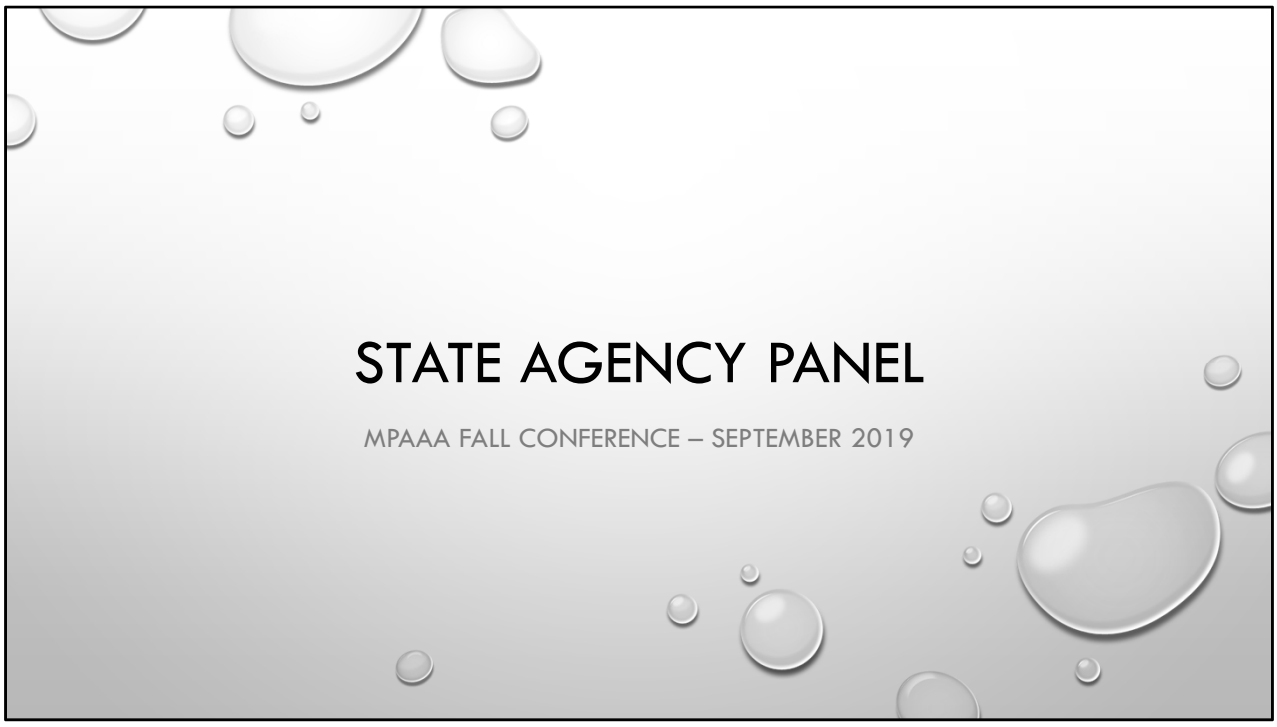
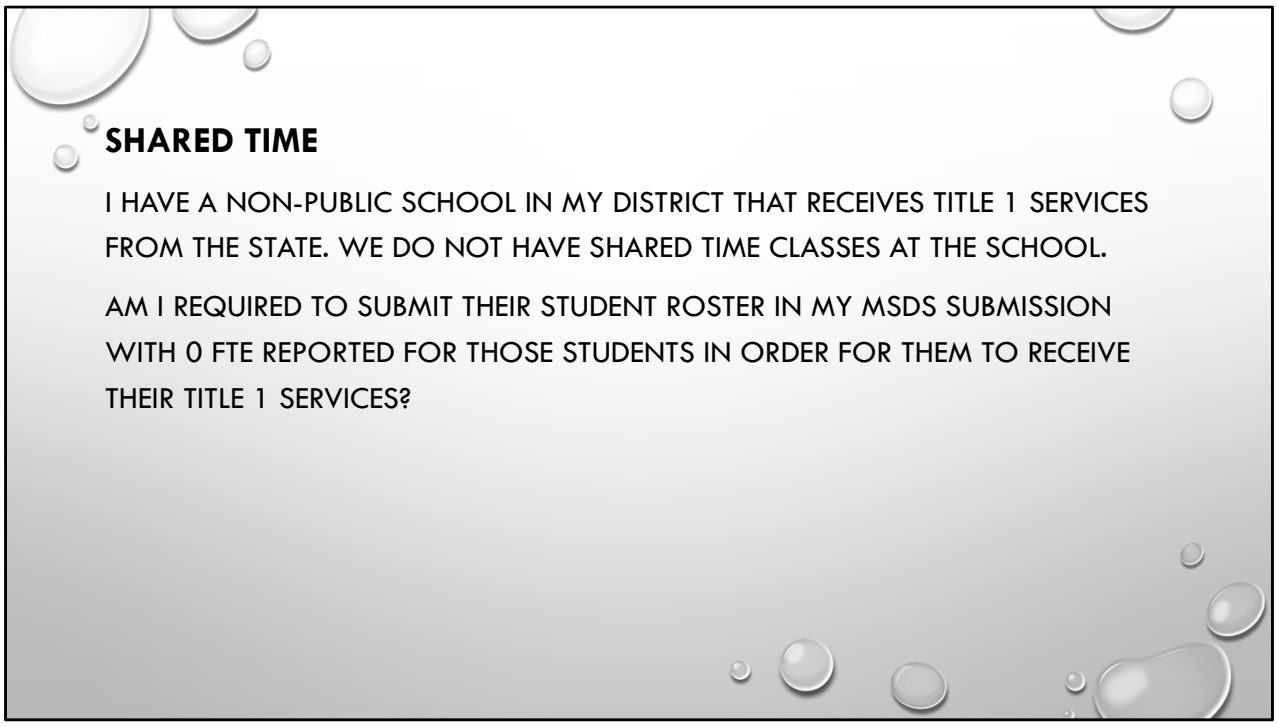


LP Panel:
Sean McLaughlin – MDE
Jeanne Anderson Tippett – MDE
Victor Bugni – MDE
Joel Thiele – CEPI
Caitlin Groom – CEPI
Brian Ciloski – MDE
Jessica Beagle – MDE
Caitlin Hengesbagh – MDE
…….

UP Panel:
Scott Kemmer-Slater – MDE
Jeanne Anderson Tippett – MDE
Caitlin Hengesbagh– MDE
Joel Thiele - CEPI
Brian Ciloski – MDE
Jessica Beagle – MDE
Victor Bugni – MDE



Joel Thiele:

If you are not claiming FTE, there really isn't a reason to report unless they are receiving other services…ie Special Education services.

Gloria Suggitt added:

Except Federal funds are attached to Title 1; might be good to include just so it is indicated they are providing the Title 1 services, so they are in compliance.

EXPULSION

CAN A STUDENT UNDER 6TH GRADE WHO COMMITS AN OFFENSE UNDER 'MANDATORY EXPULSION' (ASSAULT ON STAFF) BE COUNTED FOR 1.00 FTE IF ALL THE HOME-BASED RULES AND REQUIREMENTS ARE FOLLOWED.

IF NOT, MAY THEY BE COUNTED FOR PRORATED FTE?

Brian Ciloski:

Yes and Yes

The count would be prorated if they are not mandatory…grade level does not really make a difference.

Section 6-4(u)

Audience comment– clarification in the manual would be an asset to both districts and auditors..

AT-RISK REPORTING

IS IT STILL SUFFICIENT TO REPORT A STUDENT AS AT-RISK IN 2 OF THE 3 GENERAL COLLECTIONS, IN ORDER TO HAVE THE STUDENT COUNTED TOWARDS AT-RISK FUNDING, OR MUST THEY BE SUBMITTED AS AT-RISK IN ALL 3 GENERAL COLLECTIONS?

Joel Thiele:

For At-Risk funding, the student should be reported in every collection in which it is applicable.

Yes, have to submit in at least 2 of 3 for accountability.

TSDL & SCED CODES

I HAD HEARD LAST SCHOOL YEAR THAT THE SUBJECT AND COURSE CODES WOULD BE CHANGING FOR PRIOR TO SECONDARY TO ALIGN MORE WITH THE SECONDARY CODES. HAS THIS HAS HAPPENED AND IF SO, WHERE CAN I FIND THE NEW CODES?

