



## Section 25e

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## Overview

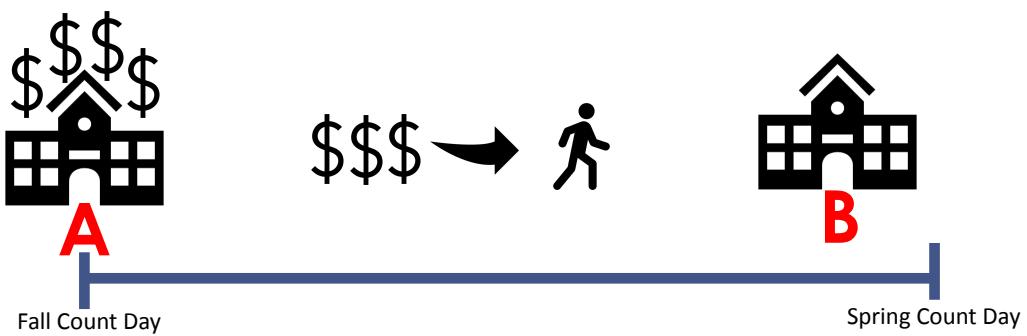
- Section 25e of State School Aid Act
- What happens behind the scenes
- How to submit a 25e claim
- How to manage 25e requests
- How to audit and process 25e requests
- Additional resources
- Questions

# The State School Aid Act

Refers to Section 25e (MCL 388.1625e),  
first introduced in Public Act 60 of 2013

## What is Section 25e?

- *“The money follows the student”*



## What is Section 25e?

- Opportunity to gain additional FTE for students who transferred into your district after Fall Count Day
- Submitted to both MSDS and auditor
  - MSDS - Student Record Maintenance Collection (ongoing certification)
  - Auditor - form and supporting documentation (will vary by ISD)
- Student must have been counted (with FTE) on Fall Count Day by another district / PSA in Michigan
- No FTE for:
  - Student who were homeschooled\*
  - Students who moved in from out-of-state
  - Students who came from a private school\*
  - Students who did not garner any FTE on Fall Count Day

\*If student was enrolled in a Shared Time program through another district, may have FTE claim - always search UIC to check

## Section 25e Highlights

- New district may report the enrollment and attendance information within 30 days after the transfer or within 30 days after Fall Recertification Deadline, whichever is later.
- Claims may be submitted between when the Fall General Collection closes and Spring Count Day
  - Cannot submit SRMs until Fall General Collection closes (recertification deadline)

First Date of Attendance	SRM Submitted By
Between 10/3/2024 and 11/13/2024	12/13/24
Between 11/14/2024 and 1/10/2025	Within 30 calendar days
1/11/2025 and after	2/11/2025

## Section 25e Highlights

- Membership is adjusted in MSDS by a pro-rating formula based on 105 possible days between Fall Count Day and Spring Count Day
  - District that claimed the student in the fall will see a decrease in FTE for that student
  - District that is submitting claim will see an increase in FTE for that student
- Changes in calculation will take effect as of the date the pupil becomes enrolled and is in attendance
- Districts submitting claims will provide CEPI all information they require to comply with Section 25e
  - SRM submission with Section 25 component
- Pupil auditing staff shall investigate a representative sample of 25e claims for audit based on required audit sample sizes

## Behind the Scenes

# 25e Financial Calendar

- The membership adjustment of 1/105 of a full FTE, for each school day as determined by CEPI's 25e Financial Calendar, will be prorated.
- Calendar shows days elapsed and days remaining in period between Fall Count Day and Spring Count Day.
- Change in calculation will take effect as of the date the pupil becomes enrolled and in attendance.
- 2024-2025 calendar not yet available on CEPI website

2023-2024 Section 25e Financial Calendar

September							December						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31							31						

October							January						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
40/66	41/65						40/12	41/11	42/10				

November							February						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
6	7		1	2	3	4	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22					20	21	22	23	24	25	26
27	28	29	30				27	28	29	30			
58/48	59/47	60/46	61/45				58/12	59/11	60/10				

SCHOOL BREAKS
FALL COUNT DATE
HOLIDAYS
SPRING COUNT DATE

## Calculation for FTE Gains

### Gains

**General Ed FTE** = General Ed FTE from the Sec. 25e request x (# of days remaining / 105)

**Section 52 FTE** = Section 52 FTE from the Sec. 25e request x (# of days remaining / 105)

**Section 53 FTE** = Section 53 FTE from the Sec. 25e request x (# of days remaining / 105)

# Calculation for FTE Losses

\*In most cases, FTE loss will be the same as the “gain” - only becomes more complicated with multiple transfers

## I Losses

**General Ed FTE** = Total FTE from the gaining district's Sec. 25e request x (Gen Ed FTE before gaining district's Sec. 25e request / Total FTE before gaining district's Sec. 25e request) x (# of days remaining / 105)

**Section 52 FTE** = Total FTE from the gaining district's Sec. 25e request x (Sec. 52 FTE before gaining district's Sec. 25e request / Total FTE before gaining district's Sec. 25e request) x (# of days remaining / 105)

**Section 53 FTE** = Total FTE from the gaining district's Sec. 25e request x (Sec. 53 FTE before gaining district's Sec. 25e request / Total FTE before gaining district's Sec. 25e request) x (# of days remaining / 105)

# Payment from State Aid

- The second business day of the month, the Office of State Aid and School Finance extracts aggregate FTE amounts for each district used to process State Aid payments.
- Section 25e claims that are approved by the second business day of the month will be included in that month's payment.

