classroom - All Subjects								1	0.50	
+	46	Instructional Staff								1	0.50	
+	47	000NR - Computer Science								1	0.50	
+	50	Paraprofessional/Aide Staff								1	0.80	
+	51	00403 - Special Education Instructional Paraprofessional/Aide								1	0.80	
+	54	Day-to-Day Substitute Staff								2	0.00	
+	55	00PAR - Day-to-Day Substitute Paraprofessional/aide								2	0.00	
-	59	Happy Valley Adult Education Center (44444)								7	3.45	
+	60	General Education Core Academic Subject Areas								3	2.60	
+	61	000DC - Chemistry								1	0.60	
+	64	000DI - Integrated Science								1	1.00	
+	67	000EX - Mathematics								1	1.00	
+	70	Instructional Staff								1	0.20	
+	71	60400 - Elementary Certified Teacher with a Child Development								1	0.20	
+	74	Noninstructional Staff								3	0.65	
+	75	82100 - Athletic Coach								3	0.65	
-	80	Happy Valley Bus Garage (55555)								3	2.00	
+	81	General Education Core Academic Subject Areas								3	2.00	

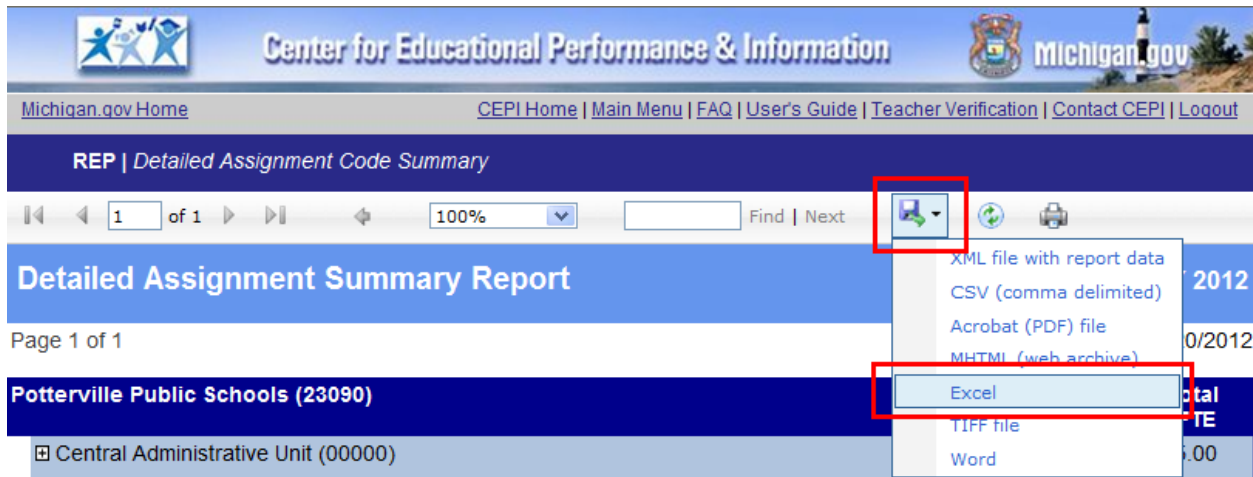
**Level Four:** Expands to the individual employees within each assignment code and group.

1	2	3	4	C	D	E	F	G	I	J	KL	M	N	O	P						
2	<b>Detailed Assignment Summary Report</b>														EOY 2012						
3	Page 1 of 1														3/15/2012						
6	<b>Happy Valley School District Schools (23090)</b>														<b>Total Assignments</b>	<b>Total FTE</b>					
8	<b>Central Administrative Unit (00000)</b>														5	5.00					
9	Instructional Staff														3	3.00					
10	00370 - Physical Therapist														1	1.00					
11	Last Name														First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status	
12	Smith														Betty	9090909	K, 1, 2, 3, 4	1	9	99	
13	Day-to-Day Substitute Staff														1	1.00					
14	00SUB - Day-to-Day Substitute Teacher														1	0					
15	Last Name														First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status	
16	Mattson														Evelyn	909012		0		99	
17	Noninstructional Staff														2	1.75					
18	60700 - Parent Educator/Non-Home Visitor														1	1.00					
19	Last Name														First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status	
20	Jackson														Jack	90913	3, 4	1	9	99	
21	85000 - Child Care														1	0.75					
22	Last Name														First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status	
23	Childs														James	90914	Early Childhood and Parenting Programs	0.75	9	99	
24	<b>Happy Valley Elementary (11111)</b>														11	9.80					
25	Instructional Staff														1	1					
26	000ZG - General EL K-5 all, K-8 self-contained														1	1.00					
27	Last Name														First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status	
28	Smith														Janice	9099999		2	1	9	98
29																					

