

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

## Registry of Educational Personnel (REP)

### Addendum to the EOY 2016 Submission Data Field Descriptions March 1, 2016

Questions?

Email: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

Phone: 517-335-0505 x3



## **Information Regarding the EOY 2016 REP Submission**

### **Updates to the EOY 2016 REP Data Field Descriptions**

The updates provided in this addendum apply to the EOY 2016 REP Data Field Descriptions. All updates are marked by ~~striketrough~~ (no longer in effect) or underlined Arial font (new requirement).

Note: Since the posting of the EOY 2016 REP Data Field Descriptions, it has become necessary to provide updates and clarifications to some of the sections of the data field descriptions. Page numbers from the EOY 2016 Data Field Descriptions are provided for each section or page with the appropriate updates. Please replace these pages in your copy of the data field descriptions as necessary.

#### **CEPI Customer Support**

For technical assistance with your data submission, please send an email message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 x3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Replaces page 7

## Index of Page Edits

### Information Regarding the EOY 2016 REP Data Field Descriptions

For your convenience, the pages that contain edits, marked by ~~strikethrough~~ (no longer in effect), or underlined Arial font (new requirement), are shown below.

Field Number	Page Number	Edits/Changes
10	32, 33	<b>Title changes to Assignment codes:</b> 00524 Education General 00525 Cooking and Related Culinary Arts, General, 00510 Specialized Merchandising, Sales, and Marketing Operation, Other
10	32	<b>CIP code correction:</b> 00525 Cooking and Related Culinary Arts, General (12.0500)
20	72	<b>Section citation changes:</b> Section 380.1249 MCLA ESEA Flexibility Waiver Principle 3 Teachers' Tenure Act
<u>20</u>	<u>72-74</u>	<u>New Educator Effectiveness Label- "09" Highly Effective Evaluation Exemption</u>

### Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")

Districts have two options for reporting non-instructional employees:

**Option 1:** Report non-instructional staff members with the original assignment codes.

**Option 2:** Report non-instructional staff members using a shorter list of consolidated assignment codes.

"89001"	LEA Support Staff
"89002"	Other Support Staff
"89003"	School Support Staff
"89004"	Student Support Services Staff
"89005"	Library Media Support Staff

These codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements.

Whether you choose option 1 or 2, the codes may be submitted with the minimal number of fields as outlined in Appendix A. Districts may choose to report with the minimal field submission or a full submission for each non-instructional staff member. When reporting a full submission, all fields must be reported as required for the assignment code reported in Field 10.

**Replaces pages 72 through 74**

## **Field 20: Educator Effectiveness**

**Submission Date:**

June 30

**Field use:**

School Aid Act, 388.1619; Section 380.1249 MCLA,  
ESEA Flexibility Waiver Principle 3  
Teachers' Tenure Act

**State of Michigan office contact:**

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**Field specification:**

Two-character

**Record position/type:**

667-668, numeric

**Database field name:**

EducatorEffectiveness

**Code/format:**

This is a two-position field (NN).

**Dependencies with other fields:**

Field 10: School Assignment Data  
Field 12: Funded Position Status  
Field 25: Date of Termination

**Definition:** This is the educator effectiveness label as identified by the school district for each educator. The effectiveness labels should be based upon the employee's most recent evaluation.

**Additional Reporting Information:**

The Revised School Code [380.1249(a) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

Districts are expected to report one effectiveness label per educator. If the educator serves in multiple roles, the district must determine an appropriate evaluation metric for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the ~~American Recovery and Reinvestment Act of 2009, State Fiscal Stabilization Fund II (SFSE) grant assurances~~ ESEA Flexibility Principle 3 are highly effective, effective, minimally effective and ineffective. Local education

agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of four labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the four labels listed.

Under ~~SFSF ESEA~~ and Section 380.1249 MCLA, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee's most recent evaluation. The evaluation of building-level and office-level school administrator's job performance who are regularly involved in instructional matters are required at least annually [Section 380.1249(a) [MCLA].