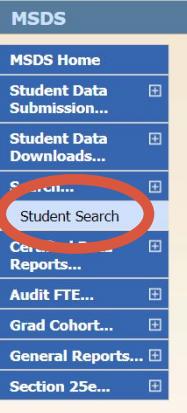
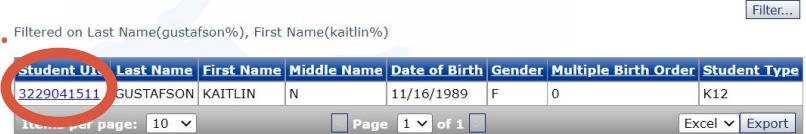
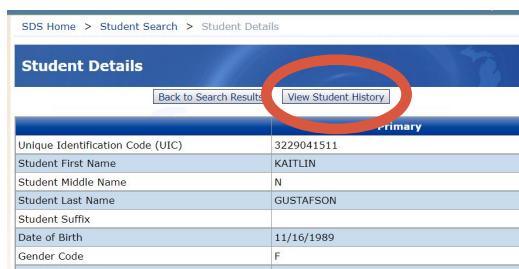
Findings By The Auditor									
	Building	Audit Type	Finding	Pupils	FTE	FTE Type	Comments		
	Neithercut Elementary School (02670)	Desk	S45 - Schools of Choice	1	-1.00	General Ed	Students None	Save	Delete
	Freeman School (01320)	Desk	S9 - Alpha Roster - Pupils not on list but eligible	2	1.60	General Ed	Students None	Save	Delete
System Generated Findings									
	Building	Audit Type	Finding	Pupils	FTE	FTE Type	Comments		
	Genesee Area Skill Center (05575)	Desk	S82 - Approved Section 25 Adjustments (November)	3	-0.93	General Ed			
	Genesee Area Skill Center (05575)	Desk	S82 - Approved Section 25 Adjustments (November)	2	-0.74	Special Ed			
	Durant Tuuri Mott School (00974)	Desk	S82 - Approved Section 25 Adjustments (November)	12	-2.36	General Ed			
	Durant Tuuri Mott School (00974)	Desk	S82 - Approved Section 25 Adjustments (November)	12	-3.38	Special Ed			
	Southwestern Classical Academy (03554)	Desk	S82 - Approved Section 25 Adjustments (November)	6	-1.74	General Ed			
	Southwestern Classical Academy (03554)	Desk	S82 - Approved Section 25 Adjustments (November)	4	-0.39	Special Ed			

# Submitting a 25e Request

## Submission Process Overview

- Review all students who have enrolled since the day after Fall Count (10/2)
- Decide to filter out non-eligible students based on entrance code or check all students to verify
  - Private school or homeschool students may have been in Shared Time programs so worth checking
- Search student by UIC in MSDS and check Student History for Fall Count 2024 records
  - If you have reason to believe they were counted in the fall and they aren't showing up, try searching by name or DOB, etc. to see if they were counted under another UIC (then submit UIC linking request)
- If student was claimed for FTE in Fall Count, add to form and begin gathering supporting documents
  - You can choose if you want your buildings to do the form and/or the document gathering or do it yourself
- Submit SRM with eligible students, including the Section 25 component (First Day in Attendance)
- Compile Request form and supporting documentation for auditor

## How to check if a student was claimed for FTE for Fall Count in MSDS

1. 
2. 
3. 
4. 

## What is the pupil's first date of attendance?

The first date of attendance is either the date where the student is physically in attendance or has participation **in each course on the pupil's schedule**, or for a virtual pupil, the first date where the pupil and teacher of record/mentor **completed a two-way interaction** following enrollment.

Note: The pupil only needs to have one two-way interaction. This two-way interaction may be for any virtual course on the student's schedule and will cover all other virtual courses.

## Section 25 Component → First Day in Attendance Characteristic

Each SRM record must contain the Section 25 Component and the First Day in Attendance characteristic. The first date of attendance is either the first day the student attended or participated in each course, or the first day they completed one two-way interaction that covers all courses on their class schedule. Additional business rules:

- The date must be after the Fall Pupil Membership count date (first Wednesday in October) and must be before the Spring Supplemental count date (second Wednesday in February).
- The date must be on or prior to the As of Date characteristic in the SRM Component.
- The date must be on or after the Enrollment Date characteristic in the Enrollment Component.



The screenshot shows a software application window with a navigation bar at the top. The navigation bar includes buttons for 'Submit', 'Cancel', 'Select Component' (with a dropdown arrow), and 'Add Component'. Below the navigation bar is a horizontal menu bar with tabs: 'Student Record Maintenance', 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', 'GeneralEdFTE', and 'Section 25'. The 'Section 25' tab is highlighted with a yellow background. Below the menu bar is a form area with a red-bordered input field. The field contains the text '\* First Day in Attendance: 01/25/2013'. There is a small red 'X' icon in the top right corner of the form area.