Joel Thiele:

Addressed it in his presentation; find the codes on CEPI's TSDL webpage where there is a link.

VIRTUAL LEARNING

PLEASE CLARIFY THE FOLLOWING 5-O-D VIRTUAL LEARNING OPTION THAT READ:

"DOCUMENTED PHYSICAL ATTENDANCE ON COUNT DAY IN EACH COURSE MAY BE USED FOR PUPILS WHO WILL ATTEND AT LEAST 50% OF THE INSTRUCTIONAL TIME FOR EACH COURSE ON-SITE, FACE-TO-FACE WITH THE TEACHER OF RECORD".

THERE SEEMS TO BE SOME CONFUSION WITH DISTRICTS BECAUSE THIS OPTION IS ONLY TO BE USED IF THEIR DISTRICT HAS VIRTUAL CLASSES THAT HAVE BEEN BOARD APPROVED BY THEIR DISTRICT AND MDE APPROVED AND THE VIRTUAL COURSES ARE NOT THROUGH MICHIGAN VIRTUAL UNIVERSITY (MVU), CORRECT?.

IF SO, THERE NEEDS TO BE LANGUAGE MORE SPECIFIC TO MVU OR DISTRICT RAN VIRTUAL COURSES STATED FOR THIS OPTION.

NOTE:

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VIRTUAL LEARNING CLARIFICATION

A class in the MVU catalog:

- MVU classes have a teacher that is certified in the subject area. MVU (or the providing district) provides the PIC to LEA's with enrolled students.
- A mentor may oversee a classroom with one or more virtual courses being offered, but may not take attendance for membership purposes. The mentor may complete the 2-way interaction logs.
- A certified teacher (serving as the mentor) who is overseeing the classroom and is certified at grade level MAY take attendance for membership purposes if the class is scheduled for onsite attendance at least 50% of the scheduled instructional hours.
- The TOR is the MVU teacher, and the MVU teacher PIC should be reported in REP, as well as the person (certified or not) who is serving as the mentor.

For a virtual class that is not offered through MVU:

- A professional employee of the District may serve as the mentor. They can complete 2-way logs, but may not take attendance for membership purposes or serve as the teacher of record.
- If the person fulfilling the mentor duties is a certified teacher (grade level certification at minimum), they may take attendance for membership purposes if students are scheduled to be in attendance at least 50% or more of scheduled instructional time. They may be listed in REP as a mentor or as a Teacher of Record (TOR). However, if they are not content-area certified for ALL the courses being taken in the classroom by all students during a single class period, an additional teacher must be listed on each course as the TOR. The TOR must be content-area certified and accessible to the student(s) for questions and subject area-specific assistance. The content-area certified teacher must be listed and reported in REP as the teacher of record (with either a mentor, or co-teacher of record) if that co-teacher is not subject-area certified. If the district lacks a subject appropriate teacher, they should contact OEE to see if a permit can be issued.
- One individual may serve in more than one capacity, if they are appropriately certified to do so. For example, a math-certified teacher overseeing a classroom may be the TOR for virtual math classes offered during the instructional period he/she is overseeing. The same teacher may also serve as the mentor or co-TOR for all students in the class, however, without having math certification, the students taking courses not math related must be assigned a co-TOR who is properly certified in their subject area(s).

VIRTUAL COURSES AND LEARNING LABS

IN A LEARNING LAB, STUDENTS TAKE SEVERAL DIFFERENT COURSES AT THE SAME TIME UNDER THE SUPERVISION OF A TEACHER WHO IS CERTIFIED AT THE GRADE LEVEL, BUT WHOM DOES NOT HAVE TO BE CONTENT-AREA CERTIFIED, AS I UNDERSTAND IT. (PLEASE CONFIRM THIS IS CORRECT)

IF THE STUDENTS ARE SCHEDULED TO ATTEND AT LEAST 50% OF THEIR TIME IN THIS FACE-TO-FACE CLASSROOM SETTING, MAY THIS TEACHER'S ATTENDANCE BE USED TO PROVE PARTICIPATION IN THE COURSE?

NOTE:

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VIRTUAL COURSES AND PARENT PERMISSION

A STUDENT IS LIVING WITH A RELATIVE FOR PURPOSES OF A SUITABLE HOME. CAN THAT RELATIVE SIGN THE PERMISSION FOR VIRTUAL COURSES?

Brian Ciloski:

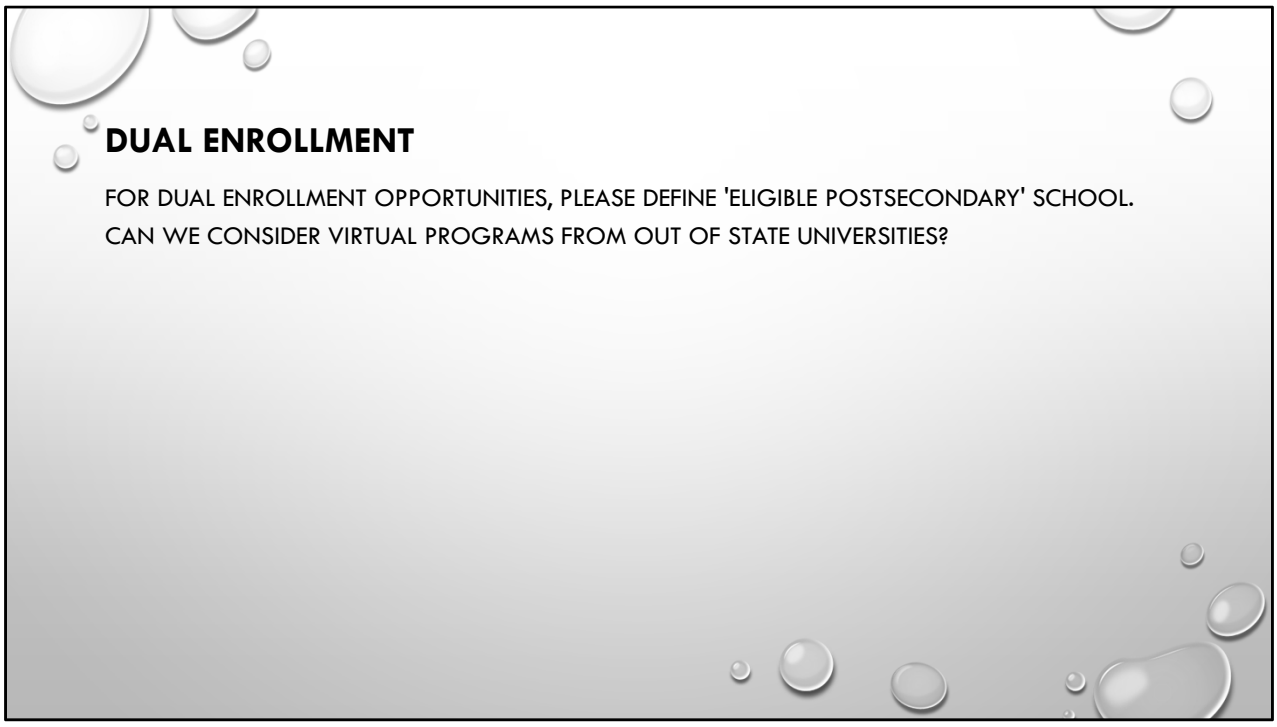
Yes

VIRTUAL COURSES AND TEACHER OF RECORD

FOR CLASSES SUCH AS E2020, THAT DON'T PROVIDE PIC CODES FOR THEIR TEACHERS, WHAT DO WE REPORT FOR TEACHER OF RECORD?

