

Memo

To: Faculty and Staff
From: Dr. Dulac
Date: October 30, 2007
Re: EPIMS

The Massachusetts Department of Education (DOE) is launching the Education Personnel Information Management System (EPIMS,) requiring all districts to report pertinent information on employees beginning the fall of 2007.

To this end, all staff members are asked to collect their personnel data for each of the required EPIMS fields by either logging on to Survey Monkey (from link on our webpage) or going to the front office for a paper copy of the survey sheet.

We have provided red EPIMS binders in each Principal's office that lists all codes necessary to complete this information if you choose not to get the codes from the website. Otherwise, the survey and the website have links to the codes provided in the Red binders. Go to www.marblehead.com/schools and click on EPIMS in the left column.

If you choose to fill out this form on paper, please give it to your building principal as soon as possible. If you are having trouble finding the necessary information, please contact Carmen Darisse in the Administration Office to determine how you can best acquire it.

To access the online form for your data entry, go to the district website www.marblehead.com/schools and click on EPIMS in the left column and then choose "To Complete the Marblehead EPIMS survey online, click here." This will link you to Survey Monkey.

Use the password sent to you with the paper version of this memo. Data entry should take no more than 20 minutes to complete.

Deadline for entry of all personnel information has been set for Friday, November 16, 2007.