



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** March 25, 2021

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** William A. Pearson, Ed.D., Interim Deputy Superintendent  
Division of Educator, Student, and School Supports *WAP*

**SUBJECT:** Important Registry of Educational Personnel End of Year Data Request

During the 2021 end-of-year registry of educational personnel (REP) collection, the Michigan Department of Education requests local education agencies (LEAs), both traditional public school districts and public school academies (PSAs), to closely examine submissions to ensure accurate reporting of online assignments, funded position status, and employment status.

**Reporting of Online Teachers**

The REP does not differentiate between online and in-person instruction. All educators should be reported with the content-specific assignment code and grades/educational settings applicable for the course, regardless of whether or not the LEA is participating in hybrid or fully virtual instruction. It is likely that assignment data will remain the same as if the LEA is fully in-person.

The "000ZW - Facilitator of Instruction" assignment code should only be used for a teacher who monitors a virtual class when there is a teacher of record who is appropriately credentialed for the content and grade level also reported for the course. For more information, see the [REP Frequently Asked Questions](#).

**Vacancy Reporting**

Using field 12 "Funded Position Status" to report all vacant funded positions within an LEA is essential to accurately represent educator shortages within the state. Improvement in reporting will provide additional support for policy changes to address workforce challenges.

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Please work with the individual completing the 2021 end-of-year REP collection to ensure any instructional position that has not been permanently filled, but is still within the budget, is reported in field 12 with a status of "1." If the position is vacant and filled by a temporary employee, a status of "5" should be reported for the position.

When funded positions are not reported as vacant in field 12 of the REP collection, it misrepresents the educator shortage data in Michigan.

### **Employment Status**

Ensuring that field 25 "Employment Status" accurately reflects the reason an educator is leaving a position is essential to improving educator retention and mobility data in Michigan. Guidance for reporting Field 25 is available in the [REP Data Field Manual](#).

In addition to reporting the accurate employment status for an individual who is leaving a position, please remember to enter the termination date in field 26 for that individual within the collection. This will prevent LEAs from having to re-report them in a later collection that may require entry of additional data (e.g., an educator evaluation if the individual is a teacher).

For more information, see the [REP Frequently Asked Questions](#) or contact the Center for Educational Performance and Information (CEPI) customer support team at [CEPI@Michigan.gov](mailto:CEPI@Michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors