

# Center for Educational Performance and Information

## *Registry of Educational Personnel Record Layout*

**EOY 2021**

**Last Updated: 9/1/2020**

**Questions:**

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## Personnel Record Layout

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#### Tab-delimited format:

The tab-delimited format for submitting REP data to CEPI is similar to the fixed-length file format of REP. These are the points to note:

1. Fields will follow the same order as defined for the fixed-length file.
2. The data in each field is to be separated by the tab character.
3. Fields that have no value submitted should still have tabs inserted; i.e., there will be two tabs adjacent to each other without any value between them.
  - For example, the name "Jim Smith" without any middle name would be submitted as (where <tab> represents a tab character):  
<tab>Smith<tab>Jim<tab><tab> (Field 4: Last Name, Field 5: First Name, Field 6: Middle Name).
4. Field 10: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Number of Classes Taught. For each sub-item within Field 10 there is to be a tab:
  - A grade range will look similar to (where <tab> represents a tab character): <tab>0<tab>0<tab>1<tab>1<tab>
  - The educational setting is sent the same way as the grade range (tab character between each possible value)
  - Follow the record layout below for details regarding Field 10 Reserved characteristics.
5. Field 1, Field 11, Field 18, Field 19, Field 21, Field 22, Field 23, Field 28, Field 29 and Field 30 are "Reserved" fields and each must be represented by an additional tab character to indicate its position.
6. Field 15: Racial/Ethnic Code is a special case. Each of the six sub-categories within Field 15 is to be separated by a tab.
7. Field 24: New Teacher Professional Development is a special case. Each of the three sub-categories (third category is reserved), is to be separated by a tab.

**Fixed file format:**

All records in the personnel database submitted by districts must conform to the following ASCII record layout, i.e., files must have 751 characters in a fixed record length with data variables conforming to the following specifications:

**Personnel Information**

| <b>Position in Record</b> | <b>Size in Bytes</b> | <b>Field #</b> | <b>Field Name</b>  | <b>Data Type/Specification</b> |
|---------------------------|----------------------|----------------|--|--------------------------------|
| 001-010                   | 10                   | 1              | Reserved   | Pad with Blanks                |
| 011-012                   | 2                    | 2              | Operating ISD/ESA Number   | Character                      |
| 013-017                   | 5                    | 3              | Operating District Number  | Character                      |
| 018-057                   | 40                   | 4              | Last Name  | Alpha                          |
| 058-097                   | 40                   | 5              | First Name   | Alpha                          |
| 098-137                   | 40                   | 6              | Middle Name  | Alpha                          |
| 138-146                   | 9                    | 7              | Social Security Number   | Integer                        |
| 147-161                   | 15                   | 8              | Credential License Number  | Alphanumeric                   |
| 162-171                   | 10                   | 9              | Date of Hire   | Date, with slashes             |
| 172-621*                  | 450                  | 10*            | School Assignment Data:<br>School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Number of Classes Taught, reserved characteristics | Character                      |
| 622-624                   | 3                    | 11             | Reserved   | Pad with Blanks                |
| 625                       | 1                    | 12             | Funded Position Status   | Integer                        |
| 626-635                   | 10                   | 13             | Date of Birth  | Date, with slashes             |
| 636                       | 1                    | 14             | Gender Code  | Alpha                          |
| 637-642                   | 6                    | 15             | Racial/Ethnic Code   | Character                      |
| 643-644                   | 2                    | 16             | Highest Educational Level  | Character                      |
| 645-646                   | 2                    | 17             | Type of Credential   | Character                      |
| 647-656                   | 10                   | 18             | Reserved   | Pad with Blanks                |
| 657-666                   | 10                   | 19             | Reserved   | Pad with Blanks                |
| 667-668                   | 2                    | 20             | Educator Effectiveness   | Numeric                        |
| 669-676                   | 8                    | 21             | Reserved   | Pad with Blanks                |
| 677-682                   | 6                    | 22             | Reserved   | Pad with Blanks                |
| 683-688                   | 6                    | 23             | Reserved   | Pad with Blanks                |