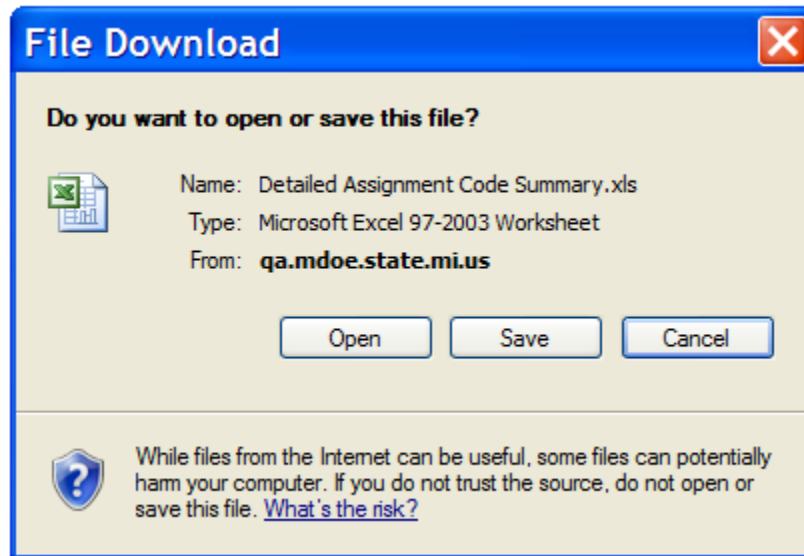
## Formats Available for Downloading Data

Several options are available to download the report. The steps below are designed for Microsoft Excel 2010.

1. Click on the Export icon from the tool bar.



2. When prompted, choose "Open" or "Save." If "Save" is chosen, select a location to save the file.



3. If "Open" is selected, the report will automatically open in Excel. If "Save" is selected, the file will need to be manually opened in Excel.

## REP Reports User Guide

The screenshot shows an Excel spreadsheet with the following content:

Detailed Assignment Summary Report		EOY 2012	
Page 1 of 1		3/19/2012	
Happy Valley Schools (XXXXXX)		Total Assignments	Total FTE
+	8 Central Administrative Unit (00000)	5	5.00
+	28 Happy Valley Elementary School (xxxxxx)	1	1
+	33 Happy Valley Middle School (xxxxxx)	2	1.5
+	41 Happy Valley High School (xxxxxx)	2	0.65

4. The report will function as described previously with the four layers of data.

## Using the Reports for Data Quality

The following examples illustrate questions to ask when reviewing your reports.

Are the FTEs accurate for the accounting/function codes?

Total FTE by Accounting/Function Code Report		Fall 2011
Happy Valley School District (XXXXX)		
Instructional Staff		Total FTE
111 Elementary School		8.35
112 Middle/Junior High School		8.30
113 High School		12.70
118 Preschool		0.00
119 Summer School		0.00
122 Special Education		9.50
125 Compensatory Education		3.00
127 Career and Technical Education		0.00
131 Basic		0.00
132 Secondary		0.00
133 Secondary Vocational		0.00
135 Occupational Training or Upgrading Retraining		1.00
<b>Total Instructional Staff</b>		<b>42.85</b>

Are the counts accurate? Do you have three vacant teaching positions?

Position Status By Staff Group Report		Fall 2011				
Happy Valley School District (XXXXX)						
		Administrators	Teachers	Paraprofessional	Noninstructional	Total
Funded Position Status		Count	Count	Count	Count	Count
1	Vacant, funded, open position, no one assigned	0	3	0	0	3
2	Vacant, funded, open position, outside contractor assigned	0	0	0	0	0
3	Funded, employee on loan or leave, no one assigned	0	0	0	0	0
4	Funded, employee on loan or leave, filled by temporary employee	0	0	0	0	0
5	Vacant, funded, open position, filled by temporary employee	0	0	0	0	0
6	Funded, employee on loan or leave, outside contractor assigned	0	1	0	0	1
7	Contracted services provider, non-instructional staff	0	0	0	0	0
9	Filled position, regular	3	47	5	6	61
<b>Total:</b>		<b>3</b>	<b>51</b>	<b>5</b>	<b>6</b>	<b>65</b>

DATE CREATED: 8/15/2011

How many assignments of English or Math are taught? Do you have five elementary assignments?

