# Days and Hours

2019 MPAAA SPRING CONFERENCE

MSBO Certification course

Holly Scott - Holt Public Schools

Jessica Beagle - MDE

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## Agenda

- Understanding the Lingo
- Requirements
- Days
- Hours
- Resources
- How to Navigate the Resources

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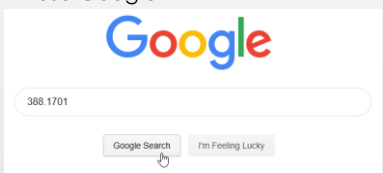
## Understanding the Lingo

- The Revised School Code starts with 380.1
  - Section 1284b of the Revised School Code (MCL 380.1284b)
- The State School Aid Act starts with MCL 388.1601
  - Section 6 of the State School Aid Act (MCL 388.1606)
  - Section 101 of the State School Aid Act (MCL 388.1701)
- Administrative Code or Administrative Rules starts with R 340.1
  - R 340.1754

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## How to Navigate the Resources

- Navigating Days and Hours - Section 101 of the State School Aid Act or MCL 388.1701
  - Use Google




  - Michigan Compiled Laws search (http://www.legislature.mi.gov)



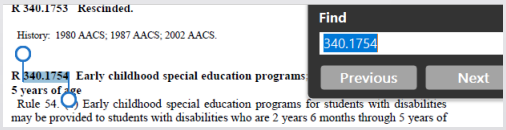

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# How to Navigate the Resources

- Navigating Days and Hours – Early Childhood Special Education
  - Rules promulgated by the Department of Education




- Use Ctrl+F to find section or key words




5

# Requirements

- Hours – MCL 388.1701(3)(a)

  "…each district shall provide at least 1,098 hours…"
- Days – MCL 388.1701(3)(b)

  "Beginning in 2016-2017, the required minimum number of days of pupil instruction is 180."
- Attendance – MCL 388.1701(3)(f)

  "…a district not having at least 75% of the district's membership in attendance on any day of pupil instruction shall receive state aid in that proportion of 1/180 that the actual percent of attendance bears to the specified percentage."

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## Requirements

- All three requirements must be met:
  - 180 days
    - Exception: Collective Bargaining Agreement with calendar in place as of 6/24/2014
  - 1,098 hours
  - 180 days with 75% attendance

- Applies to grades K-12

*Unless…the district or program meets one of the exceptions.

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## Hours

- MCL 388.1701(3)(a)

- 1,098 instructional hours scheduled per year for grades K-12 = 1.0 FTE

- FTE must be prorated if less than 1,098 instructional hours scheduled

8

## Hours
### What is Countable

- Pupils and certified teacher are present and instruction is taking place
- Class offered for credit or grade progression
- 388.1606(8) - "class" means a period of time in 1 day when pupils and a certificated teacher, or an individual working under a valid substitute permit, authorization, or approval issued by the department, are together and instruction is taking place

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## Hours
### What is Countable

- **Passing Time**
  - Up to 30 minutes of passing time between class periods per day
  - Additional passing time can be requested by the district and approved by the ISD auditor if the district is able to demonstrate the need
  - Passing time can be used for intra-district travel between buildings

10

## Hours
### What is Countable

- **Passing Time**
  - One passing time to or from lunch
  - Passing time to the first class period and from the last class period is excluded
  - Passing from the bus, at the beginning of the day, or to the bus, at the end of the day, is excluded

11

## Hours
### What is Countable

- **Breakfast**
  - When in the classroom and instruction is provided by a certified teacher
- **Lunch**
  - On half day while certified teacher is providing instruction
  - On half day during homeroom, not more than 15 minutes, while certified teacher is present

12

## Hours
### What is Countable

- **Lunch**
  - When pupils did not receive a lunch period due to an educational activity but were served lunch during the next instructional period
  - When a certified special education teacher is present and the pupil's IEP includes goals and objectives that can be addressed through lunchtime activities

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## Hours
### What is Countable

- **Recess**
  - In elementary or middle school, recess of a reasonable duration may be counted if **supervised by a certified teacher**
  - Total number of minutes **shall not exceed 30 minutes** each school day
  - Recess time scheduled adjacent to lunch may be counted

14

## Hours
### What is Countable

- **Homeroom**
  - Not more than 15 minutes in length, including passing time
  - Cannot be a study hall
- **Study hall**
  - Not more than two study halls
  - Must be supervised by certified teacher
  - District provides at least 90 additional hours of instruction (1,188)

15

## Hours
### What is Countable

- **Seminar, Achievement Hour, or Focused Instructional Time**
  - Academic in nature
  - Includes activities such as tutoring, mentoring, or advising
  - Pupil to teacher ratio not greater than 35:1
- **JROTC**
  - Junior reserve officer training corps (JROTC) instructional time in grades 7 to 12

16

## Hours
### What is Countable

- **Dual Enrollment**
  - Pupils enrolled in grades 9-12
  - Students taking college courses, paid for by district
  - Concurrently enrolled in and attending at least one high school course
  - Travel time CAN be counted, but may not be needed

17

## Hours
### What is Countable

- **Dual Enrollment**
  - Count as full-time if student meets reduced schedule requirements
    - If hours scheduled are at least 80% (878.4 hours) of required minimum

      -OR-
    - If hours scheduled are at least 75% (823.5 hours) of required minimum for district on a 4x4 block schedule
  - See Section 3 of the PAM for detailed FTE calculation

18

## Hours
### What is Countable

- **Dual Enrollment**
  - In short, FTE can be calculated using three different methods:
    - Total number of classes enrolled (student attends all classes each day for a regular course period)
    - Total number of classes enrolled when courses aren't scheduled for each day (conversion of college credit to high school classes)
    - Or by totaling the hours of instruction (college + H.S.) and travel time

19

## Hours
### What is Countable

- **Reduced Schedules**
  - Grades 9-12
  - Requested by parent or legal guardian
  - Must be in the student's best educational interest

20

## Hours
### What is Countable

- **Reduced Schedules**
  - Decision made at the individual student level
  - Count as full-time if student meets reduced schedule requirements

    Traditional schedule - hours scheduled are at least 80% (878.4 hours) of required minimum

    -OR-

    4 Block Schedule - hours scheduled are at least 75% (823.5 hours) of required minimum

21

## Hours
### What is Countable

- **Alternative Education/Innovative Programs Waiver** – MCL 388.1701(9)
  - Can waive the day requirement with MDE approval (145 days min)
  - Can waive the 1,098 requirement with MDE approval (878.8 hours min)
  - Can waive the 75% requirement for alt ed programs with MDE approval (50% min attendance)

22

## Early Childhood Special Education Programs
### What is Countable

- Administrative Rule 340.1754
  - Students with disabilities who are 2 years 6 months through 5 years of age
  - Programs shall be available for a minimum of 360 clock hours and 144 days of instruction
  - Full-time FTE shall be determined by dividing the number of class hours scheduled and provided per year by 450

23

## Early Childhood Special Education Services
### What is Countable

- Administrative Rule 340.1755
  - Students with disabilities who are 2 years 6 months through 5 years of age
  - Services shall be provided for a minimum of 2 hours per week, but not less than 72 clock hours within 180 school days
  - Full-time FTE shall be determined by dividing the number of hours of service scheduled and provided per year by 180

24

## Early Childhood Special Education Services
### What is Countable

- Administrative Rule 340.1862
  - Services for all children birth to 3 with disabilities shall be determined by and documented in an individualized family service plan
  - Services provided under ECSE teacher direction

25

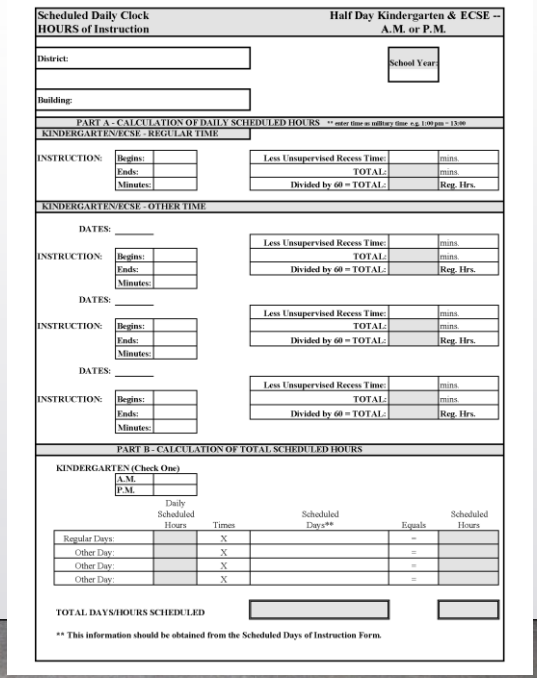
## Early Childhood Special Education Services
### What is Countable

- Administrative Rule 340.1862
  - Provided for not less than 72 hours over 1 year
  - Timeline begins on receipt of signed parental consent
  - Full-time FTE shall be determined by dividing the number of hours of service scheduled and provided per year by 180

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## Scheduled Daily Clock Hours of Instruction

## Early Childhood Special Education



**Scheduled Daily Clock HOURS of Instruction** — **Half Day Kindergarten & ECSE -- A.M. or P.M.**

District: | School Year:

Building:

PART A - CALCULATION OF DAILY SCHEDULED HOURS ** enter time as military time e.g. 1:00 pm = 13:00

KINDERGARTEN/ECSE - REGULAR TIME

INSTRUCTION: Begins: / Ends: / Minutes:

Less Unsupervised Recess Time: ____ mins.
TOTAL: ____ mins.
Divided by 60 = TOTAL: ____ Reg. Hrs.

KINDERGARTEN/ECSE - OTHER TIME

DATES: _____
INSTRUCTION: Begins: / Ends: / Minutes:
Less Unsupervised Recess Time: ____ mins.
TOTAL: ____ mins.
Divided by 60 = TOTAL: ____ Reg. Hrs.

DATES: _____
INSTRUCTION: Begins: / Ends: / Minutes:
Less Unsupervised Recess Time: ____ mins.
TOTAL: ____ mins.
Divided by 60 = TOTAL: ____ Reg. Hrs.

DATES: _____
INSTRUCTION: Begins: / Ends: / Minutes:
Less Unsupervised Recess Time: ____ mins.
TOTAL: ____ mins.
Divided by 60 = TOTAL: ____ Reg. Hrs.

PART B - CALCULATION OF TOTAL SCHEDULED HOURS

KINDERGARTEN (Check One): A.M. / P.M.

| | Daily Scheduled Hours | Times | Scheduled Days** | Equals | Scheduled Hours |
|---|---|---|---|---|---|
| Regular Days: | | X | | = | |
| Other Day: | | X | | = | |
| Other Day: | | X | | = | |
| Other Day: | | X | | = | |

TOTAL DAYS/HOURS SCHEDULED

** This information should be obtained from the Scheduled Days of Instruction Form.

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## IEP Reduced Schedule
### What is Countable

- Special Education pupils placed by an IEP Team in less than a full day of instruction
- IEP Team may shorten school day for pupil with disabilities on an individual pupil basis
- If shortened for medical or emotional reason, pupil may be counted for 1.0 FTE

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## IEP Reduced Schedule
### What is Countable

- Medical or emotional reason shall be documented on pupil's IEP
- Documentation supporting such a placement must be provided by a licensed physician or licensed physician's assistant

29

## IEP Reduced Schedule
### Ineligible IEP Reduced Schedule Placements

- Pupils who are being disciplined for behavioral problems, or those who are suspended or expelled
- Pupils who do not require a full day of instruction to acquire enough credits to graduate; such pupils are part-time pupils
- Pupils who spend part of their day employed; such pupils are part-time pupils

30

## IEP Reduced Schedule

### Ineligible IEP Reduced Schedule Placements

- Pupils who otherwise qualify for a reduced scheduled (Section 5-H)
- Pupils enrolled in early childhood special education programs (Section 5-K)
- Pupils enrolled in transition type programs (Section 5-L)

31

## Homebound/Hospitalized

- Pupils who are unable to attend school due to a medical condition
- Written certification from pupil's attending physician (M.D. or a D.O.)
- Pupil is unable to attend for period longer than 5 consecutive school days

32

## Homebound/Hospitalized

- GE - min. two 45-minute periods of instructional service per week with certified teach
- SE - min. two one-hour, nonconsecutive periods of instructional service per week with certified teacher

33

## Home-based

- Unable to attend due to suspension or expulsion
- Must provide instruction separate from general student population
- 2 non-contiguous 60-minute sessions per week with certified teacher

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## Home-based

- District Policy Suspensions and Expulsions
  - FTE proration = actual hours provided/1,098
- Expelled Under Mandatory Expulsion Laws
  - MCL 380.1311 and 380.1311a
  - May count as full FTE, if instruction is 1:1
  - FTE = actual hours provided/1,098, if group setting (i.e. alternative education program)

35

## Offline Seat Time Waivers

- Seat Time waivers no longer apply to online courses (online learning falls under 5-O-D)
- Auditor and District determine participation requirements

36

## Offline Seat Time Waivers

- Each course shall count as one class on the pupil's class schedule, if the same course exists in traditional format
- If comparable course does not exist, district must demonstrate to ISD auditor the amount of instructional time provided

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## 100% Virtual

- No attendance requirement
- Not impacted by snow days
- Each course shall count as one class on the pupil's class schedule, if the same course exists in traditional format
- If comparable course does not exist, district must demonstrate to ISD auditor the amount of instructional time provided
- See 5-O-C of PAM for options for participation tracking

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## Hours
### What is Countable

- **Professional Development time –** 388.1701(10)
  - Collective Bargaining Agreement (CBA) in effect for employees of the district as of July 1, 2013
  - CBA must "provide for the counting of up to 38 hours of qualifying professional development for teachers as pupil instruction"
  - In the school year after the CBA expires, professional development is no longer countable toward hours of pupil instruction

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## Hours
### What is Countable

- **Travel Time**
  - Students in grades 9-12 enrolled in a cooperative education program or a special education pupil
  - 3 hours per week allowed without a waiver (36 minutes per day)
  - A waiver can be requested for additional travel time if the need can be documented

40

# Hours

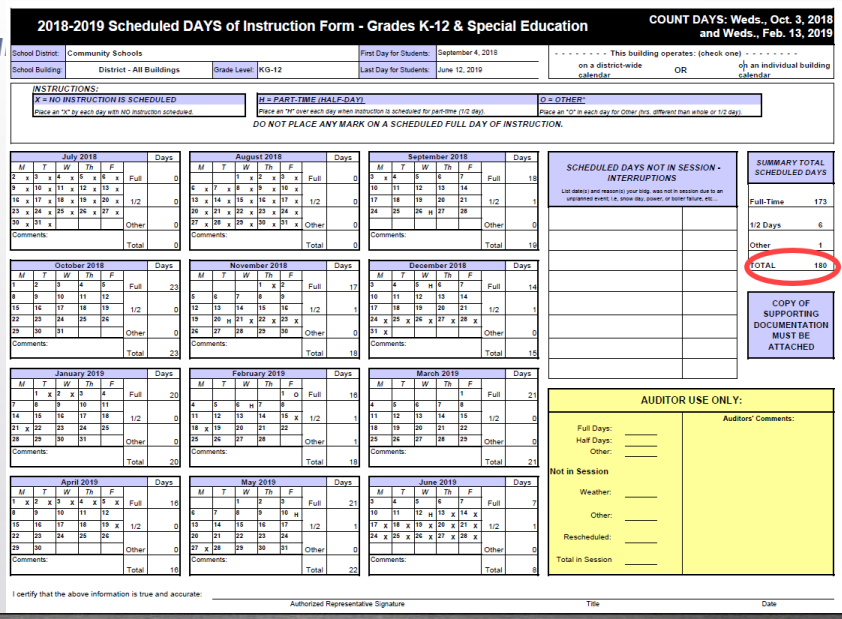
## What is Countable

- **Travel Time**
  - Travel time must be the only reason the student cannot meet the 1,098 hour requirement
    - There should be no gaps of time in the students schedule
  - Part-time students are not eligible for travel time
  - Waiver requests are only accepted online: https://fs10.formsite.com/SASF/form1/index.html
  - Deadline to submit: May 31

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# TIP

## Travel Time Request Required Documentation



**2018-2019 Scheduled DAYS of Instruction Form - Grades K-12 & Special Education**

COUNT DAYS: Weds., Oct. 3, 2018 and Weds., Feb. 13, 2019

School District: Community Schools | First Day for Students: September 4, 2018

School Building: District - All Buildings | Grade Level: KG-12 | Last Day for Students: June 12, 2019

This building operates: (check one) on a district-wide calendar OR on an individual building calendar

INSTRUCTIONS:

X = NO INSTRUCTION IS SCHEDULED — Place an "X" by each day with NO instruction scheduled.

H = PART-TIME (HALF-DAY). — Place an "H" over each day when instruction is scheduled for part-time (1/2 day).

O = OTHER: — Place an "O" in each day for Other (hrs. different than whole or 1/2 day).

DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.

July 2018 — Full 0, 1/2 0, Other 0, Total 0

August 2018 — Full 0, 1/2 0, Other 0, Total 0

September 2018 — Full 18, 1/2 1, Other 0, Total 19

October 2018 — Full 23, 1/2 0, Other 0, Total 23

November 2018 — Full 17, 1/2 1, Other 0, Total 18

December 2018 — Full 14, 1/2 1, Other 0, Total 15

January 2019 — Full 20, 1/2 0, Other 0, Total 20

February 2019 — Full 16, 1/2 1, Other 1, Total 18

March 2019 — Full 21, 1/2 0, Other 0, Total 21

April 2019 — Full 16, 1/2 0, Other 0, Total 16

May 2019 — Full 21, 1/2 1, Other 0, Total 22

June 2019 — Full 7, 1/2 1, Other 0, Total 8

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS

List date(s) and reason(s) your bldg. was not in session due to an unplanned event; i.e. snow day, power, or boiler failure, etc.