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| Position in Record | Size in Bytes | Field # | Field Name                           | Data Type/Specification |
|--------------------|---------------|---------|--------------------------------------|-------------------------|
| 689-715            | 27            | 24      | New Teacher Professional Development | Character               |
| 716-717            | 2             | 25      | Employment Status                    | Character               |
| 718-727            | 10            | 26      | Date of Termination of Employment    | Date, with slashes      |
| 728-737            | 10            | 27      | Personnel Identification Code (PIC)  | Integer                 |
| 738-743            | 6             | 28      | Reserved                             | Pad with Blanks         |
| 744-749            | 6             | 29      | Reserved                             | Character               |
| 750-751            | 2             | 30      | Reserved                             | Character               |

\*Breakdown of Field 10 included below

**Field 10: Breakdown of Field Placements**

| Assignment Number | Characteristic                             | Position Number |
|-------------------|--|-----------------|
| Assignment 1:     |  |                 |
|                   | School/Facility Number (NNNNN)             | 172-176         |
|                   | Assignment (NNNAA, AANAA or NNNNN)         | 177-181         |
|                   | Grade-Level/Educational Setting (Integer)  | 182-203         |
|                   | FTE (N.NN)                                 | 204-207         |
|                   | Wage (NNN.NN)                              | 208-213         |
|                   | Accounting/Function Code                   | 214-216         |
|                   | RESERVED- PAD WITH BLANK                   | 217             |
|                   | RESERVED- PAD WITH BLANK                   | 218             |
|                   | RESERVED- PAD WITH BLANK                   | 219             |
|                   | RESERVED- PAD WITH BLANK                   | 220             |
|                   | Number of Core Academic Classes Taught (N) | 221             |
| Assignment 2:     |  |                 |
|                   | School/Facility Number (NNNNN)             | 222-226         |
|                   | Assignment (NNNAA, AANAA or NNNNN)         | 227-231         |
|                   | Grade-Level/Educational Setting (Integer)  | 232-253         |
|                   | FTE (N.NN)                                 | 254-257         |
|                   | Wage (NNN.NN)                              | 258-263         |

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| <b>Assignment Number</b> | <b>Characteristic</b>                      | <b>Position Number</b> |
|--------------------------|--|------------------------|
|                          | Accounting/Function Code                   | 264-266                |
|                          | RESERVED- PAD WITH BLANK                   | 267                    |
|                          | RESERVED- PAD WITH BLANK                   | 268                    |
|                          | RESERVED- PAD WITH BLANK                   | 269                    |
|                          | RESERVED- PAD WITH BLANK                   | 270                    |
|                          | Number of Core Academic Classes Taught (N) | 271                    |
| Assignment 3:            |  |                        |
|                          | School/Facility Number (NNNNN)             | 272-276                |
|                          | Assignment (NNNAA, AANAA or NNNNN)         | 277-281                |
|                          | Grade-Level/Educational Setting (Integer)  | 282-303                |
|                          | FTE (N.NN)                                 | 304-307                |
|                          | Wage (NNN.NN)                              | 308-313                |
|                          | Accounting/Function Code                   | 314-316                |
|                          | RESERVED- PAD WITH BLANK                   | 317                    |
|                          | RESERVED- PAD WITH BLANK                   | 318                    |
|                          | RESERVED- PAD WITH BLANK                   | 319                    |
|                          | RESERVED- PAD WITH BLANK                   | 320                    |
|                          | Number of Core Academic Classes Taught (N) | 321                    |
| Assignment 4:            |  |                        |
|                          | School/Facility Number (NNNNN)             | 322-326                |
|                          | Assignment (NNNAA, AANAA or NNNNN)         | 327-331                |
|                          | Grade-Level/Educational Setting (Integer)  | 332-353                |
|                          | FTE (N.NN)                                 | 354-357                |
|                          | Wage (NNN.NN)                              | 358-363                |
|                          | Accounting/Function Code                   | 364-366                |
|                          | RESERVED- PAD WITH BLANK                   | 367                    |
|                          | RESERVED- PAD WITH BLANK                   | 368                    |
|                          | RESERVED- PAD WITH BLANK                   | 369                    |
|                          | RESERVED- PAD WITH BLANK                   | 370                    |
|                          | Number of Core Academic Classes Taught (N) | 371                    |
| Assignment 5:            |  |                        |
|                          | School/Facility Number (NNNNN)             | 372-376                |
|                          | Assignment (NNNAA, AANAA or NNNNN)         | 377-381                |
|                          | Grade-Level/Educational Setting (Integer)  | 382-403                |