NOTE:

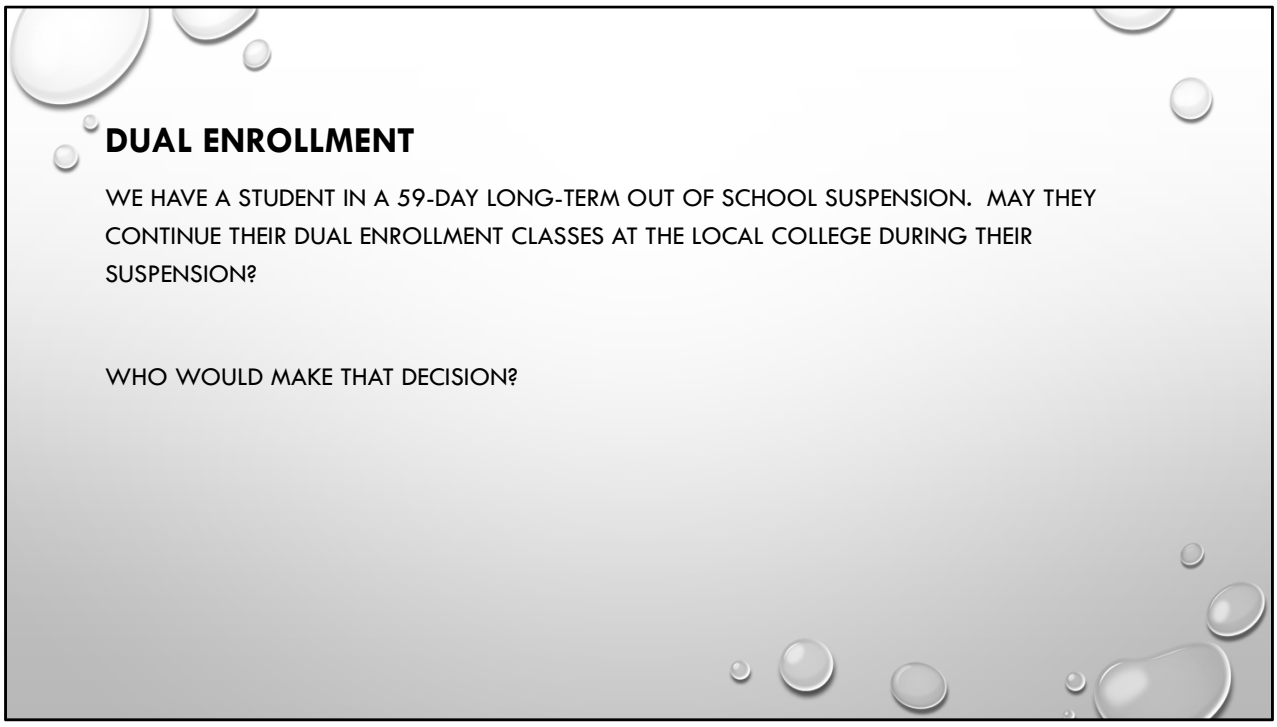
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Brian Ciloski:

The definition for postsecondary institution…subsection e…"located in the state"… or one within 20 miles of our border.

The language is 388.5813



Jessica Beagle:

This would be up to the local district to make the decision.

SCHOOL OF CHOICE – DENIAL OF ENROLLMENT

MAY A DISTRICT DENY ENROLLMENT UNDER SECTION 105 FOR A STUDENT WHO HAS A HISTORY OF DISCIPLINE (THAT WOULD OTHERWISE ALLOW DENIAL) IF THOSE DISCIPLINE INCIDENTS ARE CONSIDERED TO HAVE BEEN MANIFESTED FROM THE STUDENT'S DISABILITY (THE STUDENT HAS AN IEP)?

Jeanne Anderson Tippett

In general no; however, even if the child has a history of removals they may not be because of the student's disability.

If this is due to the manifestation of their disability; only looking at that one behavior; have to look at each incident individually.

Be safest to not deny the enrollment.

NON-RESIDENTS – CHILDREN OF EMPLOYEES

SINCE 'DISPLACED' EMPLOYEES OF A DISTRICT MAY ALLOW THEIR CHILDREN TO STAY IN THE DISTRICT, WOULD A RETIREE BE AFFORDED THE SAME OPTION FOR THEIR SCHOOL-AGED CHILDREN, SHOULD THE SITUATION ARISE?

WOULD THIS BE SET BY LOCAL BOARD POLICY, OR BY THE STATE?

Jessica Beagle:

This exception only exists for current employees. Or those displaced from workforce reduction. The district does have the option to get a release from the resident district though.

STUDENT TRANSCRIPTS

WE HAVE REQUESTED A TRANSCRIPT FOR A STUDENT MOVING INTO OUR DISTRICT FROM A PRIVATE VIRTUAL SCHOOL IN ANOTHER STATE.

BECAUSE THE FAMILY STILL OWES FEES TO THE OLD SCHOOL, THEY WILL NOT RELEASE THE TRANSCRIPT. DO WE HAVE ANY OPTIONS/RECOURSE?

Caitlin Hengesbach:

Not aware of anything that would force them to release those records. And unfortunately no options or recourse.

EXIT CODES

IF A STUDENT MOVES BUILDINGS WITHIN DISTRICT, WHICH EXIT CODE DO YOU USE? 08 OR 19? WHICH EXIT CODE SHOULD BE USED FOR STUDENTS WHEN YOU DO NOT KNOW WHERE THEY WILL BE GOING (I.E. NO RECORDS REQUEST HAS BEEN RECEIVED, PARENT NOT PROVIDING INFO)? 08 OR 16?

Joel Thiele:

1. It is district movement so be sure to use code 19 – they are not exiting.
2. For those unknown, assuming you believe they are going to another district, use 08.

STUDENT RECORDS (CA60)

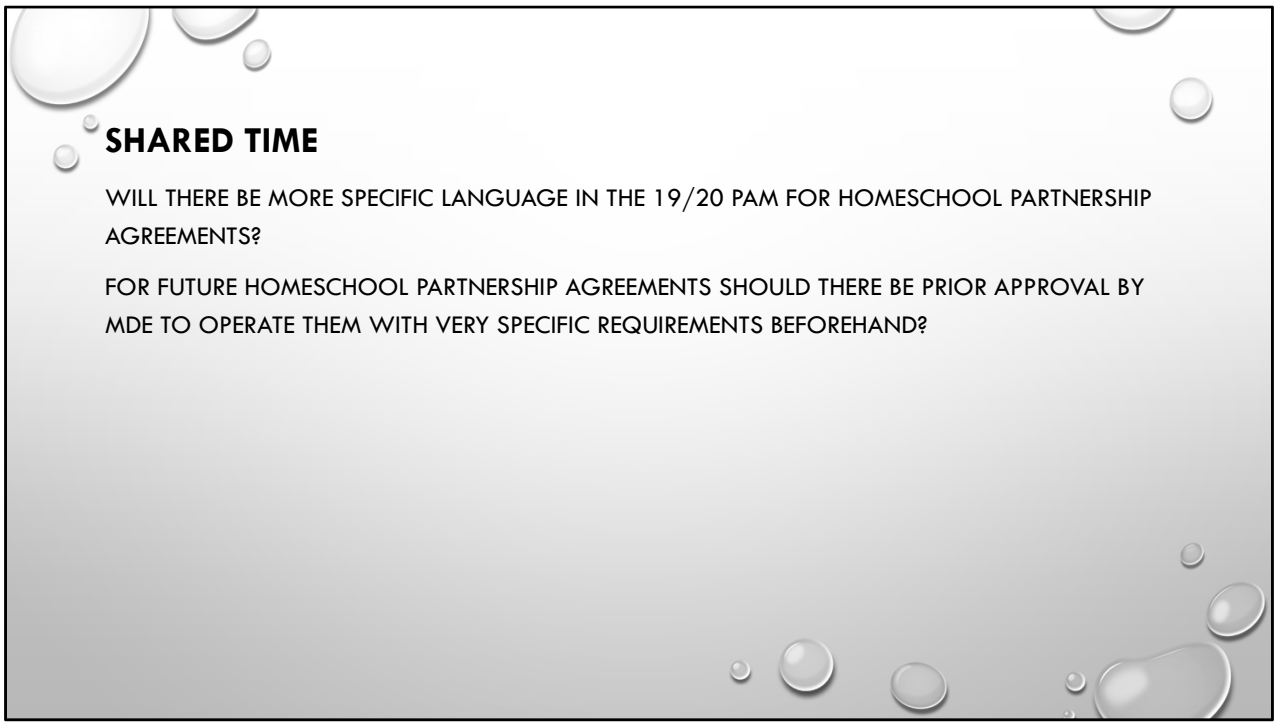
IS IT PERMISSIBLE TO TRANSPORT CA60'S TO NEARBY DISTRICTS IN A CAR, OR MUST THEY BE MAILED?