SUMMARY TOTAL SCHEDULED DAYS

| | |
|---|---|
| Full-Time | 173 |
| 1/2 Days | 6 |
| Other | 1 |
| TOTAL | 180 |

COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED

AUDITOR USE ONLY:

Full Days: _____
Half Days: _____
Other: _____
Not in Session
Weather: _____
Other: _____
Rescheduled: _____
Total in Session _____

Auditors' Comments:

I certify that the above information is true and accurate: _____ Authorized Representative Signature | Title | Date

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# TIP

## Travel Time Request Required Documentation

### Example of Instructional Hours Calculation

**PA-45A - Tab 2**
**Hours of Instruction**

School District: District A Public Schools | Building: High School | Grade: 10-12
Enter Name of ISD Prgrm(s) for Cohort: CTE | Session: 1 | School Year: 2017-2018

**Regular Daily Schedule for Pupils in AM CTE Program**

| 1. Activity | 2. Start Time | 3. End Time | 4. Minutes | 5. Passing Time Into Next Class | 6. Total Minutes | 7. Number of Regular Days Scheduled: |
|---|---|---|---|---|---|---|
| Travel | 7:15 AM | 8:00 AM | 45 | 0 | 0 | |
| CTE | 8:00 AM | 10:30 AM | 150 | 0 | 150 | |
| Travel | 10:30 AM | 11:15 AM | 45 | 0 | 0 | |
| Lunch Time | 11:15 AM | 11:45 AM | 30 | 5 | 35 | 177 (from calendar) |
| 4th Period | 11:45 AM | 12:35 PM | 50 | 5 | 55 | |
| 5th Period | 12:40 PM | 1:30 PM | 50 | 5 | 55 | |
| 6th Period | 1:35 PM | 2:25 PM | 50 | 0 | 50 | |
| | | | 0 | 0 | 0 | |
| | | | 0 | 0 | 0 | |
| Enter Manually - Total Minutes for Lunch | | | | | 30 | |
| Total Minutes (Less Lunch ) | | | | | 315 | |
| Minutes Converted to Hours | | | | | 5.25 | 929.25 |

**Other Schedule (Identify): Half Day**

| 1. Activity | 2. Start Time | 3. End Time | 4. Minutes | 5. Passing Time Into Next Class | 6. Total Minutes | Number of Days for this Schedule |
|---|---|---|---|---|---|---|
| Travel | 7:15 AM | 8:00 AM | 25 | 0 | 0 | |
| KTC Class | 8:00 AM | 10:30 AM | 150 | 0 | 150 | |
| Travel | 10:30 AM | 11:15 AM | 25 | 0 | 0 | |
| | | | 0 | 0 | 0 | 3 (from calendar) |
| | | | 0 | 0 | 0 | |
| | | | 0 | 0 | 0 | Total Hours this Schedule at District |
| | | | 0 | 0 | 0 | |
| Enter Manually - Total Minutes for Lunch | | | | | 0 | |
| Total Minutes (Less Lunch ) | | | | | 150 | |
| Minutes Converted to Hours | | | | | 2.50 | 7.50 (Days x Daily Hrs) |

**Other Schedule (Identify): Exam**

| 1. Activity | 2. Start Time | 3. End Time | 4. Minutes | 5. Passing Time Into Next Class | 6. Total Minutes | Number of Days for this Schedule |
|---|---|---|---|---|---|---|
| Exam | 7:30 AM | 9:15 AM | 105 | 5 | 110 | |
| Exam | 9:20 AM | 11:00 AM | 100 | 0 | 100 | |
| | | | 0 | 0 | 0 | |
| | | | 0 | 0 | 0 | 3 (from calendar) |
| | | | 0 | 0 | 0 | |
| | | | 0 | 0 | 0 | Total Hours this Schedule at District |
| | | | 0 | 0 | 0 | |
| Enter Manually - Total Minutes for Lunch | | | | | 0 | |
| Total Minutes (Less Lunch ) | | | | | 210 | |
| Minutes Converted to Hours | | | | | 3.50 | 10.50 (Days x Daily Hrs) |

**Other Schedule (Identify):**

| 1. Activity | 2. Start Time | 3. End Time | 4. Minutes | 5. Passing Time Into Next Class | 6. Total Minutes | Number of Days for this Schedule |
|---|---|---|---|---|---|---|
| | | | | 0 | 0 | |
| | | | | 0 | 0 | |
| | | | | 0 | 0 | |
| | | | | 0 | 0 | 0 (from calendar) |
| | | | | 0 | 0 | |
| | | | | 0 | 0 | Total Hours this Schedule at District |
| | | | | 0 | 0 | |
| Enter Manually - Total Minutes for Lunch | | | | | 30 | |
| Total Minutes (Less Lunch ) | | | | | -30 | |
| Minutes Converted to Hours | | | | | -0.50 | 0.00 (Days x Daily Hrs) |

***(3) If MDE approved additional travel beyond 36 minutes daily, enter here:***

| | |
|---|---|
| MDE Appv'd Additional Daily Minutes | 15.00 |
| Days of Instr this ISD Prgm | 180 |
| Approved Waiver Hours | 45.00 |

| | | |
|---|---|---|
| (1) ISD Program Hours | ISD Prgm #1 - Hours | 450.00 |
| | ISD Prgm #2 - Hours (if any) | 0.00 |
| | ISD Prgm #3 - Hours (if any) | 0.00 |
| ISD Prgm 1 = | Allowable Travel Hrs | 108.00 |
| ISD Prgm 2 = | App'd Waiver Hrs (if any) | 45.00 |
| ISD Prgm 3 = | Total Hrs at ISD Programs | 603.00 |
| (2) Hours at | High School Hours | 497.25 |
| | HS Hrs - Add'l Pgs (if any) | 0.00 |
| | Total Hrs at High School | 497.25 |

| | Total Hrs | Total FTE |
|---|---|---|
| (3) Total Hours & Total FTE | 1100.25 | 1.00 |

*Claimed FTE cannot exceed 1.00*

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# Hours

## What is Countable

- **Forgiven Time**
  - First 6 days or the equivalent number of hours (automatic)
  - "...conditions not within the control of school authorities..."
    - i.e. severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or unsafe health conditions, funerals, bomb threats, threats of violence, etc
  - Districts determine if their situation fits the requirements
  - Can use any of the first six days that remains at the end of the year for attendance days

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## Hours
### What is Countable

- **Additional Forgiven Time**
  - For days cancelled beyond the first 6 days
  - Requires State Superintendent approval
  - Up to 3 additional days or the equivalent number of additional hours

45

## Hours
### What is Countable

- **Additional Forgiven Time**
  - "...conditions not within the control of school authorities…"
  - Waiver requests are only accepted online: https://fs10.formsite.com/SASF/form9/index.html
  - Deadline to submit: May 31

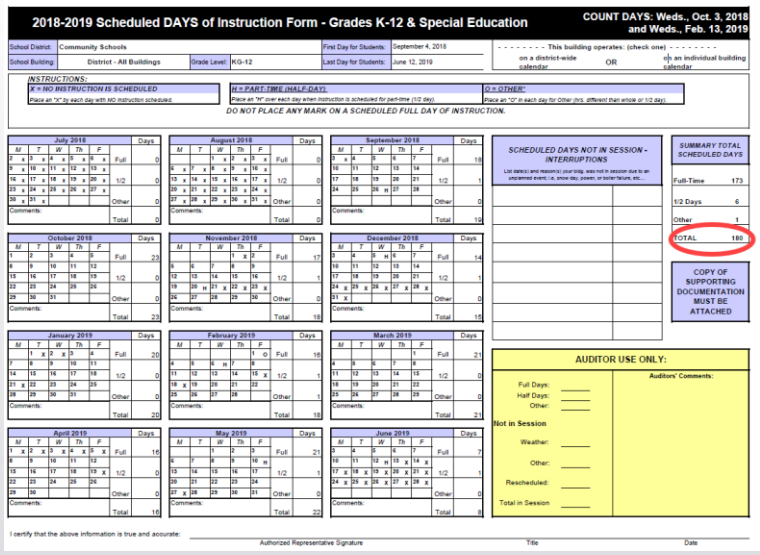
46

## Hours
### What is Countable

- **Additional Forgiven Time**
  - Additional forgiven time is not approved in advance of the need
  - Additional forgiven time is not approved for days where attendance falls below the requirement
  - Additional forgiven time is not approved for sporting events

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## TIP
### Additional Forgiven Time Request Required Documentation



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School Building: District - All Buildings | Grade Level: KG-12 | Last Day for Students: June 12, 2019

- - - - - - - - This building operates: (check one) - - - - - - - -

on a district-wide calendar OR on an individual building calendar

INSTRUCTIONS:

X = NO INSTRUCTION IS SCHEDULED — Place an "X" by each day with NO instruction scheduled.

H = PART-TIME (HALF-DAY) — Place an "H" over each day when instruction is scheduled for part-time (1/2 day).

O = OTHER* — Place an "O" in each day for Other (hrs. different than whole or 1/2 day).

DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.

July 2018 — Days: Full 0, 1/2 0, Other 0, Total 0

August 2018 — Days: Full 0, 1/2 0, Other 0, Total 0

September 2018 — Days: Full 18, 1/2 1, Other 0, Total 19

October 2018 — Days: Full 23, 1/2 0, Other 0, Total 23

November 2018 — Days: Full 17, 1/2 1, Other 0, Total 18

December 2018 — Days: Full 14, 1/2 1, Other 0, Total 15

January 2019 — Days: Full 20, 1/2 0, Other 0, Total 20

February 2019 — Days: Full 16, 1/2 1, Other 1, Total 18

March 2019 — Days: Full 21, 1/2 0, Other 0, Total 21

April 2019 — Days: Full 16, 1/2 0, Other 0, Total 16

May 2019 — Days: Full 21, 1/2 1, Other 0, Total 22

June 2019 — Days: Full 7, 1/2 1, Other 0, Total 8

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS

List date(s) and reason(s) your bldg. was not in session due to an unplanned event; i.e., snow day, power, or boiler failure, etc...

SUMMARY TOTAL SCHEDULED DAYS

| | |
|---|---|
| Full-Time | 173 |
| 1/2 Days | 6 |
| Other | 1 |
| TOTAL | 180 |

COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED

AUDITOR USE ONLY:

Auditors' Comments:

Full Days: _____
Half Days: _____
Other: _____

Not in Session
Weather: _____
Other: _____
Rescheduled: _____
Total in Session _____

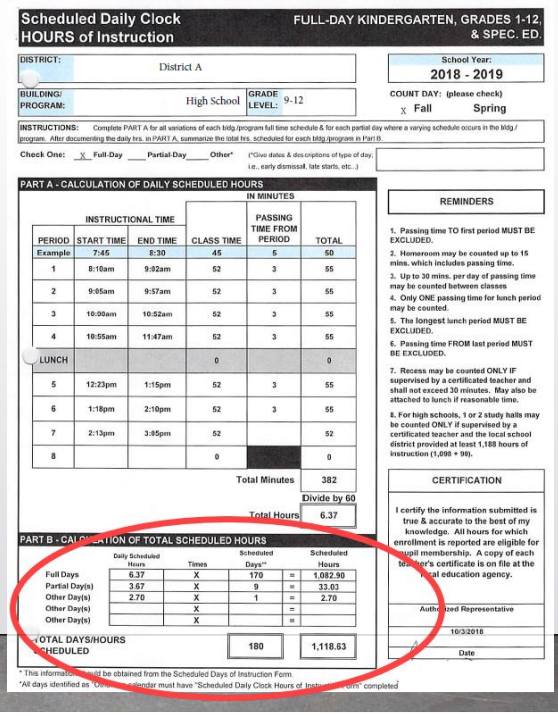
I certify that the above information is true and accurate:

Authorized Representative Signature | Title | Date

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# TIP

Additional Forgiven Time Request
Required Documentation



**Scheduled Daily Clock HOURS of Instruction** — FULL-DAY KINDERGARTEN, GRADES 1-12, & SPEC. ED.

DISTRICT: District A | School Year: 2018 - 2019

BUILDING/PROGRAM: High School | GRADE LEVEL: 9-12 | COUNT DAY: (please check) X Fall Spring

INSTRUCTIONS: Complete PART A for all variations of each bldg./program full time schedule & for each partial day where a varying schedule occurs in the bldg./program. After documenting the daily hrs. in PART A, summarize the total hrs. scheduled for each bldg./program in Part B.

Check One: X Full-Day ___ Partial-Day ___ Other* (*Give dates & descriptions of type of day; i.e., early dismissal, late starts, etc...)

PART A - CALCULATION OF DAILY SCHEDULED HOURS — IN MINUTES

| PERIOD | INSTRUCTIONAL TIME START TIME | END TIME | CLASS TIME | PASSING TIME FROM PERIOD | TOTAL |
|---|---|---|---|---|---|
| Example | 7:45 | 8:30 | 45 | 5 | 50 |
| 1 | 8:10am | 9:02am | 52 | 3 | 55 |
| 2 | 9:05am | 9:57am | 52 | 3 | 55 |
| 3 | 10:00am | 10:52am | 52 | 3 | 55 |
| 4 | 10:55am | 11:47am | 52 | 3 | 55 |
| LUNCH | | | 0 | | 0 |
| 5 | 12:23pm | 1:15pm | 52 | 3 | 55 |
| 6 | 1:18pm | 2:10pm | 52 | 3 | 55 |
| 7 | 2:13pm | 3:05pm | 52 | | 52 |
| 8 | | | 0 | | 0 |
| | | | Total Minutes | | 382 |
| | | | | Divide by 60 | |
| | | | Total Hours | | 6.37 |

REMINDERS

1. Passing time TO first period MUST BE EXCLUDED.
2. Homeroom may be counted up to 15 mins. which includes passing time.
3. Up to 30 mins. per day of passing time may be counted between classes
4. Only ONE passing time for lunch period may be counted.
5. The longest lunch period MUST BE EXCLUDED.
6. Passing time FROM last period MUST BE EXCLUDED.
7. Recess may be counted ONLY IF supervised by a certificated teacher and shall not exceed 30 minutes. May also be attached to lunch if reasonable time.
8. For high schools, 1 or 2 study halls may be counted ONLY if supervised by a certificated teacher and the local school district provided at least 1,188 hours of instruction (1,098 + 90).

CERTIFICATION

I certify the information submitted is true & accurate to the best of my knowledge. All hours for which enrollment is reported are eligible for pupil membership. A copy of each teacher's certificate is on file at the local education agency.

Authorized Representative

10/3/2018

Date

PART B - CALCULATION OF TOTAL SCHEDULED HOURS

| | Daily Scheduled Hours | Times | Scheduled Days** | | Scheduled Hours |
|---|---|---|---|---|---|
| Full Days | 6.37 | X | 170 | = | 1,082.90 |
| Partial Day(s) | 3.67 | X | 9 | = | 33.03 |
| Other Day(s) | 2.70 | X | 1 | = | 2.70 |
| Other Day(s) | | X | | = | |
| Other Day(s) | | X | | = | |
| TOTAL DAYS/HOURS SCHEDULED | | | 180 | | 1,118.63 |

* This information should be obtained from the Scheduled Days of Instruction Form.
*All days identified as "Other" on the calendar must have "Scheduled Daily Clock Hours of Instruction Form" completed

49

## Hours
### What is Countable

- **Less than 75% Attendance Days**
  - Hours and day count for any building/grade/program that was scheduled for and held instruction
  - Days rescheduled for the end of the school year are only held to 60% requirement

*Do not report days where attendance was 60% of above if rescheduled at end of year

50

## Hours
### What **Does Not** Count

- **Lunch**
- **Breakfast** when no instruction is provided
- **Recess** *when not supervised by a certified teacher*
- **Recess** *held at the start or end of the day* while students are passing to and from busses

51

## Hours
### What **Does Not** Count

- **Passing time** to the first class period and from the last class period shall not be counted
- **Passing time** to or from the bus at the beginning or end of the school day
- Only 1 **passing time** to or from lunch may be counted
  - The passing time from an immediately preceding class to lunch or the passing time from lunch to a class

52

## Hours
### What **Does Not** Count

- **Passing time** in excess of 30 minutes per day without ISD approval
- **Passing time** to another district
- When teacher is **not certified**

53

## Hours
### What **Does Not** Count

- Study halls not supervised by a certified teacher
- Study halls when District provides less than 1,188 hours per year of instruction

54

## Hours
### What **Does Not** Count

- **Professional development time**
  - Unless…
    - A Collective bargaining agreement was in place as of 7/1/2013
    - The agreement provides for the counting of up to 38 hours of qualifying professional development
    - The agreement has not expired

55

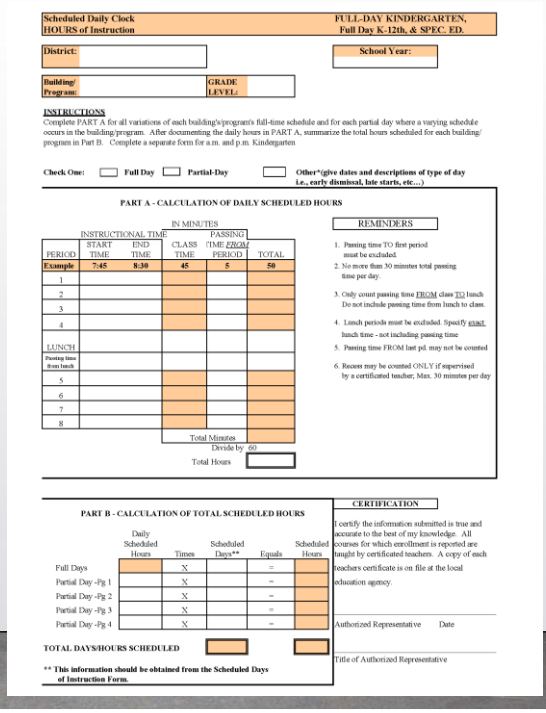
## Hours
### What **Does Not** Count

- **Professional development time**
  - The following may <u>not</u> be counted toward professional development time:
    - Records day
    - Parent/teacher conferences
    - Prep hours
    - Time setting up room
    - PD offered during scheduled instructional time

*****Professional development time does not count toward the <u>day requirement</u>

56

## Scheduled Daily Clock Hours of Instruction



**Scheduled Daily Clock HOURS of Instruction** — **FULL-DAY KINDERGARTEN, Full Day K-12th, & SPEC. ED.**

District: | School Year:

Building/ Program: | GRADE LEVEL:

**INSTRUCTIONS**

Complete PART A for all variations of each building's/program's full-time schedule and for each partial day where a varying schedule occurs in the building/program. After documenting the daily hours in PART A, summarize the total hours scheduled for each building/ program in Part B. Complete a separate form for a.m. and p.m. Kindergarten

**Check One:** ☐ Full Day ☐ Partial-Day ☐ Other*(give dates and descriptions of type of day i.e., early dismissal, late starts, etc…)

**PART A - CALCULATION OF DAILY SCHEDULED HOURS**

IN MINUTES

| PERIOD | INSTRUCTIONAL TIME START TIME | END TIME | CLASS TIME | PASSING TIME *FROM* PERIOD | TOTAL |
|---|---|---|---|---|---|
| Example | 7:45 | 8:30 | 45 | 5 | 50 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| LUNCH | | | | | |
| Passing time from lunch | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| | | | Total Minutes | | |
| | | | Divide by 60 | | |
| | | | Total Hours | | |

**REMINDERS**

1. Passing time TO first period must be excluded.
2. No more than 30 minutes total passing time per day.
3. Only count passing time FROM class TO lunch. Do not include passing time from lunch to class.
4. Lunch periods must be excluded. Specify exact lunch time - not including passing time
5. Passing time FROM last pd. may not be counted
6. Recess may be counted ONLY if supervised by a certificated teacher; Max. 30 minutes per day

**PART B - CALCULATION OF TOTAL SCHEDULED HOURS**

| | Daily Scheduled Hours | | Times | Scheduled Days** | Equals | Scheduled Hours |
|---|---|---|---|---|---|---|
| Full Days | | | X | | = | |
| Partial Day -Pg 1 | | | X | | = | |
| Partial Day -Pg 2 | | | X | | = | |
| Partial Day -Pg 3 | | | X | | = | |
| Partial Day -Pg 4 | | | X | | = | |
| **TOTAL DAYS/HOURS SCHEDULED** | | | | | | |

** This information should be obtained from the Scheduled Days of Instruction Form.

**CERTIFICATION**

I certify the information submitted is true and accurate to the best of my knowledge. All courses for which enrollment is reported are taught by certificated teachers. A copy of each teachers certificate is on file at the local education agency.

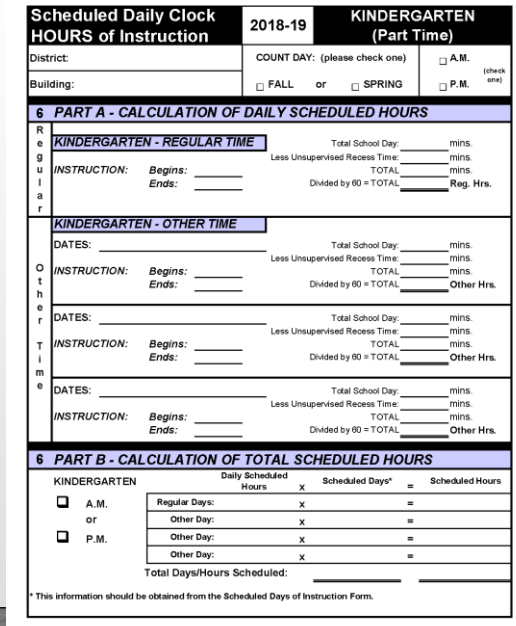
Authorized Representative Date

Title of Authorized Representative

57

## Scheduled Daily Clock Hours of Instruction

Kindergarten (Part Time)



**Scheduled Daily Clock HOURS of Instruction** — **2018-19** — **KINDERGARTEN (Part Time)**

District: | COUNT DAY: (please check one) ☐ FALL or ☐ SPRING | ☐ A.M. ☐ P.M. (check one)

Building:

**6 PART A - CALCULATION OF DAILY SCHEDULED HOURS**

**Regular**

***KINDERGARTEN - REGULAR TIME***

*INSTRUCTION:* *Begins:* _____ *Ends:* _____

Total School Day: _____ mins.
Less Unsupervised Recess Time: _____ mins.
TOTAL _____ mins.
Divided by 60 = TOTAL _____ **Reg. Hrs.**

**Other Time**

***KINDERGARTEN - OTHER TIME***

DATES: _____

*INSTRUCTION:* *Begins:* _____ *Ends:* _____

Total School Day: _____ mins.
Less Unsupervised Recess Time: _____ mins.
TOTAL _____ mins.
Divided by 60 = TOTAL _____ **Other Hrs.**

DATES: _____

*INSTRUCTION:* *Begins:* _____ *Ends:* _____

Total School Day: _____ mins.
Less Unsupervised Recess Time: _____ mins.
TOTAL _____ mins.
Divided by 60 = TOTAL _____ **Other Hrs.**

DATES: _____

*INSTRUCTION:* *Begins:* _____ *Ends:* _____

Total School Day: _____ mins.
Less Unsupervised Recess Time: _____ mins.
TOTAL _____ mins.
Divided by 60 = TOTAL _____ **Other Hrs.**

**6 PART B - CALCULATION OF TOTAL SCHEDULED HOURS**

KINDERGARTEN ☐ A.M. or ☐ P.M.

| | Daily Scheduled Hours | x | Scheduled Days* | = | Scheduled Hours |
|---|---|---|---|---|---|
| Regular Days: | | x | | = | |
| Other Day: | | x | | = | |
| Other Day: | | x | | = | |
| Other Day: | | x | | = | |
| Total Days/Hours Scheduled: | | | | | |

* This information should be obtained from the Scheduled Days of Instruction Form.

58

## Days

- MCL 388.1701(3)(b)

- "Beginning in 2016-2017, the required minimum number of days of pupil instruction is 180."
  - Unless, "a collective bargaining agreement that provides a complete school calendar was in effect for employees of a district as of *[June 24, 2014]*…"

59

## Days
### What is Countable

A day is not defined by length, but whether instruction was scheduled and occurred

60

## Days
### What is Countable

- Full day
- Half day
- Partial day
- Late start day
- Early release day
  *(including days when the water main breaks during first period as long as instruction was scheduled and occurred)
- Forgiven days

61

## Days
### What **Does Not** Count

- A full day that was completely cancelled (and not forgiven)
- A half day that was completely cancelled (and not forgiven)
- A day where attendance falls below 75% does not count toward the requirement to have 180 days with 75% attendance
  - However, the hours and day count for any building/grade/program that was scheduled for and held instruction

62

## Attendance

- MCL 388.1701(3)(f)
- Minimum attendance requirement of 75% of the enrolled pupils who are scheduled for instruction for a given day

63

## Attendance

- Section 101(3)(g) states that for any day of pupil instruction that is added to the end of the instructional calendar, the minimum attendance requirement is **60%** of the enrolled pupils who are scheduled for instruction that day
- A department-approved alternative education program may request a waiver of the attendance requirement, allowing 50% attendance

64

## Attendance

- Attendance is a **district-wide** calculation
  - # of pupils in attendance for whole district/# of pupils scheduled to be in attendance
  - If one building was cancelled for the day due to unforeseen circumstances (i.e. power outage), that building would not be included in the calculation

65

## Attendance

- Attendance is a **district-wide** calculation
  - If a building is not scheduled on a particular day, that building is not included in the calculation
  - Caution: If the district has only one building scheduled and that building does not meet the requirement, the penalty is still based on a full day of state aid

66

## Attendance

- Days where attendance falls below the requirement are still countable toward these requirements:
  - The hours count
  - The day counts

- Missed requirement
  - 180 days with 75% attendance

67

## Attendance Deduction Estimate Example

District

2018-19 Days, Hours, Attendance Deductions

| | |
|---|---|
| Total State Aid | $ 20,312,976.71 |
| Adult Ed | $ - |
| Durant | $ - |
| Adjusted Total State Aid | $ 20,312,976.71 |

| G |
|---|
| Adjusted Total State Aid/180 |
| $ 112,849.87 |

| | A | B | C | D | E | F | H | |
|---|---|---|---|---|---|---|---|---|
| Date | Scheduled | Attendance | Requirement | Actual | Requirement - Actual | Bears to | Estimated Deduction | |
| | | | | B/A=D | C-D=E | E/C=F | F*G=H | |
| 8/15/2018 | 82 | 39 | 75% | 47.56% | 27.44% | 0.37 | $ 41,286.54 | East Building only |
| 8/16/2018 | 82 | 52 | 75% | 63.41% | 11.59% | 0.15 | $ 17,432.09 | East Building only |
| 11/21/2018 | 2,209 | 1,219 | 75% | 55.18% | 19.82% | 0.26 | $ 29,817.43 | 4 of 5 schools |
| 12/21/2018 | 2,265 | 1,192 | 75% | 52.63% | 22.37% | 0.30 | $ 33,663.97 | All 5 schools |
| | | | | | | | **$ 122,200.04** | |

Estimated Deduction represents the estimated amount that will be deducted from the district's state aid payment.

68

## Days Hours Attendance Tracking

### District Days, Hours, and Attendance Tracking Document

District Name: _____

Building: _____

**DEADLINE**: Districts must provide this tracking document to their pupil membership auditor no later than July 15 of the current school year.

EXCEPTIONS (Circle One)

1. Does the district have a Department waiver lowering the day, hour, or attendance requirement, or allowed for additional forgiven days? Yes No
2. Did your district operate under a collective bargaining agreement that allowed for fewer than 180 days? Yes No
3. Did your district operate under a collective bargaining agreement that allowed PD hours to be counted toward the hour requirement? Yes No

DAYS AND HOURS

| A1 | A2 | A3 | A4 | A5 | A6 | | A7 | A8 | A9 | A10 | A11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| (Group Number) & Building/Grade/Program | Number of Original Days | Total Days Canceled | Total Days Rescheduled | Days Forgiven | Total Days (A2-A3+A4+A5) | | Number of Original Hours | Total Hours Canceled | Total Hours Rescheduled | Hours Forgiven | Total Hours (A7-A8+A9+A10) |
| ***(1): Sample Program*** | ***180*** | ***7*** | ***0*** | ***6*** | ***179*** | | ***1098*** | ***42.7*** | ***0*** | ***36.6*** | ***1091.90*** |
| (2): | | | | | 0 | | | | | | 0.00 |
| (3): | | | | | 0 | | | | | | 0.00 |
| (4): | | | | | 0 | | | | | | 0.00 |
| (5): | | | | | 0 | | | | | | 0.00 |
| (6): | | | | | 0 | | | | | | 0.00 |
| (7): | | | | | 0 | | | | | | 0.00 |
| (8): | | | | | 0 | | | | | | 0.00 |
| (9): | | | | | 0 | | | | | | 0.00 |
| (10): | | | | | 0 | | | | | | 0.00 |
| (11): | | | | | 0 | | | | | | 0.00 |
| (12): | | | | | 0 | | | | | | 0.00 |
| (13): | | | | | 0 | | | | | | 0.00 |
| (14): | | | | | 0 | | | | | | 0.00 |
| (15): | | | | | 0 | | | | | | 0.00 |

69

## Days Hours Attendance Tracking

### District Days, Hours, and Attendance Tracking Document

District Name: _____

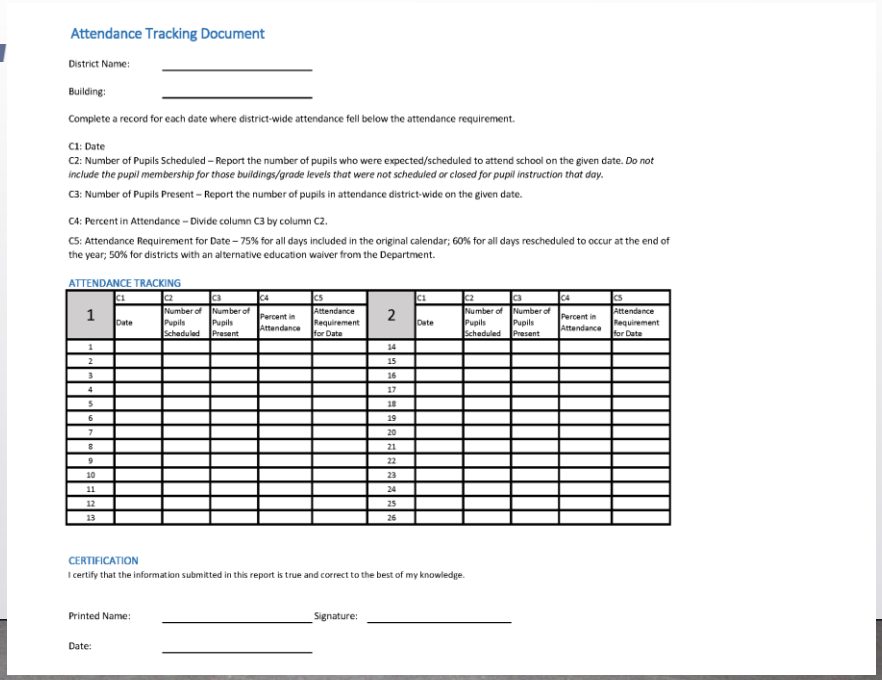
Building: _____

EVENT AND CANCELATION TRACKING

| B1 | B2 | B3 | | | | | | | | | | | | | | | B4 | B5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | Type and Reason<br>A - Day Canceled – Reason<br>B - Late Start – Reason<br>C - Early Release - Reason | Canceled Hours for Each Group Number Identified in A1 **Insert building name in columns below** | | | | | | | | | | | | | | | Date Instruction Rescheduled | Number of Hours Rescheduled |
| | | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | | |
| ***1/10/1900*** | ***SAMPLE A – Power Failure*** | ***6.1*** | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | ***0*** |

70

## Days
## Hours
## Attendance
## Tracking



**Attendance Tracking Document**

District Name: _____

Building: _____

Complete a record for each date where district-wide attendance fell below the attendance requirement.

C1: Date
C2: Number of Pupils Scheduled – Report the number of pupils who were expected/scheduled to attend school on the given date. *Do not include the pupil membership for those buildings/grade levels that were not scheduled or closed for pupil instruction that day.*
C3: Number of Pupils Present – Report the number of pupils in attendance district-wide on the given date.

C4: Percent in Attendance – Divide column C3 by column C2.

C5: Attendance Requirement for Date – 75% for all days included in the original calendar; 60% for all days rescheduled to occur at the end of the year; 50% for districts with an alternative education waiver from the Department.

ATTENDANCE TRACKING

| 1 | C1 Date | C2 Number of Pupils Scheduled | C3 Number of Pupils Present | C4 Percent in Attendance | C5 Attendance Requirement for Date | 2 | C1 Date | C2 Number of Pupils Scheduled | C3 Number of Pupils Present | C4 Percent in Attendance | C5 Attendance Requirement for Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | 14 | | | | | |
| 2 | | | | | | 15 | | | | | |
| 3 | | | | | | 16 | | | | | |
| 4 | | | | | | 17 | | | | | |
| 5 | | | | | | 18 | | | | | |
| 6 | | | | | | 19 | | | | | |
| 7 | | | | | | 20 | | | | | |
| 8 | | | | | | 21 | | | | | |
| 9 | | | | | | 22 | | | | | |
| 10 | | | | | | 23 | | | | | |
| 11 | | | | | | 24 | | | | | |
| 12 | | | | | | 25 | | | | | |
| 13 | | | | | | 26 | | | | | |

CERTIFICATION
I certify that the information submitted in this report is true and correct to the best of my knowledge.