Assignment Summary Report			Fall 2011	
Happy Valley School District (XXXXX)				
Staff Group Assignments	Assignment Code	Assignment Description	Total Number of Assignments Submitted	Total FTE Submitted
General Education Core Academic Subject Areas				
	000BA	English	3	2.60
	000CC	History	1	0.20
	000CD	Political Science	1	0.60
	000DC	Chemistry	1	0.60
	000DH	Geology - Earth Science	1	1.00
	000DI	Integrated Science	1	1.00
	000DX	Science	1	1.00
	000EX	Mathematics	1	0.40
	000FF	Spanish	1	1.00
	000JX	Music Education	5	2.80
	000ZG	General EL K-5 all, K-8 self-contained	5	5.00
Total General Education Core Academic Subject Areas			21	18.20

Data Quality Matters.

- Check your final submission counts. Are they accurate?
- Do you have nine day-to-day substitute staff members?
- Do you really have staff members reported at two schools/facilities outside your district?
- Do you really have seven schools/facilities that should have staff reported?



Overall Summary of Data Submission Report		Fall 2011
Happy Valley School District (XXXXX)		
		<b>Count</b>
<b>Total number of all personnel records submitted</b>		<b>73</b>
<small>Total number of personnel records submitted including those personnel who have left the district.</small>		
<b>Total number of records with an administrator assignment code</b>		<b>3</b>
<small>Total number of personnel records submitted with assignment codes 70100 through 79599, including those personnel who have left the district.</small>		
<b>Total number of records with a teacher assignment code</b>		<b>33</b>
<small>Total number of records submitted with assignment codes 000AX through 00594, 60300, and 60400 (excluding 00403, 00404, 00405, 00407, 005SUB and 00PAR). This count includes current and terminated records.</small>		
<b>Total number of records with a paraprofessional/aide assignment code</b>		<b>9</b>
<small>Total number of records with a paraprofessional/aide assignment code. Total number of records submitted with assignment codes 80001 through 80016 including 60500, 60501, 00403, 00404, 00405 and 00407. This count includes current and terminated records.</small>		
<b>Total number of records with a day-to-day substitute assignment code</b>		<b>9</b>
<small>Total number of records submitted with an assignment code of 00SUB and 00PAR. This count includes current and terminated records.</small>		
<b>Total number of records with a non-instructional assignment code</b>		<b>18</b>
<small>Total number of records with a non-instructional assignment code. Total number of records submitted with assignment codes 91500 through 99900 and 60100, 60200, 60600 and 60700.</small>		
<b>Total number of personnel separating from employment with the district</b>		<b>1</b>
<small>Total number of personnel records where Field 25: Employment Status code is equal to 01 through 19 inclusive.</small>		
<b>Total number of personnel records assigned to a nonpublic school</b>		<b>0</b>
<small>Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) indicates that the school/facility is a nonpublic entity.</small>		
<b>Total number of personnel records assigned to a school in another district</b>		<b>2</b>
<small>Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) is not assigned to the reporting district.</small>		
<b>Total number of schools/facilities reporting personnel records</b>		<b>7</b>
<small>Total number of schools/facilities that were reported with personnel records.</small>		
DATE CREATED: 8/15/2011		

## Validation Details Report

The Validation Details report was added to provide users with a list of errors and warnings that correspond to the personnel data they have submitted. Recent changes from the REP On-Demand system enhancements allows these records to be saved, and the user can view the fields where errors or warnings occurred and the corresponding details. The drop-down menu allows the user to select the report in view-direct, pdf or Excel format.

**Validation Detail**

Collection: EOY 2017

Entity:

Description: List of all Errors and Warnings for Updated Records

**Total Number of Errors: 9**  
**Total Number of Warnings: 0**

Error Status	PIC	Last Name	Middle Name	First Name
[Field 10] The Administrator Continuing Education in School Assignment #1 is missing.				
[Field 10] The Administrator Continuing Education in School Assignment #2 is missing.				
[Field 10] The Wage in School Assignment #1 is missing.				
[Field 10] The Wage in School Assignment #2 is missing.				
[Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).				
[Field 28] Annual Salary, a required field, is missing.				

## Reports Available for Year-to-Year Comparisons

(These reports will be updated each submission.)

### FTE by Accounting/Function Code Comparison Report

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between the year-to-year REP submissions. The total FTE submitted for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

Total FTE by Accounting/Function Code Comparison Report				Fall 2011
Happy Valley School District (XXXXXX)				
Instructional Staff	Fall 2010 Total FTE	Fall 2011 Total FTE	Percentage Change	
111 Elementary School	23.49	8.35	-64.45 %	
112 Middle/Junior High School	15.85	8.30	-47.63 %	
113 High School	20.11	12.70	-36.85 %	
122 Special Education	21.00	9.50	-54.76 %	
125 Compensatory Education	0.00	3.00	300.00 %	
135 Occupational Training or Upgrading Retraining	0.00	1.00	100.00 %	
<b>Total Instructional Staff</b>	<b>80.45</b>	<b>42.85</b>	<b>-46.74 %</b>	

Are the counts accurate? Did our district have a 54.76% drop in Special Education instructional staff?