~~For more information about the SFSF Indicators, access the following website:  
<http://www2.ed.gov/programs/statestabilization/stateapps/phase-ii/mi-sub-phase-2.pdf>~~

Under Section 380.1249 if a teacher or administrator is rated as highly effective on three consecutive annual year-end evaluations, the school district, intermediate school district, or public school academy may choose to conduct a year-end evaluation biennially instead of annually. If a teacher/administrator is not rated as highly effective on one of the biennial year-end evaluations, the teacher shall again be provided with an annual year-end evaluation.

**Programming edits:** This field must be submitted for the required assignment codes (see table below) or a fatal error is reported unless the employee is reported on leave with a code "3", "4" or "6" in Field 12: Funded Position Status; then this field may be left blank. If the employee was reported with a code "07" (On leave directly to retirement or termination from district) or "14" (Deceased) in Field 25: Employment Status and a termination date in Field 26: Date of Termination, this field may be left blank. If Field 12: Funded Position Status is reported with a code "1", this field must be left blank or a fatal error is reported. The Highly Effective Educator Exemption label, code "09", may only be submitted if the teacher has been submitted in REP with a Highly Effective, code "01", for the previous three consecutive years. If the teacher was not submitted in REP with a Highly Effective rating for any one of the previous three years, a fatal error is reported when the teacher is reported with code "09". In subsequent years, the teacher must receive a Highly Effective code "01", rating biennially in order to submit the Highly Effective Educator Exemption code "09".

Required Assignment Codes with exceptions noted.	
Assignment Codes	Description
"000AX" through "000ZZ," (except "00SUB", "00PAR", "00STU", "000NY" and "00200" through "00413")	Teachers
"00192" through "00197"	Teachers
"00501" through "00598"	Teachers
"Y*0AX" through "Y*0ZZ" (except "Y*014" or "Y*016" Paraprofessionals/Aides and Y*0NY School Nurse)	Teachers
"60300" and "60400"	Teachers
"70***," "71***," "72***," "73***" and "74***" (Example: 70100: ISD Superintendent)	Superintendents, Assistant Superintendents, Administrators, Principals and Assistant Principals

<b>Required Assignment Codes with exceptions noted.</b>	
<b>Assignment Codes</b>	<b>Description</b>
"75***," "76***," "77***," "78***" and "79***" (Example: 75361: Director of Special Education)	Directors, Supervisors, Coordinators, Consultants, Assistant Directors
<b>Reported in conjunction with Function Codes:</b>	
"00,"	Chief Administrative officer for
"01,"	District/ISD, School Management,
"13,"	Bilingual/English Language Learner (ELL) Education,
"16,"	Career and Technical Education,
"18,"	Curriculum and Instruction,
"33,"	Gifted and Talented,
"41,"	Migrant Education,
"43,"	Professional Development,
"61,"	Special Education,
"63,"	Subject Area (e.g., Alternative Education, Department Chair),
"75,"	Technology Integration,
"99"	Other

This field is optional and may be left blank for the following assignment codes:

<b>Optional Assignment Codes</b>	
<b>Assignment Codes</b>	<b>Description</b>
"Y*014" or "Y*016"	Paraprofessionals/Aides
"000NY" and "Y*0NY"	School Nurse
"00SUB" and "00PAR"	Day-to-day substitute staff members
"00STU"	Student Teacher
"00200" through "00407"	Additional Special Education Staff Members
"00410" through "00413"	Migrant Education Program Paraprofessionals/Aides
"60100" through "60700," except "60300" and "60400"	Early Childhood Staff Members
"75***" through ""79*99"	Administrative Positions
"80001" through "99900"	Paraprofessionals/Aides and Non-Instructional Staff Members

### **Educator Effectiveness Labels**

Districts are to select one educator effectiveness label as outlined in SFSF Indicator (a)(6): Highly Effective, Effective, Minimally Effective and Ineffective.

*MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions*

<b>CODE</b>	<b>DESCRIPTION</b>
01	Highly Effective
02	Effective
08	Minimally Effective
03	Ineffective

District may report code "09" for any teacher or administrator who was reported as Highly Effective on three consecutive annual year-end evaluations.

<b>CODE</b>	<b>DESCRIPTION</b>
<u>09</u>	<u>Highly Effective Evaluation Exemption</u>