## Submitting a 25e Claim

- Claims must be submitted using the Student Record Maintenance (SRM) Collection
- The submission will include the six primary SRM components (Personal Core, Student Record Maintenance, School Demographics, Personal Demographics, Enrollment, and Membership)
- In addition, any component detailing applicable FTE (GeneralEdFTE and/or Special Education) must be included to report appropriate FTE information
- Lastly, the Section 25 component must be included
  - Includes "First Day in Attendance" characteristic
  - Without this component, Section 25e request will not populate into the area where they can be approved

# Review in MSDS after submission

MSDS Home
Manage Collections...
Manage Users...
System Maintenance...
Manage Requests...
Administrative Reports...
Student Data Submission...
Upload File
Uploaded File Status
STARR XML Conversion
Data Staging Area
Student Data Downloads...
Search...
Certified Data Reports...
Audit FTE...
Grad Cohort...
General Reports...
Manage Section 25e Requests
Section 25e Summary Report

Center for Educational Performance and Information - Michigan Student Data System - QA													
Section 25 Summary Report (Sample)													
Collection: Student Record Maintenance 2014-2015													
Entity: District A (99001)													
Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	UIC	Last Name	First Name	Student Id	Grade	Prior District Code	Prior Building Code	Prior Student Residency	Prior Resident IFA
Loss	Pending	10/27/2014			1111111111			002760	12	99001	10101	✓ 14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111112			002759	11	99001	10101	✓ 14	99001
Loss	Pending	10/27/2014			1111111113			002166	12	99001	10101	✓ 14	99001
Loss	Pending	10/27/2014			1111111114			005449	09	99001	10101	✓ 14	99001
Loss	Denied by System	10/27/2014			1111111115			002476	10	99001	10101	✓ 14	99001
Loss	Pending	10/27/2014			1111111116			200241	11	99001	10101	✓ 14	99001
Loss	Pending	10/27/2014			1111111117			200242	12	99001	10101	✓ 14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111118			003172	09	99001	10101	✓ 14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111119			002478	11	99001	10101	✓ 14	99001
Loss	Pending	10/27/2014			1111111120			005429	09	99001	10101	✓ 14	99001
Loss	Denied	10/27/2014			1111111121			002971	10	99001	10101	✓ 14	99001
Loss	Pending	10/27/2014			1111111122			200483	12	99001	10101	✓ 14	99001

## Tips and Tricks

- As enrollments are processed, capture an extra copy of the enrollment form for the 25e process.
- Have a process to monitor new students and gather the student schedule and first day of attendance info.
- Set a schedule on your calendar to process your 25e SRMs. Work in batches and be mindful of the due dates.
- Depending on your district setup, be sure to communicate with all involved parties about their deadlines and requirements. (Examples - building contacts, central enrollment, registrar, etc.)

# Managing 25e Requests

## Section 25e Summary Report

- Auditor can reference to see all claims by/against their districts
- Can export data to manipulate as needed for tracking purposes
- Encourage districts to check regularly so unexpected claims can be countered within the 30 day window

Center for Educational Performance and Information - Michigan Student Data System - QA

### Section 25 Summary Report (Sample)

Collection: Student Record Maintenance 2014-2015

Entity: District A (99001)

Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	UIC	Last Name	First Name	Student Id	Grade	Prior District Code	Prior Building Code	Prior Student Residency	Prior Resident LEA
Loss	Pending	10/27/2014			1111111111			002760	12	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111112			002759	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111113			002166	12	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111114			005449	09	99001	10101	14	99001
Loss	Denied by System	10/27/2014			1111111115			002476	10	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111116			200241	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111117			200242	12	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111118			003172	09	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111119			002478	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111120			005429	09	99001	10101	14	99001
Loss	Denied	10/27/2014			1111111121			002971	10	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111122			200483	12	99001	10101	14	99001

## Manage Section 25e Requests

Screen populates with any SRM record that is certified with a Section 25e Component

ISD auditors will be able to review a list of requests for all districts they have access to but can only edit claims from their own districts

District users will be able to view requests they have submitted in read-only format

**Section 25 Request List**

Select your filter criteria...

UIC:	<input type="text"/>
District:	<input type="text"/>
Building:	<input type="text"/>
Status:	<input type="text"/> All
Request Date From:	<input type="text"/>
	<input type="text"/> To: <input type="text"/>
Response Date From:	<input type="text"/>
	<input type="text"/> To: <input type="text"/>
<input checked="" type="checkbox"/> Show Only Requests From My District(s)	
<input type="button"/> Filter <input type="button"/> Clear	

2000 Result(s) Returned

Approved (12/08/2022)

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2022 General Collection 2022-2023		1.00	0.96	0.04	0.00	07/02/2020			-0.49	-0.02
Student Record Maintenance 2022-2023		1.00	1.00	0.00	0.00	11/09/2022	11/14/2022	54	0.51	0.00

Comments: DOCUMENTATION REVIEWED AND APPROVED.

Response Date: 12/08/2022 Request Date: 12/02/2022  
Response By: Status: Approved

MSDS does the calculation for FTE based on first day of attendance. This dictates the remaining days and adjusts based on the financial calendar. GenEd Adjust / SpEd Adjust display the change that will occur if request is approved as-is.