Printed Name: _____ Signature: _____

Date: _____

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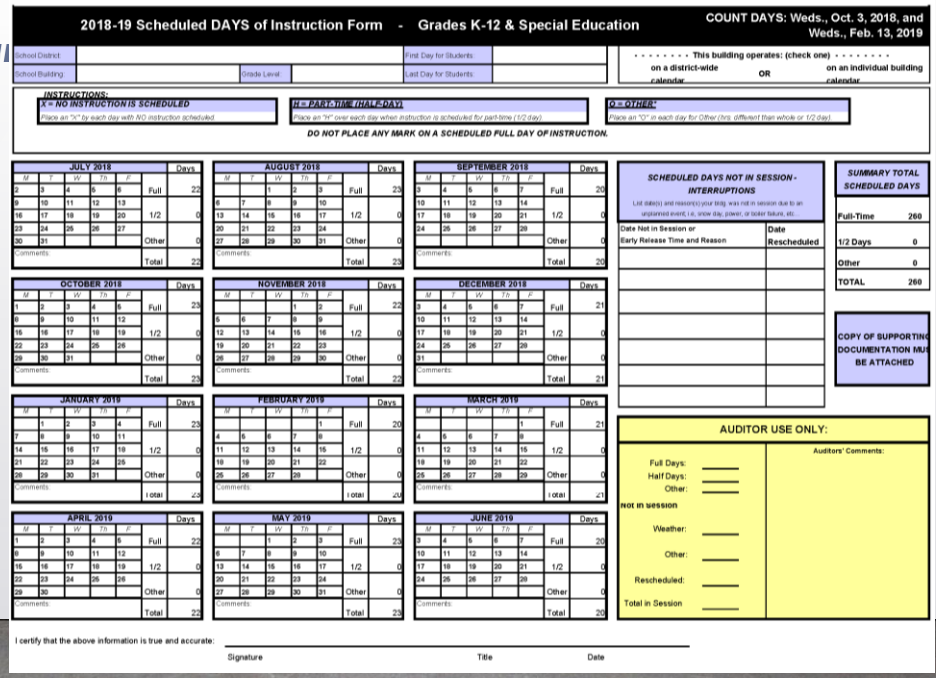
## Calendars

- Approved by district's Board of Education
- Identifies day for which instruction is scheduled
  - Include full, half, partial, exam days, etc
- May use district-wide, building-level, program-level or clustered calendar
- MCL 380.1284a requires adherence to common calendar unless granted a waiver

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## Calendar

https://mpaaa.org/



2018-19 Scheduled DAYS of Instruction Form - Grades K-12 & Special Education

COUNT DAYS: Weds., Oct. 3, 2018, and Weds., Feb. 13, 2019

School District: | First Day for Students: | This building operates: (check one) on a district-wide calendar OR on an individual building calendar

School Building: | Grade Level: | Last Day for Students:

INSTRUCTIONS:

X = NO INSTRUCTION IS SCHEDULED — Place an "X" by each day with NO instruction scheduled.

H= PART-TIME (HALF-DAY) — Place an "H" over each day when instruction is scheduled for part-time (1/2 day).

O = OTHER: — Place an "O" in each day for Other (hrs. different than whole or 1/2 day).

DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.

JULY 2018 | AUGUST 2018 | SEPTEMBER 2018

OCTOBER 2018 | NOVEMBER 2018 | DECEMBER 2018

JANUARY 2019 | FEBRUARY 2019 | MARCH 2019

APRIL 2019 | MAY 2019 | JUNE 2019

Each month: M T W Th F | Days | Full | 1/2 | Other | Comments: | Total

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS

List date(s) and reason(s) your bldg. was not in session due to an unplanned event, i.e., snow day, power, or boiler failure, etc.

Date Not in Session or Early Release Time and Reason | Date Rescheduled

SUMMARY TOTAL SCHEDULED DAYS

Full-Time 260

1/2 Days 0

Other 0

TOTAL 260

COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED

AUDITOR USE ONLY:

Full Days:

Half Days:

Other:

not in session

Weather:

Other:

Rescheduled:

Total in Session

Auditors' Comments:

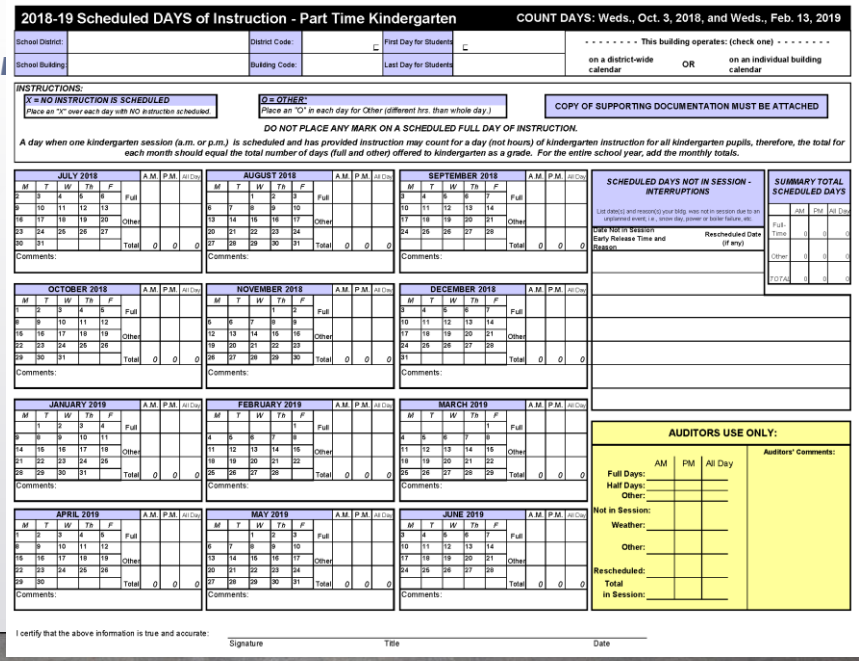
I certify that the above information is true and accurate:

Signature | Title | Date

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## Calendar

## Kindergarten (Part Time)



2018-19 Scheduled DAYS of Instruction - Part Time Kindergarten

COUNT DAYS: Weds., Oct. 3, 2018, and Weds., Feb. 13, 2019

School District: | District Code: | First Day for Students: | This building operates: (check one) on a district-wide calendar OR on an individual building calendar

School Building: | Building Code: | Last Day for Students:

INSTRUCTIONS:

X = NO INSTRUCTION IS SCHEDULED — Place an "X" over each day with NO instruction scheduled.

O = OTHER* — Place an "O" in each day for Other (different hrs. than whole day.)

COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED

DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.

A day when one kindergarten session (a.m. or p.m.) is scheduled and has provided instruction may count for a day (not hours) of kindergarten instruction for all kindergarten pupils, therefore, the total for each month should equal the total number of days (full and other) offered to kindergarten as a grade. For the entire school year, add the monthly totals.

JULY 2018 | AUGUST 2018 | SEPTEMBER 2018

OCTOBER 2018 | NOVEMBER 2018 | DECEMBER 2018

JANUARY 2019 | FEBRUARY 2019 | MARCH 2019

APRIL 2019 | MAY 2019 | JUNE 2019

Each month: M T W Th F | A.M. | P.M. | All Day | Full | Other | Total | Comments:

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS

List date(s) and reason(s) your bldg. was not in session due to an unplanned event, i.e., snow day, power or boiler failure, etc.

Date Not in Session: Early Release Time and Reason | Rescheduled Date (if any)

SUMMARY TOTAL SCHEDULED DAYS

| | AM | PM | All Day |
|---|---|---|---|
| Full-Time | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 |

AUDITORS USE ONLY:

| | AM | PM | All Day |
|---|---|---|---|
| Full Days: | | | |
| Half Days: | | | |
| Other: | | | |
| Not in Session: | | | |
| Weather: | | | |
| Other: | | | |
| Rescheduled: | | | |
| Total in Session: | | | |

Auditors' Comments:

I certify that the above information is true and accurate:

Signature | Title | Date

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## Days and Clock Hours Application
DS-4168

- Official D/CH Report (DS-4168)
  - Districts must certify their report by July 15 (unless they have made arrangements with the ISD for a later date)
  - ISDs must certify all of the district reports by August 1
  - Once the district has certified their report, notify the ISD

75

## Days and Clock Hours Application
DS-4168

- Certify that all requirements were met
- Report Shortfalls only
  - When the hours requirement was not met
  - When the Day requirement was not met
  - When the attendance requirement was not met

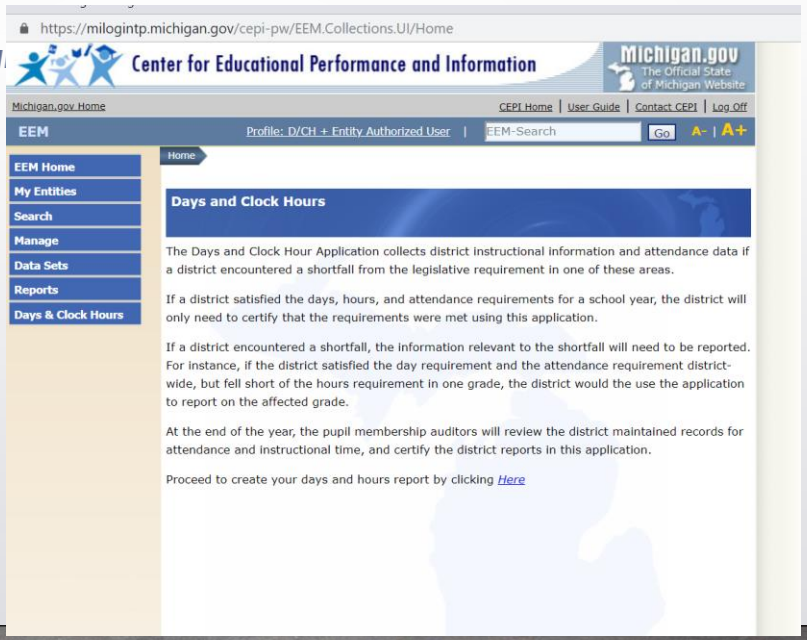
76

## Days and Clock Hours Application
DS-4168

- Certify that all requirements were met
- Report Shortfalls only
  - When the hours requirement was not met
  - When the Day requirement was not met
  - When the attendance requirement was not met