ALSO, I WAS INFORMED THAT MICHIGAN CHILD ACCOUNTING LAW REQUIRES THE SCHOOL FORWARDING A CA60 TO SECURE A STATEMENT THAT THE RECEIVING SCHOOL RECEIVED THE CA60. WHERE IS THIS LAW AND IS THIS ACCURATE?

Caitlin Hengesbach:

Yes, it may be in a car.

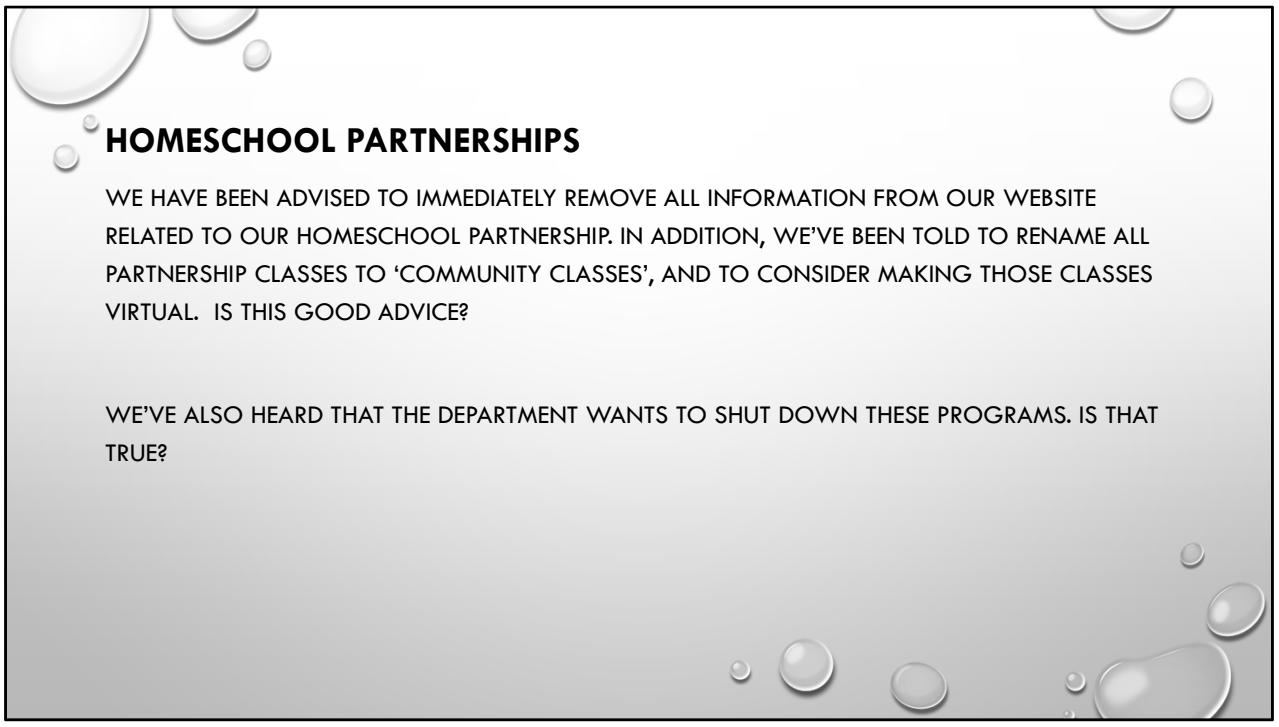
We are not aware of this being in law; that you are required to give a receipt but believe it to be a good practice to do so.



Brian Ciloski:

1. No; or find another expert who has been doing this for a while for (#1)

2. We don't suggest you 'come' to MDE but first work with your ISD auditor to review prior to implementation. Following that, ask MDE regarding unresolved questions/issues.

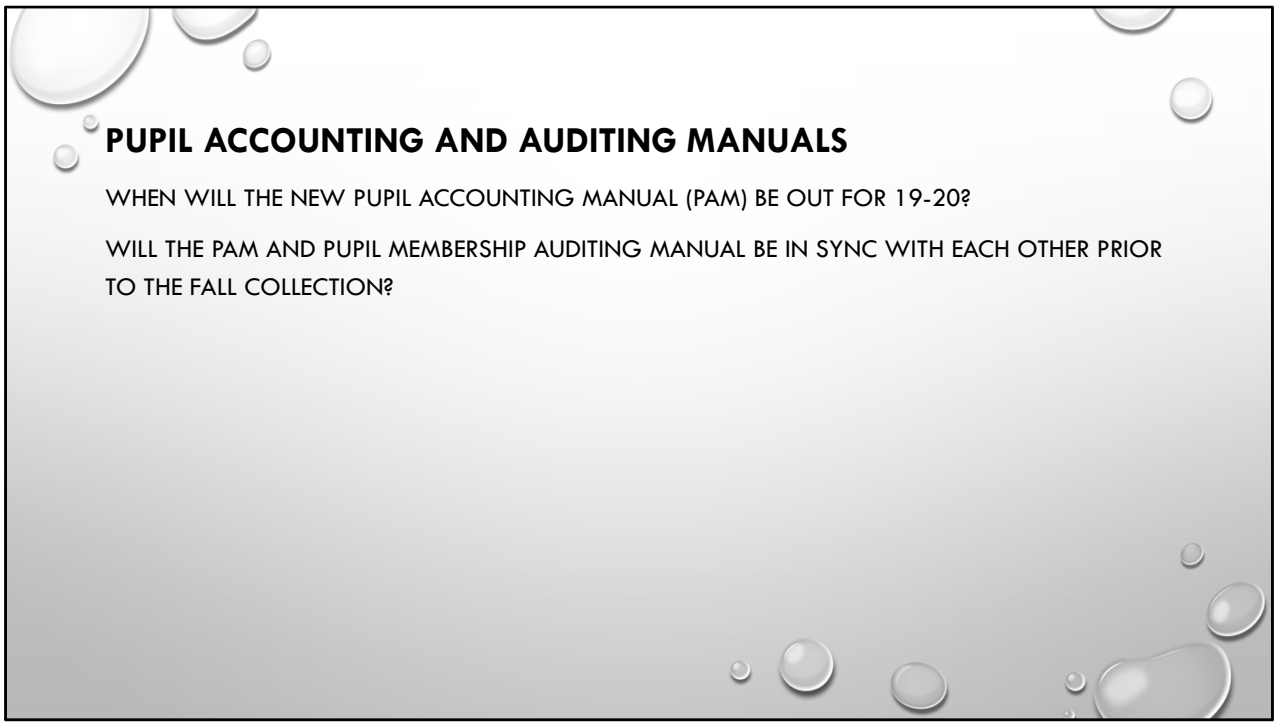


Brian Ciloski:

No, not good advice. We've worked with a number of districts to ensure they are meeting their requirements.

Caitlin Hengesbach:

There is definitely a way to do this right; work closely with your auditor and we can get you going in the right direction.