### Auditors can do one or more of the following:

- Approve the request as submitted
- Edit the request prior to approval
- Deny the request with comments

Alex (4444444444) - New (11/20/2014)

Student: Alex UIC: 4444444444

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2014 General Collection 2014-2015	Genesee ISD / District A (99010/00001)	1.00	1.00	0.00	0.00	06/23/2011			-0.76	0.00
Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)	1.00	1.00	0.00	0.00	06/23/2011	10/07/2014	80	0.76	0.00

Comments:

Approve  Edit  Deny

Response Date: 11/20/2014 Request Date: 11/20/2014  
Response By: Status: New

\*Once you hit “approve” or “deny,” you cannot undo this so be careful!

# Editing a Section 25e Request

Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)
<input type="button" value="Approve"/>	
<input type="button" value="Edit"/>	
<input type="button" value="Deny"/>	

- Can modify the General Ed or Special Ed FTE.
  - FTE should be based on student's current schedule/IEP at enrolling school.
    - Example - Part-time
  - Auditor can not add Special Ed FTE if original request did not contain Special Ed data.
  - If Special Ed FTE needs to be added, auditor must deny request and have district resubmit.
- Can modify First Day in Attendance
  - Date must be date upon which student has attended each class at least once.
    - Example - Block schedule
  - Date cannot be before enrollment date. If the enrollment date is also incorrect, auditor must deny request and have district resubmit.

**Edit Section 25 Request**

Original Request Information  
Student: Alex [REDACTED] UIC: 4444444444 Requested Date: 11/20/2014

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2014 General Collection 2014-2015	Genesee ISD / District A (99010/00001)	1.00	1.00	0.00	0.00	06/23/2011			-0.76	0.00
Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)	1.00	1.00	0.00	0.00	06/23/2011	10/07/2014	80	0.76	0.00

**Modified Values**

Adjusted General Ed FTE	1.00
Adjusted Section 52 FTE	0.00
Adjusted Section 53 FTE	0.00
First Day In Attendance	10/10/2014 <input type="button" value="Calendar"/>

## Late Submissions (from MSDS manual)

- As mentioned in the legislation, requests must be submitted within 30 calendar days after the transfer, or 30 days after the Fall General Collection recertification deadline, whichever is later. Initial requests not submitted within 30 days may be reported by the district using a modified first date of attendance that complies with the 30-day timeframe. The membership for the pupil will be prorated according to the modified first date of attendance reported. Since the MSDS cannot enforce this requirement because resubmissions that occur outside of the 30-day window would not be allowed, initial requests not submitted within 30 days are subject to modification by your ISD auditor.

# Auditor Review and Processing

## Audit Process

- Section 5-Q-B in PAM/PMAM outlines directions for auditing
- Auditor can use Pop III risk assessment to determine percentage of requests reviewed or can choose to audit 100% of requests due to high-risk of mid-year enrollments. Minimum percentage to audit must be at least 10% of requests.

<b>Building Risk Assessment – Sample Size Percentages</b>	<b>High</b>	<b>Moderate</b>	<b>Low</b>
Pop I – Conventional pupils present on count day	<b>15%</b>	<b>10%</b>	<b>2%</b>
Pop II – Conventional pupils absent on all or part of count day	<b>20%</b>	<b>15%</b>	<b>10%</b>
<b>Pop III – Nonconventional pupils</b>	<b>20%</b>	<b>15%</b>	<b>10%</b>

- Auditor will establish with districts what is required for submission. For those who do not audit 100% of requests, they should communicate what audit materials are due when and for which students.

5-Q-B: SECTION 25E PUPIL MEMBERSHIP TRANSFERS

District	School Year				
INSTRUCTIONS: Complete for an enrollment after Fall Count Date through Day before Spring Count Date					
Student Legal Name (Please type/print)	(First)	(Middle)	(Last)		
Date of Birth	UIC	Current Grade Level			
Enrollment Date	Date of First Full Day of Attendance				
Enrolling Building	Building Code				
Resident (Y/N)	If No, Resident District Name	Resident Code			
Previous School Name					
Last day attended at previous school	District Code	ISD Code			
District that Claimed Pupil in Fall Count					
Last day attended at reported school	District Code	ISD Code			
Date of Section 25 SRM	District Contact	Phone Number			
District Contact Email					
Principal Authorization to proceed to claim FTE	Approved	Denied			
Principal Signature	Date				
Application Sent to Auditor (Date)					
Supporting Documentation Sent to Auditor (Date)					
Ran Quality Review and Certified the SRM Collection (Date)					
NOTES:					
ISD AUDITOR USE ONLY					
Pupil's Enrollment & Membership Information in New District					
Building	Grade	Date Enrolled	First Date of Attendance		
GE FTE	SE FTE	SE Prog Code	# Virtual Courses	Sec 53	Sec
Documentation: The following documents were submitted.					
Copy of parent/guardian completed enrollment form with signatures and date					
FTE claimed in October membership:	GE	SE	53		
Verification with previous ISD if applicable:	Date Comment				
Documentation reviewed:	Date Comment				
Request Approved	Request Denied	CEPI Adjustment	Manual Adjustment		
This verifies that documentation was reviewed, October FTE verified, SRM submission verified, previous ISD contacted if applicable, and appropriate approval, denial, or adjustments has been made in MSDS.					
NOTES:	Signature Date				

Revised 1/23

1

5-Q-B

## Transfer Request Forms

- MPAAA versions on [Pupil Auditing Forms page](#)
- Auditor can create their own version of forms, as long as they include information required for audit.
- Can use individual and/or bulk forms for district submission
- Some Student Information Systems can generate a mail-merge version of the request form with pertinent data (ex. MiStar-Q).
- Examples of variations of audit forms in the next few slides.