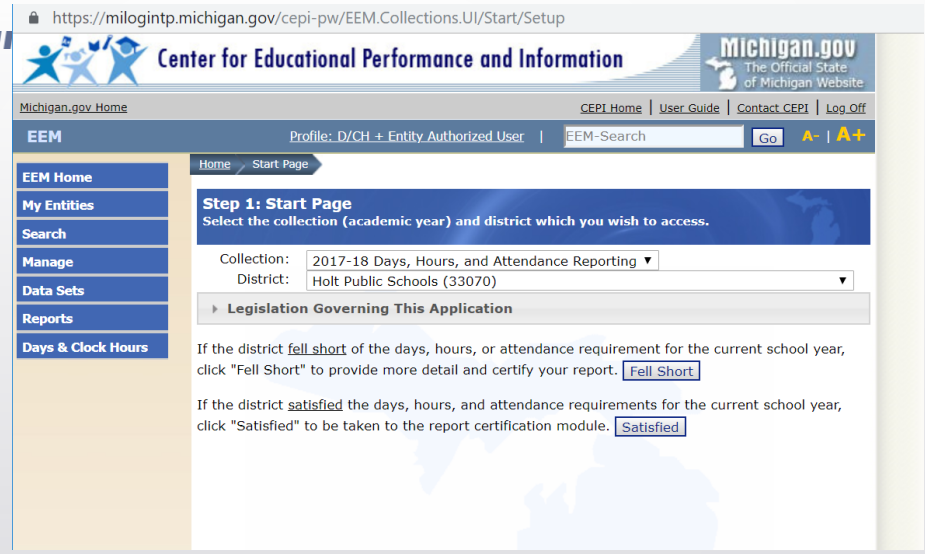
77

## Days and Clock Hours Application (DS-4168)



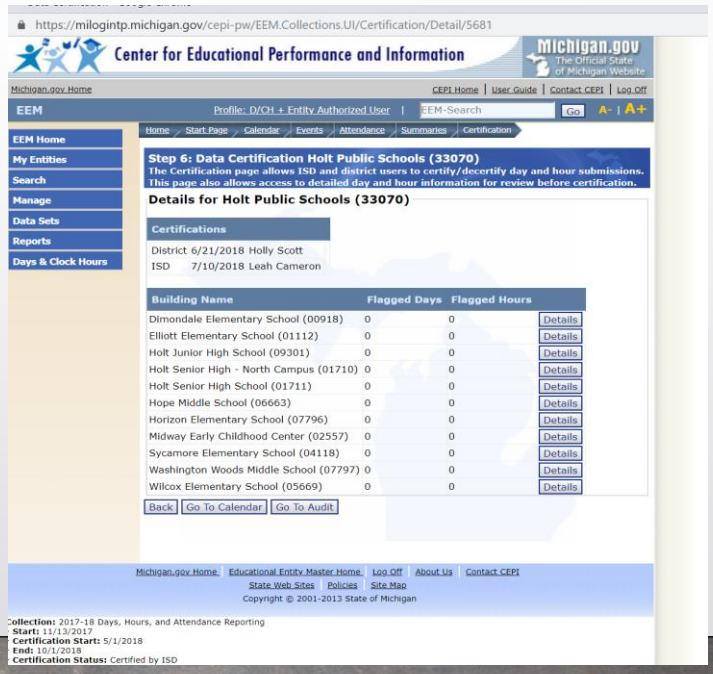

78

## Days and Clock Hours Application (DS-4168)



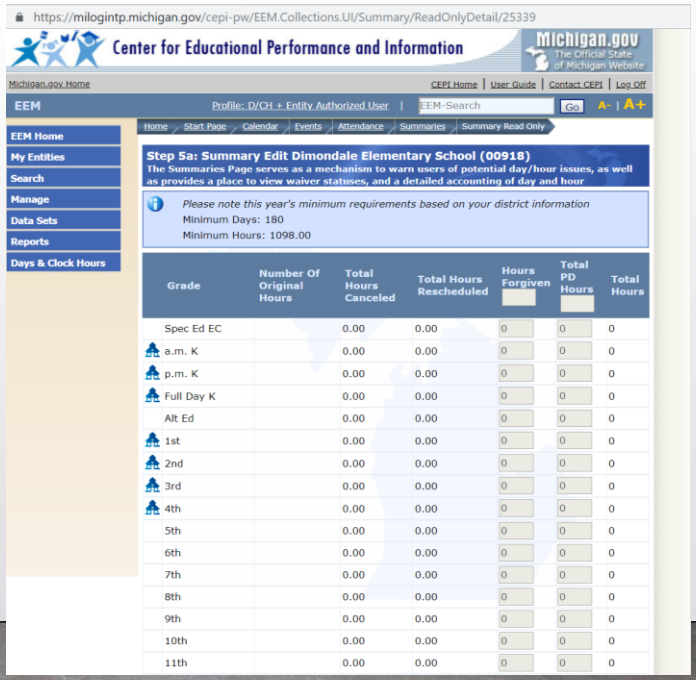

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## Days and Clock Hours Application (DS-4168)



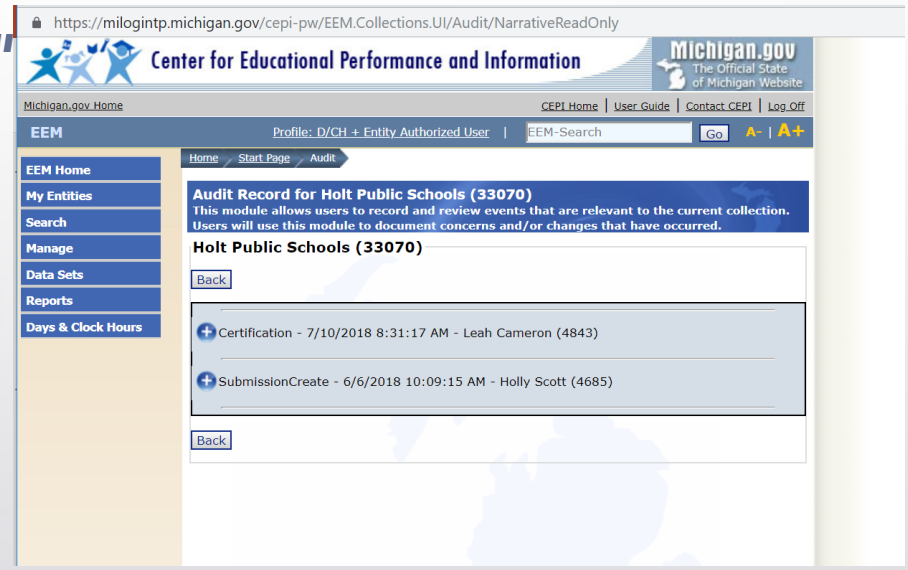

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## Days and Clock Hours Application (DS-4168)




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## Days and Clock Hours Application (DS-4168)




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## Resources

- Laws, Rules and Guidance
  - Pupil Accounting Manual (PAM)
    https://www.michigan.gov/mde/0,4615,7-140-6605-22360--,00.html
  - Pupil Accounting Webpage
    https://www.michigan.gov/mde/0,4615,7-140-6605-21534--,00.html
  - Pupil Membership Auditing Manual (PMAM)
    https://www.michigan.gov/mde/0,4615,7-140-6605_9091---,00.html
  - The Revised School Code - Act 451 of 1976
    http://legislature.mi.gov/doc.aspx?mcl-Act-451-of-1976

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## Resources

- Laws, Rules and Guidance
  - The State School Aid Act of 1979 - Act 94 of 1979
    http://legislature.mi.gov/doc.aspx?mcl-act-94-of-1979
  - Michigan Administrative Code
    https://dtmb.state.mi.us/DTMBORR/AdminCode.aspx?admincode=Department&Dpt=ED
  - Michigan Administrative Rules for Special Education (MARSE)
    https://dtmb.state.mi.us/ORRDocs/AdminCode/1757_2017-080ED_AdminCode.pdf

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# Resources

- Laws, Rules and Guidance
  - Michigan Pupil Accounting and Attendance Association (MPAAA)
    https://mpaaa.org/
  - Pupil Membership Auditor
  - Michigan Department of Education (MDE)
    https://www.michigan.gov/mde/
- CEPI
  https://www.Michigan.gov/cepi
- CEPI Calendar
  https://www.michigan.gov/cepi/0,4546,7-113-72089---,00.html

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# Forms & Tools

- Dual Enrollment FAQ
  https://www.michigan.gov/mde/0,4615,7-140-81351_40085---,00.html
- Dual Enrollment Worksheet
  https://www.michigan.gov/mde/0,4615,7-140-81351_40085---,00.html
- State Aid Status Report
  https://mdoe.state.mi.us/samspublic/Report#/StatusReport

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# Questions?

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