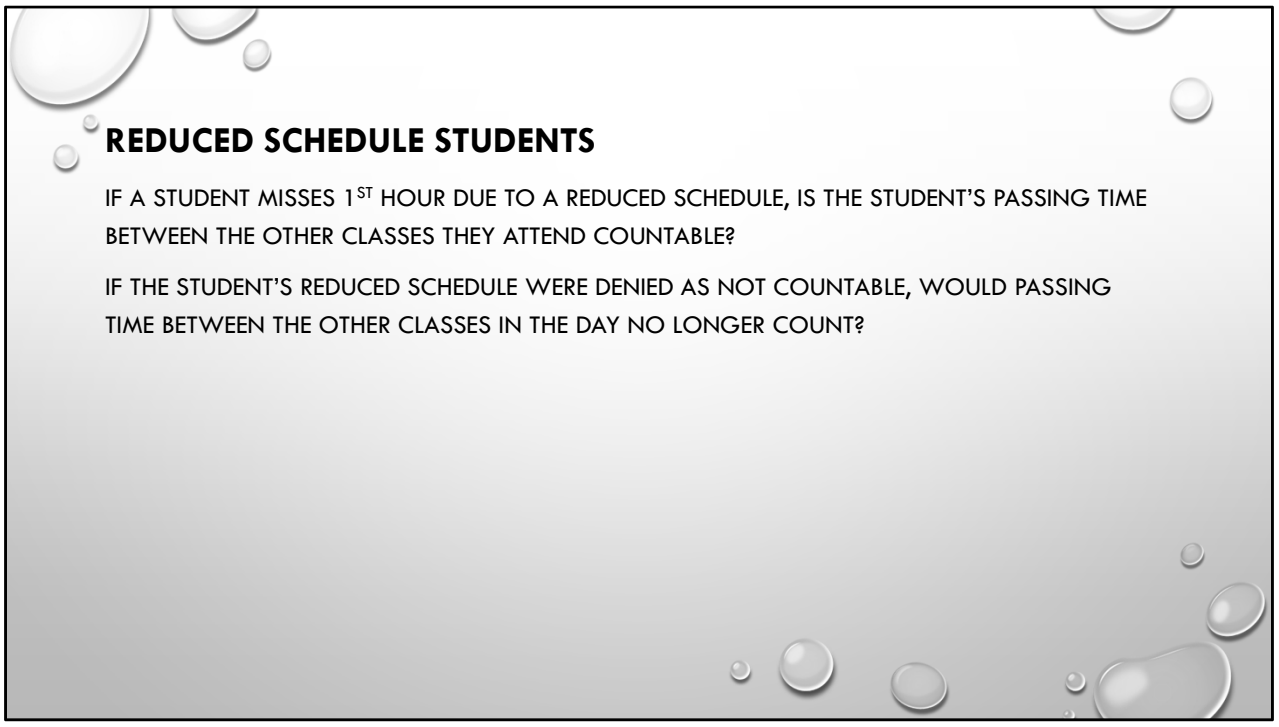


Brian Ciloski:

We are waiting for legislation to know what will be changed. We will work quickly to get it done.

Caitlin Hengesbach:

The PMAM always follows shortly after the PAM is finalized.



Jessica Beagle:

When you have two (2) classes back to back, between classes and to or from lunch.

Regardless of the reduced schedule…can count the passing times in there also.

STUDENT REPORTING

- WHAT GENDER MUST BE REPORTED FOR STUDENTS WHO IDENTIFY AS A GENDER OTHER THAN THE ONE ON THEIR BIRTH CERTIFICATE?

Joel Thiele:

The definition in CEPI's Collection Details manual is the gender the student identifies with.

The student name has to be what is on the Birth Certificate, though most SIS will 'allow' a preferred name to be used yet not reported.

USED is currently in a discovery phase to understand what states currently collect. No decisions/recommendations have been proposed.



Joel Thiele:

If you are thinking TSDL, and if it is a subgroup (such as virtual) then yes, report it on the TSDL.

Brian Ciloski:

After clarification, they don't go through the regular reporting as there is no state aid. Only about the credit acquisition and if they graduate.

EARLY MIDDLE COLLEGE

- I HEARD AT THIS CONFERENCE THAT THE EMC PUPILS ARE NOT ABLE TO BE CLAIMED FOR 1.00 FTE IF THEY ONLY MEET 80% OF A FULL-TIME SCHEDULE (LIKE DUAL ENROLLMENT PUPILS CAN) IS THIS TRUE?
- WHY CAN'T THEY HAVE FLEXIBILITY TO DIP BELOW 100% FOR A TERM IF STILL "ON-TRACK"?

Brian Ciloski:

Brian's initial thought is it would be a Reduced Schedule pupil… And would be eligible just like any other pupil and a valid reason is provided. Along the same lines as a dual enrollment pupil.

The Reduced Schedule language does not speak to EMC , so if the parent writes to the district and asks for a Reduced Schedule, the district reviews and then signs off.

SHARED TIME

- 9-12 GRADE ESSENTIAL COURSES FOLLOW MMC. WHAT IF A DISTRICT SUBS ANOTHER COURSE?
- IS THE SUB COURSE NO LONGER AVAILABLE TO NONPUBLIC HOME SCHOOL? IE: ALGEBRA 1 SUB WITH BASEBALL STATISTICS…CAN NONPUBLIC/HS STILL BE PERMITTED TO TAKE BASEBALL STATISTICS?

Brian Ciloski:

The Brighton appeal decision is what you want to review – have to make at a district level…is it a course that a student would take for graduation purposes?…or if the course is more advanced in nature.



Brian Ciloski:

Difficult for us to give you anything prior to the certified count. If your 166b count is less than 5% of you non-166b count, can grow until you reach that 5% threshold. If you have exceeded, your cap is 10% more than your cap last year.

Q: How can you determine your total shared time count was for any given year…?

Joel Thiele:

What you can do is run the alpha list for download, into Excel, can total your FTE and filer just those pupils.

Brian Ciloski:

We can give MPAAA a form, plug the figures in, and get your estimate/number.

VIRTUAL LEARNING

- IF WE HAVE A CLASS THAT USES COURSEWARE (APEX, EDGENUITY, ETC) BUT WE DID NOT PURCHASE THE TEACHER OF RECORD THROUGH THE COURSEWARE, DOES THE TEACHER IN THE CLASSROOM NEED TO BE GRADE LEVEL CERTIFIED, SUBJECT LEVER CERTIFIED, OR BOTH? (THE STUDENTS IN THE CLASSROOM ARE TAKING DIFFERENT COURSES ON THE COURSEWARE.)

NOTE:

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VIRTUAL LEARNING

- WE HAVE STUDENTS TAKING VIRTUAL COURSES AS CREDIT RECOVERY DURING THEIR NORMAL SCHEDULED DAY. DOES THE TOR NEED TO BE GRADE LEVEL CERTIFIED, SUBJECT LEVEL CERTIFIED, OR BOTH?

NOTE:

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VIRTUAL LEARNING

- WE HAVE A CLASS THAT USES COURSEWARE AND THE STUDENTS IN THE CLASS ARE ALL TAKING DIFFERENT COURSES DURING THAT PERIOD. WE HAVE A CERTIFIED TEACHER IN THE CLASSROOM TAKING ATTENDANCE; HOWEVER, THEY ARE NOT THE TOR FOR ALL COURSES. SHOULD THE TEACHER IN THE CLASSROOM TAKING ATTENDANCE BE THE TEACHER LISTED ON THE STUDENT'S SCHEDULE OR SHOULD IT BE THE TOR?

NOTE:

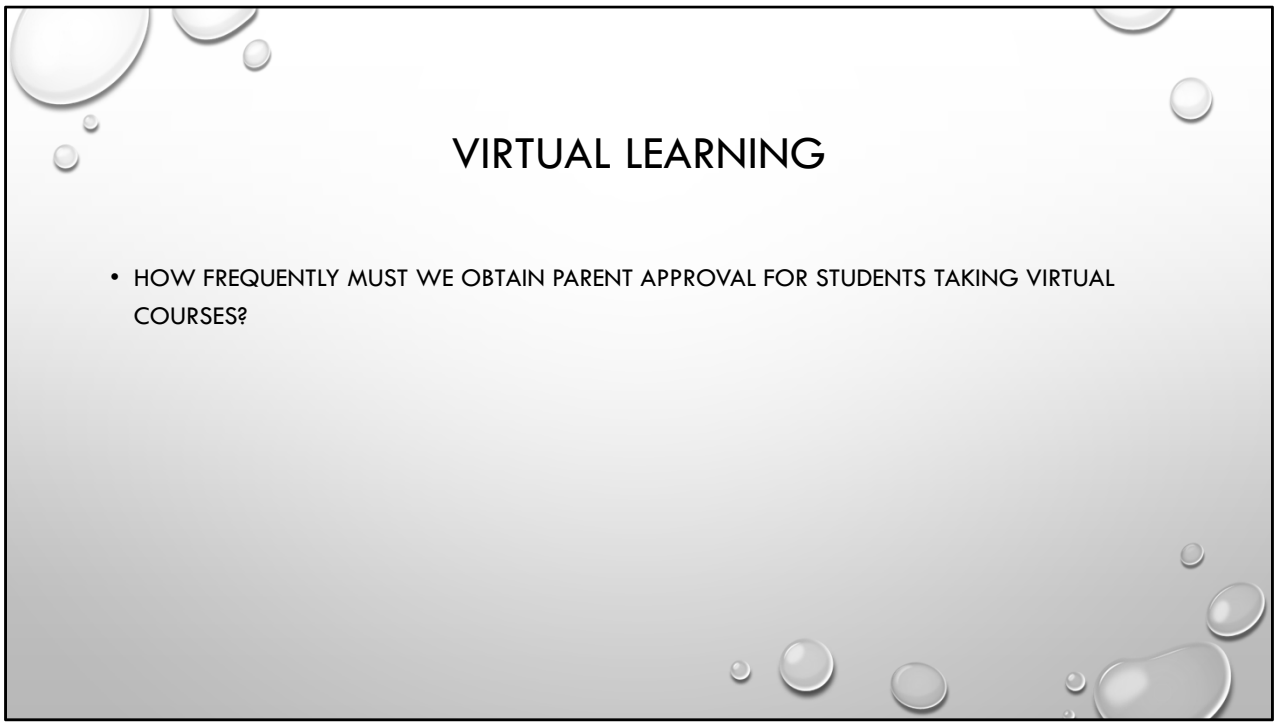
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VIRTUAL LEARNING