Section 25 Student Funding Request

DISTRICT INFORMATION		SY 2024-2025 Section 25e FTE Transfer Request	
Educating/Requesting District:		District Code:	Building:
		Contact:	Phone:
Student Information			
Last		Enrolled Pupil's Name: Last, First, MI	
First		UIC	Da
Middle			
UIC#			
Date of Birth			
Grade			
Resident District			
District Student Exited	Name of Previous District		
Pupil Enrollment & Membership Information			
Enrollment Date in PowerSchool		Name of District Enrolling Pupil	
First Day in Attendance		District Code	Da
Enrolled FTE	GenEd FTE:		
* Pupil's Enrollment & Membership Information in New District			
Building	Grade	Date Enrolled	First Date of Attendance
* Documentation: The following documents must be submitted with this form.			
1	Copy of parent/guardian completed enrollment form with signatures		
2	Copy of residency verification		
3	Pupil schedule		
4	Print-out or copy of pupil attendance verifying first day of attendance		
* For ISD Auditor Use Only			
FTE claimed in October membership:		GE FTE	SE FTE
Documentation Reviewed:		Date	Initials
Request Approved:		Request Denied:	Date
Comments:			
STATE REPORTING		SRM Entry Date	
ISD AUDITOR		District Where FTE Was Last Claimed District Name:	
Section 25 Request Determination		Approved	Denied
Comments:			

Submit this form with supporting documentation to the JCISD Pupil Auditin

Ingham Intermediate School District  
2023-2024 Section 25e FTE Transfer Request

Enrolled Pupil's Name: Last, First, MI	UIC	Date of Birth	Res. (Y/N)	Res. District if (N)	Non Res. Code
Name of District Enrolling Pupil	District Code	District Contact, email and phone number + ext.			
Name of Previous District	Date of SRM		First Date of Attendance		
Documentation: The following documents must be submitted with this form. Place an X verifying that each is attached.				Auditor Verification (Y) reviewed/confirmed	
1	Copy of parent/guardian completed enrollment form with signatures				
2	Copy of residency verification				
3	Pupil schedule				
4	Print-out or copy of pupil attendance verifying first day of attendance				
For ISD Auditor Use Only:					
Request Approved:	Request Denied:	Date	Initials		
Comments:					
CEPI Adjustment (Y)	Previous District:	Prev. ISD (Y/N)			
OR	GE FTE	SE FTE			
Manual Adjustment (Y)					
Comments:					
This verifies that documentation was reviewed, October FTE verified, SRM submission verified, denial, or manual adjustment has been made in MSDS.					
Signature _____ Date _____					

## New Student FTE Transfer Request (Section 25e)

SY 2022-2023 Section 25e FTE Transfer Request								
Enrolled Pupil's Demographic Information								
Enrolled Pupil's Name: Last, First, MI		UIC	Date of Birth	Res. (Y/N)	If Non Resident - Resident Dist Name	Non Res Code		
Name of District Enrolling Pupil		District Code		Date of SRM	District Contact, email and phone number = ext.			
Name of District Pupil Exited		District Code		District Claiming Pupil in Fall Count		District Code	ISD Code	
Pupil's Enrollment & Membership Information in New District								
Building	Grade	Date Enrolled	First Date of Attendance	GE FTE	SE FTE	SE Prog Code	Sec 35	Sec 24
<b>Documentation:</b> The following documents must be submitted with this form. Place an X verifying that each is attached.								
1.	Copy of enrollment form - Parent signature and date page only							
2.	Copy of residency verification from enrollment form or other one page document (Do not send multiple verifications)							
3.	Complete Pupil schedule - If Secondary							
4.	Copy of pupil attendance verifying first day in attendance (Signed and verified by teacher(s))							
Authorized District Representative Signature					Date			

Auditor Use Only					
Request Approved: Yes		Comments:			
GEPI Adjustment (Y)		Previous District FTE:			
OR		GE FTE	SE FTE		
Manual Adjustment (V)					
Comments:					
This verifies that documentation was reviewed, October FTE verified, SRM submission verified, previous ISO contracted if applicable, and appropriate approval, denial, or manual adjustment has been made in M5DS.					
ISD Auditor Signature				Date	

5-Q-B: Section 25e Pupil Membership Transfers			
District	LEA Code	School Year	2023 - 2024
Building - Program		Contact	

**Instructions:** Complete for any enrollment that falls on or between: 10/5/2023 - 02/13/2024

Review the following for each audited student:

- Was the pupil claimed on Fall Count Day by another district/PSA?
  - Did the pupil transfer occur between Fall Count Day and Spring Count Day of current school year?
  - Was the Section 25e request submitted in MSDS within the 30-day deadline?
    - MSDS will not flag these (due to need for re-submissions) so has to be verified manually by auditor
    - If past 30 days, adjust First Day of Attendance component for 30 days back from submission date
  - Does the supporting documentation submitted confirm the above?
    - Signed/dated enrollment form to verify enrollment date
    - Attendance records to verify first day of attendance in each class (mentor log for virtual courses)
    - Student schedule to verify full-time/part-time status (new FTE claimed)
  - Have you completed all other required steps for “All Populations” in PMAM not encompassed by the above questions/documents?
    - Examples - residency, identity, age requirement, etc.
    - Required documentation may vary depending on auditor practices

# Tips and Tricks for Auditors

Utilize digital processes that work for you - fillable forms, dropboxes/folders for submissions, use "approved" / "denied" stamps and other annotation tools in Adobe Acrobat, etc.