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| Assignment Number | Characteristic                             | Position Number |
|-------------------|--|-----------------|
|                   | FTE (N.NN)                                 | 404-407         |
|                   | Wage (NNN.NN)                              | 408-413         |
|                   | Accounting/Function Code                   | 414-416         |
|                   | RESERVED- PAD WITH BLANK                   | 417             |
|                   | RESERVED- PAD WITH BLANK                   | 418             |
|                   | RESERVED- PAD WITH BLANK                   | 419             |
|                   | RESERVED- PAD WITH BLANK                   | 420             |
|                   | Number of Core Academic Classes Taught (N) | 421             |
| Assignment 6:     |  |                 |
|                   | School/Facility Number (NNNNN)             | 422-426         |
|                   | Assignment (NNNAA, AANAA or NNNNN)         | 427-431         |
|                   | Grade-Level/Educational Setting (Integer)  | 432-453         |
|                   | FTE (N.NN)                                 | 454-457         |
|                   | Wage (NNN.NN)                              | 458-463         |
|                   | Accounting/Function Code                   | 464-466         |
|                   | RESERVED- PAD WITH BLANK                   | 467             |
|                   | RESERVED- PAD WITH BLANK                   | 468             |
|                   | RESERVED- PAD WITH BLANK                   | 469             |
|                   | RESERVED- PAD WITH BLANK                   | 470             |
|                   | Number of Core Academic Classes Taught (N) | 471             |
| Assignment 7:     |  |                 |
|                   | School/Facility Number (NNNNN)             | 472-476         |
|                   | Assignment (NNNAA, AANAA or NNNNN)         | 477-481         |
|                   | Grade-Level/Educational Setting (Integer)  | 482-503         |
|                   | FTE (N.NN)                                 | 504-507         |
|                   | Wage (NNN.NN)                              | 508-513         |
|                   | Accounting/Function Code                   | 514-516         |
|                   | RESERVED- PAD WITH BLANK                   | 517             |
|                   | RESERVED- PAD WITH BLANK                   | 518             |
|                   | RESERVED- PAD WITH BLANK                   | 519             |
|                   | RESERVED- PAD WITH BLANK                   | 520             |
|                   | Number of Core Academic Classes Taught (N) | 521             |
| Assignment 8:     |  |                 |
|                   | School/Facility Number (NNNNN)             | 522-526         |

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| Assignment Number | Characteristic                             | Position Number |
|-------------------|--|-----------------|
|                   | Assignment (NNNAA, AANAA or NNNNN)         | 527-531         |
|                   | Grade-Level/Educational Setting (Integer)  | 532-553         |
|                   | FTE (N.NN)                                 | 554-557         |
|                   | Wage (NNN.NN)                              | 558-563         |
|                   | Accounting/Function Code                   | 564-566         |
|                   | RESERVED- PAD WITH BLANK                   | 567             |
|                   | RESERVED- PAD WITH BLANK                   | 568             |
|                   | RESERVED- PAD WITH BLANK                   | 569             |
|                   | RESERVED- PAD WITH BLANK                   | 570             |
|                   | Number of Core Academic Classes Taught (N) | 571             |
| Assignment 9:     |  |                 |
|                   | School/Facility Number (NNNNN)             | 572-576         |
|                   | Assignment (NNNAA, AANAA or NNNNN)         | 577-581         |
|                   | Grade-Level/Educational Setting (Integer)  | 582-603         |
|                   | FTE (N.NN)                                 | 604-607         |
|                   | Wage (NNN.NN)                              | 608-613         |
|                   | Accounting/Function Code                   | 614-616         |
|                   | RESERVED- PAD WITH BLANK                   | 617             |
|                   | RESERVED- PAD WITH BLANK                   | 618             |
|                   | RESERVED- PAD WITH BLANK                   | 619             |
|                   | RESERVED- PAD WITH BLANK                   | 620             |
|                   | Number of Core Academic Classes Taught (N) | 621             |