- TEACHER OF RECORD FOR VIRTUAL COURSES – MUST THEY BE GRADE LEVEL, SUBJECT LEVEL CERTIFIED OR BOTH?

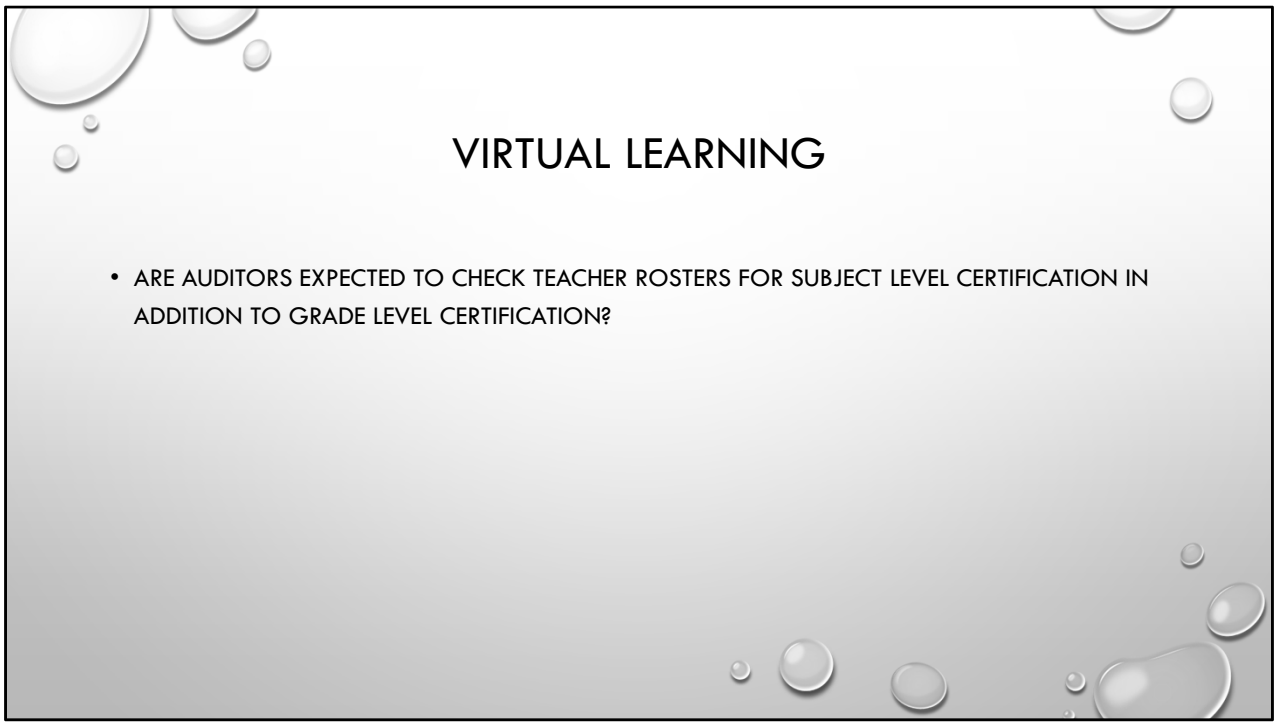
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Brian Ciloski:

Once and done.



Caitlin Hengesbach:

Let the OEE office handle if you suspect anything…but grade level is all you are required to check.

Brian Ciloski:

Would list/treat the person in the classroom as the mentor. Then the real TOR is the one you would list that way

VIRTUAL/SHARED TIME

- WE HAVE A VIRTUAL ACADEMY WITHIN OUR DISTRICT THAT WE OPEN TO SHARED-TIME STUDENTS. DO WE NEED SOC APPLICATIONS FOR NON-RESIDENT, NON-PUBLIC STUDENTS IN ORDER FOR THEM TO TAKE VIRTUAL CLASSES?

Brian Ciloski:

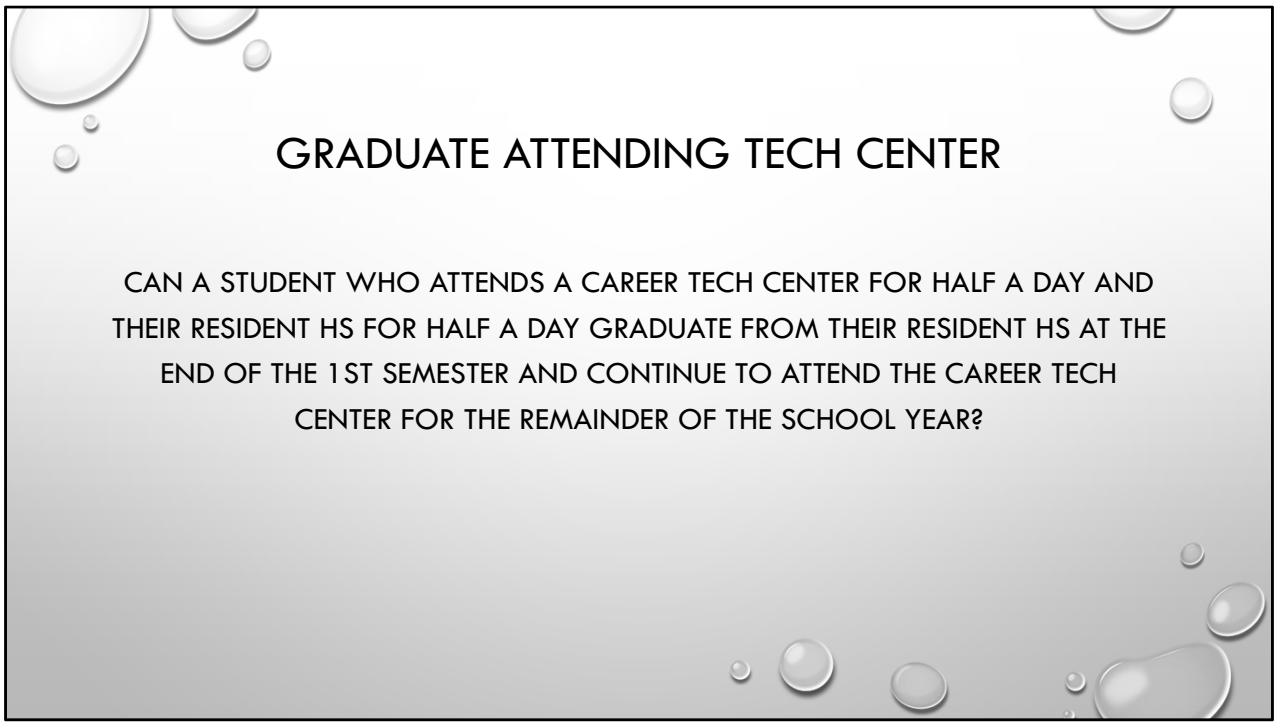
Shared time students may enroll in other eligible districts.