If you have access to a district's SIS, you can eliminate the need for them to produce schedule and attendance reports by checking these for yourself if you have appropriate access.

Keep a master spreadsheet of all requests for your districts - pull data from MSDS Summary Report and use for your personal tracking throughout the process.

# Manual Adjustments

- If an auditor makes an FTE adjustment in MSDS after another auditor has approved a 25e request, this will trigger an email from CEPI with information on the student and the steps needed to be taken.
- Auditor who made the FTE adjustment will receive the email and should perform the calculation based on the new Fall FTE, using formula provided in Section 25e User Guide.
- Contact the other auditor affected (if it isn't you) to communicate any changes needed on their end.

## Adjustment after approved Section 25e claim External Inbox x

Korroch, Becky (CEPI) <KorrochB@michigan.gov>

Fri, Mar 15, 11:53AM ☆ ↵ :

Hello Kaitlin,

In the Fall 2023 audit form/narrative in the MSDS, a FTE adjustment was made for the following student(s) AFTER a Section 25e request was approved for the same student(s). Please review and determine if additional FTE adjustment by either impacted district is required.

UIC	District Code	Changed Date	Field(s) Changed (Original Value, New Value)	Changed By
██████████	██████████	Mar 14 2024 10:08AM	GeneralEdFTE (1.00, 0.49)	Kaitlin Guerra

Please do the following:

- Go to the Manage Section 25 Requests screen in the MSDS, filter on the UIC, change the status to "All", and uncheck the "show only requests for my districts" checkbox. This step will give you more information about the Sec 25e request and will help you determine which adjustments are necessary.
- Perform the appropriate adjustments if needed on an aggregate-level. Do not make student-level adjustments (via the Students-Gen&SpecEd tab). Use the "S81 – Manual Section 25 Adjustments" audit finding.
- If the auditor of the gaining district is someone other than you, please inform him/her so that the appropriate adjustment is made.

The three most common scenarios are as follows:

- 1) Fall FTE removed – in this case, the negative adjustments for the losing district will need to be added back to the appropriate tabs in the Audit Form, and the positive adjustments for the gaining district will need to be deducted
- 2) Fall FTE reduced – first, recalculate the adjustment using the modified Fall FTE (see the Section 25e User Guide for instructions). Subtract the new adjustment from the previously approved adjustment to get the difference. This "difference" will need to be applied to both the Fall district and the gaining district.
- 3) No change in Total FTE, but modified Gen/SpEd split – first, recalculate the adjustment for both General Ed and Special Ed. Subtract the new adjustment from the previously approved adjustment to get the difference. Apply the "difference" to the Fall district only.

If you have previously taken action for this student(s), please disregard this notification. Please reply with any questions.

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## Adjustment after approved Section 25e claim External Inbox x

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UIC	District Code	Changed Date	Field(s) Changed (Original Value, New Value)	Changed By
██████████	██████████	Mar 14 2024 10:08AM	GeneralEdFTE (1.00, 0.49)	Kaitlin Guerra

Approved (02/09/2024)										
Student: ██████████		UIC: ██████████								
Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2023 General Collection 2023-2024	Livingston ESA / ██████████	0.49	0.49	0.00	0.00	06/10/2013			-0.58	0.00
Student Record Maintenance 2023-2024	Livingston ESA / ██████████	1.00	1.00	0.00	0.00	10/06/2023	11/06/2023	61	0.58	0.00

Comments:

Response Date: 02/09/2024 Request Date: 12/14/2023  
 Response By: Kaitlin Guerra Status: Approved

### 1. Calculate modified FTE adjustment:

$$0.49 \times (61 \text{ remaining days} / 105 \text{ total days}) = 0.28 \text{ FTE}$$

### 2. Subtract to find difference:

$$0.58 \text{ (original adjustment)} - 0.28 \text{ (new adjustment)} = 0.30 \text{ FTE}$$

### 3. Apply manual FTE adjustments

Deduct **-0.30 FTE** from gaining district  
 Add back **0.30 FTE** to Fall Count district

If outside ISD, contact Fall Count district.

\*If Fall Count FTE is reduced to 0.00, both districts fully reverse the adjustments made.

to me ▾

Thu, Mar 30, 2023, 2:46 PM

Hello Kaitlin,  
I am sending this email to let you know that I made an audit **adjustment** that affected a Section 25 claim you approved for [REDACTED]

Student [REDACTED], grade 10: the fall 2022 FTE was decreased in audit from 0.98 GE / 0.02 SE to 0.81 GE / 0.02 SE, subsequently decreasing the Section 25 transfer from 0.11 to 0.09 GE FTE.