### Assignment Code Comparison Report

This report provides a district-level comparison of all assignment codes and the total FTE value reported for each assignment code between the year-to-year REP submissions. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Assignment Code Comparison Report							Fall 2011
Happy Valley School District (XXXXXX)							

Administrative Staff							
Assignment Code	Assignment Description	Fall 2010 Total Number of Assignments Submitted	Fall 2010 Total FTE Submitted	Fall 2011 Total Number of Assignments Submitted	Fall 2011 Total FTE Submitted	Percentage Change in Number of Assignments Submitted	Percentage Change in FTE Submitted
70100	ISD Superintendent (Chief Administrative Officer)	0	0.00	1	1.00	100.00 %	100.00 %
70200	District Superintendent (Chief Administrative Officer)	1	1.00	0	0.00	-100.00 %	-100.00 %
70274	District Superintendent (Title IX Gender Equity Coordinator)	1	0.10	0	0.00	-100.00 %	-100.00 %

**Assignment Code Comparison Report Column Descriptions**

<b>Column Heading</b>	<b>Explanation</b>
Assignment Code	Assignment codes submitted by the district.
Assignment Description	Description of subject area taught or position held.
EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total Number of Assignments Submitted (One year comparison)	Total number of assignments reported for each individual assignment code submitted by the district for each submission in <b>EOY or Fall</b> comparisons.
EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total FTE Submitted (One year comparison)	Total FTE reported by the district for each assignment code.
Percentage Change in Number of Assignments Submitted	Percentage of change in the number of assignment codes between <b>EOY or Fall</b> comparisons.
Percentage Change in the FTE Submitted	Percentage of change in the total FTE submitted for each assignment code between <b>EOY or Fall</b> comparisons.

## Obtain Credential Data for Teachers and Administrators

### Michigan Online Educator Certification System

The MOECS is a web-based application that enables a local district user to obtain credential numbers, issue and expiration dates, endorsements earned, and sponsoring institutions for instructional personnel. The user must have a MEIS account and obtain access to the MOECS application.

To access MOECS, go to the [MDE website](#):



The screenshot shows the Michigan Department of Education website. The header features the Michigan Department of Education logo and a search bar. The main content area includes a navigation menu on the left with categories like State Board of Education, Administrators, Career & College Ready, Early Learners and Care, Educator Services, Obtain/Renew Educator Certification, and Educator Learning & Professional. The main content area displays the breadcrumb trail: MDE / EDUCATOR SERVICES / MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM. Below this, there is a link for 'Feedback or issues' with the text 'Help us to improve our certification system by telling us what we can do to help you!'. A social media link for Facebook is also present. A prominent blue button with white text reads 'Click Here to go to the MOECS Login Page Michigan Online Educator Certification System'. At the bottom, a paragraph states: 'MOECS is a secure web-based system that allows educators access to their certification data, apply for certificates and endorsements and renew their certificates.'

The screenshot shows the website header with the Center for Educational Performance & Information logo and Michigan.gov branding. A navigation bar includes links for Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. Below this is a blue bar with 'REP | Main Menu'. The main content area is titled 'Welcome to the Registry of Educational Personnel'. It features a 'No Entity Selected' message with a 'Set/Change Entity:' input field and a 'Set' button. A link for 'Go to Nonpublic School Personnel Report' is also present. The page is organized into sections: 'Data Submission' (with links for Online Single Submission, Bulk Upload File Submission, Bulk File Submission Status, and Personnel Submitted), 'Personnel Search' (with a link for Personnel Search), 'Reports' (with links for Summary by District, Complete Summary by District, Download REP Data File, Employee Listing by District, and REP Submission Reports), and 'Credential Data Exchange' (with a note that it is now part of the Michigan Department of Education's Michigan Online Educator Certification System (MOECS)). A callout box with an arrow points to the 'MOECS' link in the Credential Data Exchange section, containing the text 'Click here to access MOECS.' On the left side of the page, there is a blue sidebar with an image of people in a meeting and text explaining that data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

To obtain information about accessing MOECS, contact the Michigan Department of Education Office of Educator Excellence at [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov).

## **Need Additional Help?**

For questions regarding REP content or assistance with the REP Application, please send an email message to [cepi@michigan.gov](mailto:cepi@michigan.gov). Please provide name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address and any specific questions.