HOMESCHOOL PARTNERSHIPS

- IF THE PARTNERSHIP IS RENTING A BUILDING OUT OF YOUR DISTRICT FOR A SATELLITE LOCATION – ENROLLING STUDENTS THROUGH DISTRICT, DO WE NEED 105/105C?
- LEGALLY ALLOWED OUT OF DISTRICT?

Brian Ciloski:

Contact the district where the building resides and form an agreement.



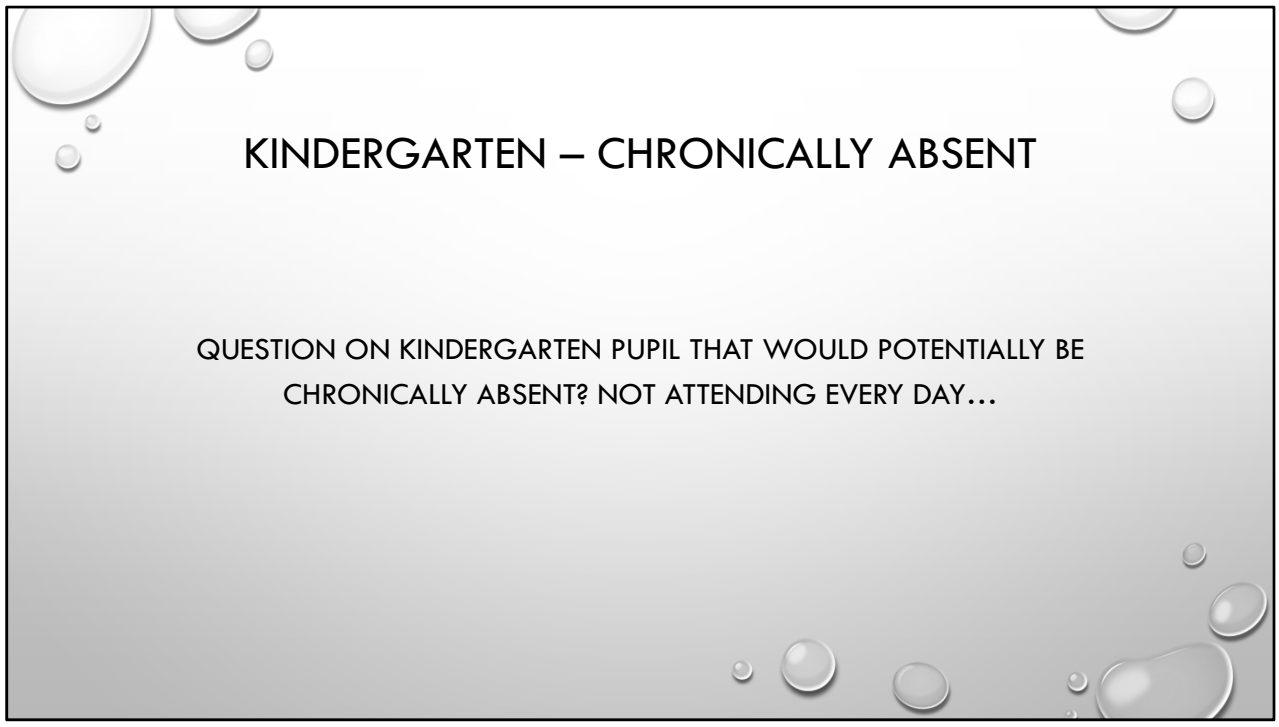
Joel Thiele:

No.

Because students who obtain a diploma can no longer claim FTE. You can continue with the student but not claim.

Brian Ciloski:

Before you charge tuition check with your attorney if pupil is a resident of your district.



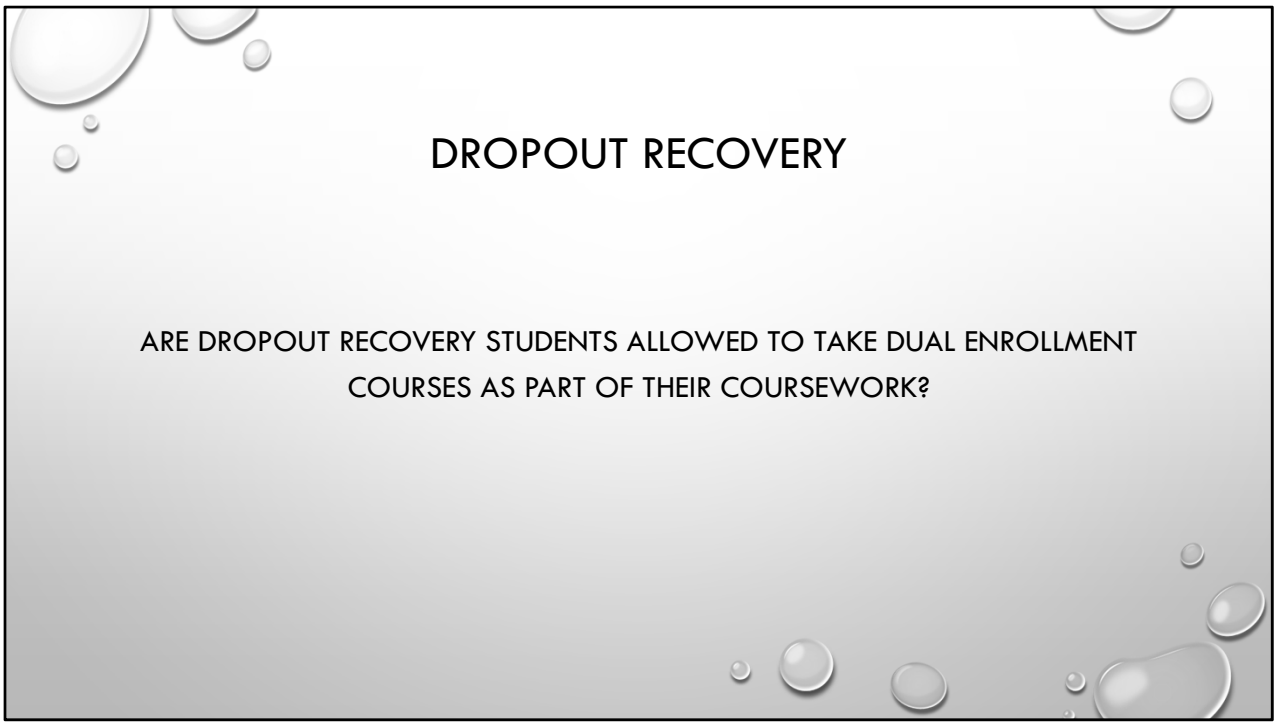
Joel Thiele:
At risk would be applied from the previous year so if a Kindergartner then

Nicole Snyder:
The compulsory laws does not start til age 6.

Caitlin Hengesbach:
I have heard of it but make sure they are attending on count day.