I have processed the **manual adjustment** detailed below and ask that you please process the counter **adjustment**.

- [REDACTED] increased GE FTE 0.02, grade 10.
- [REDACTED] decrease GE FTE 0.02, grade 10.

From auditor who made FTE adjustment to Fall Count and received CEPI email.

Thank you,

[REDACTED]

Fri, Mar 31, 2023, 9:33 AM

Please see attached for documentation of the change on my end - I believe we should be all set but let me know if you need anything else from me.

Have a great weekend!  
Kait

Re [REDACTED]

From auditor who approved the original 25e request, verifying calculation and acknowledging change of FTE.

\*No official process for this - auditor practice may vary

Aggregate adjustment of 10th grade General Education FTE has been made for -0.02 FTE and Specific Finding added for manual 25 adjustment. I agree with the FTE calculation made by [REDACTED] SD.

III. Specific Findings								
Building Name	Audit Type	Finding	Description	Pupils Affected	FTE Change	FTE Type	Legal Reference	Finding Comment
[REDACTED]	Desk	S81	[REDACTED] 25e requests manually entered by the Pupil Auditor	1	-0.02	General Ed	[REDACTED] School of the State School Aid Act	[REDACTED] Manual 25e adjustment for 10th grade General Education FTE. The previous district reported an FTE reduction of -0.17, which was the amount of FTE that could be claimed through the audit. However, the FTE claim has been reduced from 0.11 to 0.09. Calculation was verified by both auditors.

## Other Manual Adjustments

If the split between General Education and Special Education FTE is adjusted by the Fall Count district (without changing the total FTE) after a Section 25e request has been approved, the gaining district must recalculate and redistribute the FTE split accordingly. In this case, only the gaining district would need to make a manual adjustment.

Approved (12/08/2022)										
Student:	UIC:									
Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2022 General Collection 2022-2023		1.00	1.00	0.00	0.00	10/03/2022			-0.46	0.00
Student Record Maintenance 2022-2023		1.00	1.00	0.00	0.00	11/21/2022	11/22/2022	48	0.46	0.00

If Fall FTE is adjusted from 1.0 to 0.75 Gen Ed and 0.25 Sec52 in the Audit:

1. Calculate modified FTE adjustment:

Gen Ed:  $0.75 \times (48 \text{ remaining days} / 105 \text{ total days}) = 0.34 \text{ FTE}$

Special Ed:  $0.25 \times (48 \text{ remaining days} / 105 \text{ total days}) = 0.12 \text{ FTE}$

2. Subtract to find difference:

Gen Ed:  $0.46 \text{ (original adjustment)} - 0.34 \text{ (new adjustment)} = 0.12 \text{ FTE}$

3. Apply manual FTE adjustments

Deduct **-0.12 FTE** from General Education  
Add back **0.12 FTE** to Special Education

## In Audit Narrative

- Use Specific Finding S81

S81	Manual §25e Adjustments	§25e requests manually entered by the Pupil Auditor	§25e of the State School Aid Act
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- Do not make the actual adjustment at the student-level. Instead, make adjustment with aggregate-level changes to grade-level general education / program-based special education fields.

Special Ed		General Ed		Additional Information		Residency Information		Summary		Students - Gen&Spec Ed		Go to Narrative		Recalculate		Save		Print																			
<b>K-12 Pupil Membership (FTE) in General Education</b>																																					
Grade		FTE w/o Graded Alt Ed		FTE Graded Alt Ed Only		FTE Graded Alt Ed Only		Total																													
Kindergarten		430.99		0.00		0.00		430.99																													
First Grade		466.92		0.00		0.00		466.92																													
Second Grade		375.61		0.00		0.00		375.61																													
Third Grade		425.26		0.00		0.00		425.26																													
Fourth Grade		400.80		0.00		0.00		400.80																													
Fifth Grade		379.35		0.00		0.00		379.35																													
Sixth Grade		343.33		0.00		0.00		343.33																													
Seventh Grade		365.31		0.00		0.00		365.31																													
Eighth Grade		389.00		0.00		0.00		389.00																													
Ninth Grade		600.54		1.00		1.00		600.54																													
Tenth Grade		391.70		7.96		401.66																															
Eleventh Grade		284.11		5.56		290.67																															
Twelfth Grade		297.39		5.82		303.21																															
Special Education Transition		0.00		0.00		0.00		0.00																													
Alternative Education		0.00		0.00		0.00		0.00																													
<b>Total General Ed</b>			5157.31		21.74		5179.05																														
<b>Special Education</b>																																					
ACCT		Description																																			
110		Programs for Mild Cognitive Impairment																																			
120		Programs for Moderate Cognitive Impairment																																			
130		Programs for Severe Cognitive Impairment																																			
140		Programs for Emotional Impairment																																			
150		Programs for Learning Disabled																																			
160		Programs for Hearing Impairment																																			
170		Programs for Visual Impairment																																			
180		Programs for Physical or Other Health Impairment																																			
190		Programs for Severe Multiple Impairment																																			
191		Early Childhood Special Education (Classroom) Program																																			
192		Programs for Severe Language Impairment																																			
193		Programs for Autism Spectrum Disorder																																			
194		Elementary or Secondary Level Resource Program																																			
270		Early Childhood Special Education Services																																			
<b>Special Education Total</b>																		0.00	207.02	\$2.85 259.87																	

## Common issues and best practices

Check special education FTE split - if student is still on a temp placement, may be the same as previous district. If new IEP has taken place, should reflect this new split at claiming district

- Request will be denied and have to resubmit if special education split FTE is not included

The district the student transferred from may not always be who claimed them in the fall.

Mid-year transfers often involve shared household or suitable home affidavits - make sure all residency paperwork is complete

Make sure you certify your SRM submissions - simply uploading to the staging area alone will not send requests to auditor

On the flip side, don't forget to send your auditor required forms/paperwork after certifying in MSDS!

If you have a block or varied schedule, make sure first day of attendance is after they have gone to all classes

**Section 25e**  
**30 Day Window for Transfer Request**  
**2024-2025 School Year**

## Additional Resources

### CEPI's SRM Website

- [Section 25e Overview](#)
- [Section 25e User Guide](#)
- [Section 25e Financial Calendar \(currently 23-24\)](#)

### MDE's State Aid & School Finance Webpage

### MPAAA Pupil Auditing Forms page

### Section 25e Deadline Calendar

Student Transfer Date		Last Day to Submit SRM		Student Transfer Date		Last Day to Submit SRM	
Date	Day of Week	Date	Day of Week	Date	Day of Week	Date	Day of Week
10/3/24 - 11/13/24		12/13/24	Friday	12/3/24	Monday	12/30/24	School not in session
11/14/24	Thursday	12/14/24	Saturday	12/31/24	Tuesday	1/1/25	School not in session
11/15/24	Friday	12/15/24	Sunday	1/1/25	Wednesday	1/2/25	Thursday
11/16/24	Monday	12/16/24	Wednesday	1/2/25	Thursday	1/3/25	Friday
11/19/24	Tuesday	12/19/24	Thursday	1/3/25	Friday	1/4/25	Monday
11/20/24	Wednesday	12/20/24	Friday	1/4/25	Tuesday	1/5/25	Wednesday
11/21/24	Thursday	12/21/24	Saturday	1/5/25	Tuesday	1/6/25	Wednesday
11/22/24	Friday	12/22/24	Sunday	1/6/25	Wednesday	1/7/25	Thursday
11/25/24	Monday	12/25/24	Wednesday	1/6/25	Wednesday	1/8/25	Friday
11/26/24	Tuesday	12/26/24	Thursday	1/9/25	Thursday	1/9/25	Thursday
11/27/24	Wednesday	12/27/24	Saturday	1/10/25	Friday	1/10/25	Sunday
11/28/24	Thursday	12/28/24	Saturday	1/10/25	Friday	1/11/25	Monday
11/29/24	Friday	12/29/24	Saturday	1/11/25	Monday	1/12/25	Tuesday
12/2/24	Monday	1/1/25	Wednesday	1/11/25	Monday	1/13/25	Tuesday
12/3/24	Tuesday	1/2/25	Thursday	1/12/25	Tuesday	1/14/25	Tuesday
12/4/24	Wednesday	1/3/25	Friday	1/12/25	Tuesday	1/15/25	Wednesday
12/5/24	Thursday	1/4/25	Saturday	1/13/25	Wednesday	1/16/25	Thursday
12/6/24	Friday	1/5/25	Sunday	1/13/25	Wednesday	1/17/25	Friday
12/9/24	Monday	1/8/25	Wednesday	1/14/25	Tuesday	1/20/25	Monday
12/10/24	Tuesday	1/9/25	Thursday	1/14/25	Tuesday	1/21/25	Tuesday
12/11/24	Wednesday	1/10/25	Friday	1/15/25	Wednesday	1/22/25	Wednesday
12/12/24	Thursday	1/11/25	Saturday	1/15/25	Wednesday	1/23/25	Thursday
12/13/24	Friday	1/12/25	Sunday	1/16/25	Thursday	1/24/25	Friday
12/16/24	Monday	1/15/25	Wednesday	1/16/25	Thursday	1/25/25	Tuesday
12/17/24	Tuesday	1/16/25	Thursday	1/17/25	Friday	1/26/25	Wednesday
12/18/24	Wednesday	1/17/25	Friday	1/17/25	Friday	1/27/25	Monday
12/19/24	Thursday	1/18/25	Saturday	1/18/25	Saturday	1/28/25	Tuesday
12/20/24	Friday	1/19/25	Sunday	1/19/25	Sunday	1/29/25	Wednesday
12/23/24	Monday	School not in session		1/20/25	Monday	1/30/25	Thursday
12/24/24	Tuesday	School not in session		1/21/25	Tuesday	1/31/25	Friday
12/25/24	Wednesday	School not in session		1/22/25	Wednesday	2/1/25	Monday
12/26/24	Thursday	School not in session		1/23/25	Thursday	2/1/25	Monday
12/27/24	Friday	School not in session		1/24/25	Friday	2/1/25	Monday

## Questions?

### CEPI Customer Support:

(517) 335-0505, Option 3; [cepi@michigan.gov](mailto:cepi@michigan.gov)

### MDE State Aid & School Finance:

Brian Ciloski; [ciloskib@michigan.gov](mailto:ciloskib@michigan.gov)

### CEPI's 25e, FTE, and Audit Contact:

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