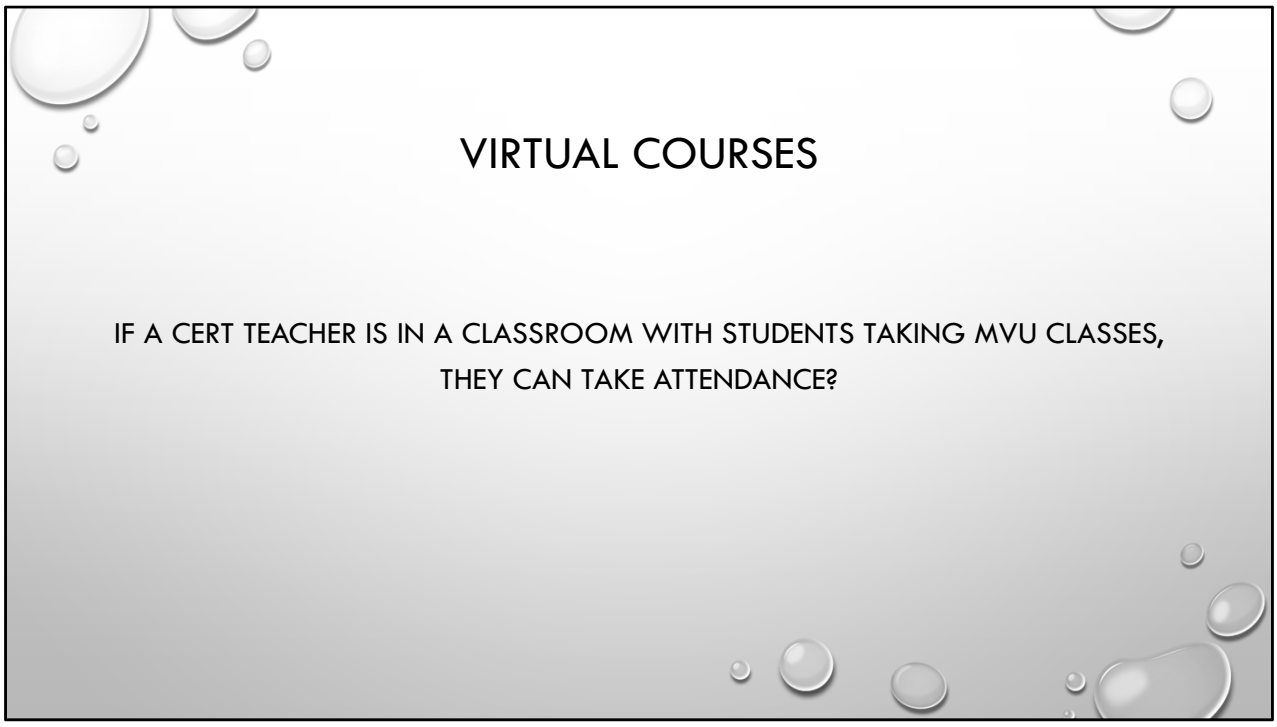
Gloria Suggitt:
Make sure to prorate the FTE if applicable.

Get from parent when they intend the student to attend…keep the documentation along with the part time form.



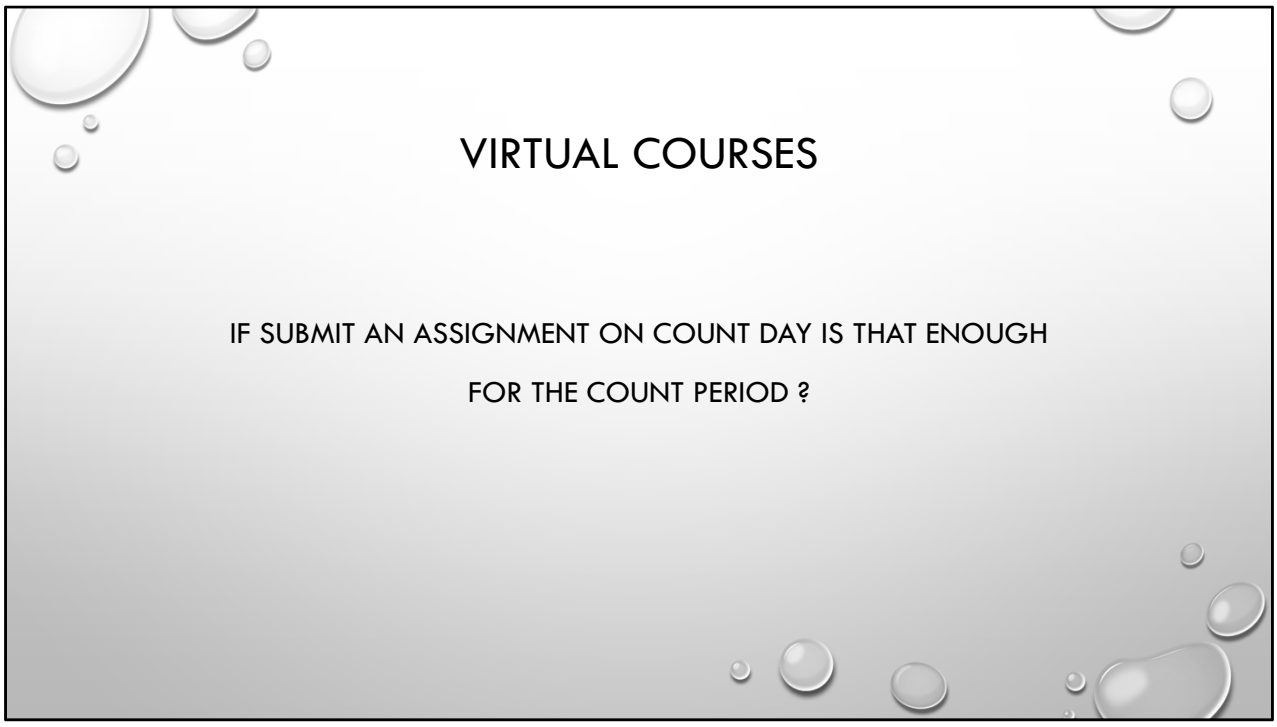
Brian Ciloski:

If 6th year, they are not allowed to take any more.



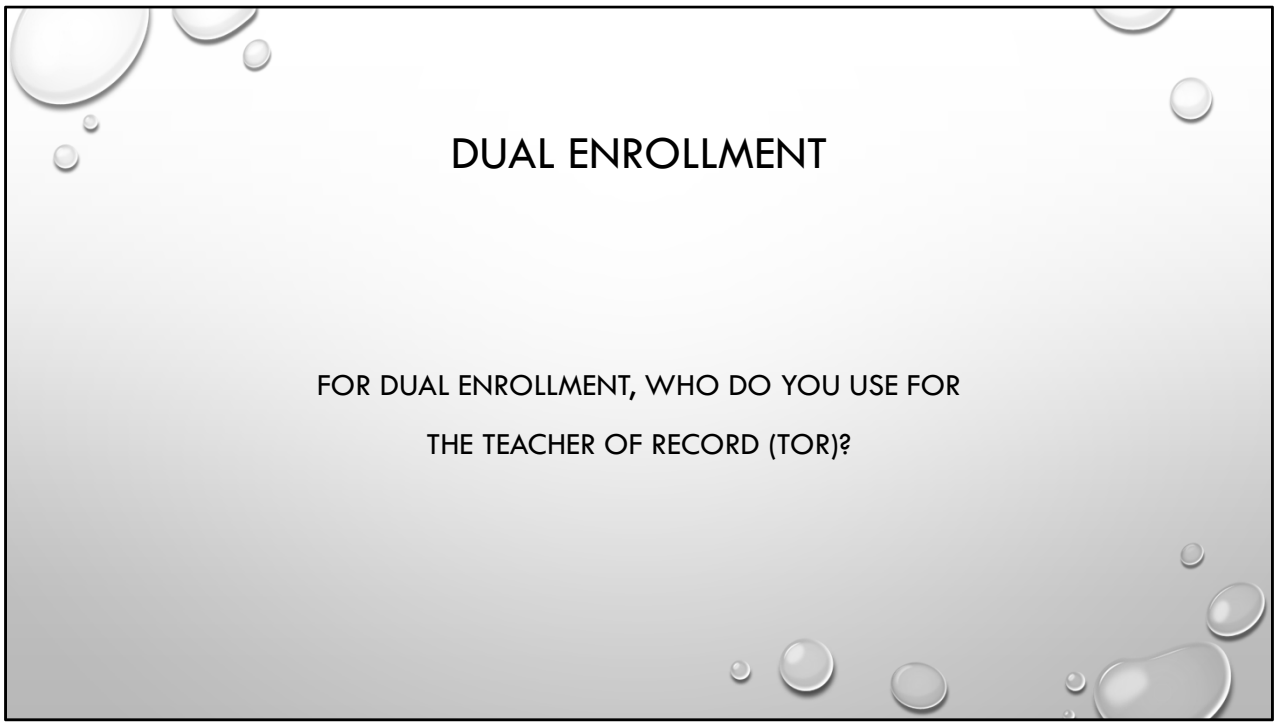
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Brian Ciloski:

Best practice, do two-way. Can also get the student to submit an assignment for each course on count day, that fills the participation requirement “for us”.



Brian Ciloski:

Staff or counselor…you will not get a PIC form the college or university.

Caitlin Groom:

No; for TSDL don't actually have to report a PIC for dual enrollment courses.