

DAYS AND HOURS

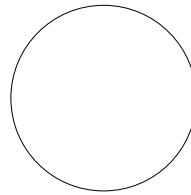
2024 MPAAA SPRING CONFERENCE

BRIAN CILOSKI

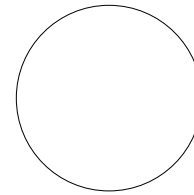
JESSICA BEAGLE

STEVE NEMECKAY

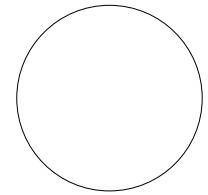
AGENDA



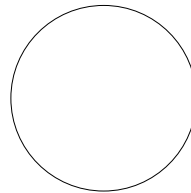
UNDERSTANDING
THE LINGO



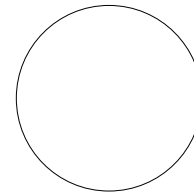
REQUIREMENTS



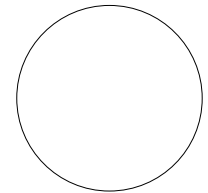
DAYS



HOURS



RESOURCES



HOW TO NAVIGATE
THE RESOURCES

UNDERSTANDING THE LINGO



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

- MARSE - R 340.1701
- General Pupil Accounting – R 340.1
- 5th year – R 388.151
- Teacher Cert – R 390.1101

UNDERSTANDING THE LINGO

Appeals

- Brighton Area Schools
(MA 17-4)
- Traverse City Area
Public Schools
(MA 18-6)

Court Cases

- Charlotte v Snyder

AG Opinions

- 2000 AG Op No
7046

HOW TO NAVIGATE RESOURCES



HOW TO NAVIGATE THE RESOURCES

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



388.1701

Google Search

I'm Feeling Lucky

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

Michigan Compiled Laws Search

388.1701| × 🔍 e.g., 2.14

MCL Content 🔍 You can use a wild card, e.g., "limit*"

HOW TO NAVIGATE THE RESOURCES

- Navigating rule
 - Rules promulgated by the Department of Education
 - Use Ctrl+F to find section or key words



Michigan Administrative Code

Education

State Tenure Commission:

[Teacher Tenure General Rules](#) R 38.131 - 38.179

Superintendent of Public Instruction:

[School District Pupil Accounting for Distribution of State Aid](#) R 340.1 - 340.18

[Fees for Transporting Pupils to or from Nonmandatory and Noncredit Events](#) R 340.241 - 340.243

[Transportation of Nonpublic Schoolchildren](#) R 340.281 - 340.282

[Auxiliary Services for Nonpublic Schoolchildren](#) R 340.291 - 340.295

[Boarding School Licenses](#) R 340.481 - 340.489

[Financial Accounting Systems for Public Schools](#) R 340.851 - 340.857

[School Social Worker](#) R 340.1001 - 340.1018

[Education of Pregnant Students](#) R 340.1121 - 340.1124

[Certification of School Nurses](#) R 340.1161 - 340.1170

[Declaratory Rulings, Promulgation of Rules, and Information Requests](#) R 340.1351 - 340.1355

[Special Education Programs and Services](#) R 340.1701 - 340.1873

[Superintendent Hearings](#) R 349.291 - 349.291

R 340.1753 Rescinded.

History: 1980 AAC; 1987 AAC; 2002 AAC.

R 340.1754 Early childhood special education programs: 5 years of age

Rule 54. Early childhood special education programs for students with disabilities may be provided to students with disabilities who are 2 years 6 months through 5 years of

Find

HOW TO NAVIGATE THE RESOURCES

AG Opinions

- A listing of opinions by date:
https://www.ag.state.mi.us/opinion/op_allbydate.aspx

- Opinion search:
<https://www.ag.state.mi.us/opinion/opinions.aspx>



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All Opinions - by Opinion ID

7324 - 10/30/2023	6844 - 4/6/1995	6365 - 6/2/1986	5885 - 4/22/1981	5404 - 12/14/1978	4845 - 1/13/1975
7323 - 10/4/2023	6843 - 4/5/1995	6364 - 5/21/1986	5884 - 4/20/1981	5403 - 12/13/1978	4844 - 11/20/1974
7322 - 5/5/2023	6842 - 4/4/1995	6363 - 5/19/1986	5883 - 4/10/1981	5402 - 12/13/1978	4843 - 10/28/1974
7321 - 4/1/2023	6841 - 3/30/1995	6362 - 5/15/1986	5882 - 4/22/1981	5401 - 12/12/1978	4842 - 12/9/1974
7320 - 3/23/2023	6840 - 3/28/1995	6361 - 5/7/1986	5881 - 4/21/1981	5400 - 12/12/1978	4841 - 10/24/1974
7319 - 5/9/2022	6839 - 3/3/1995	6360 - 5/13/1986	5880 - 4/20/1981	5399 - 11/29/1978	4840 - 3/18/1975
7318 - 2/4/2022	6838 - 3/1/1995	6359 - 5/6/1986	5879 - 4/17/1981	5398 - 11/29/1978	4839 - 2/5/1975
7317 - 11/22/2021	6837 - 2/23/1995	6358 - 4/29/1986	5878 - 4/17/1981	5397 - 11/14/1978	4838 - 1/13/1975
7316 - 8/6/2021	6836 - 2/21/1995	6357 - 4/28/1986	5877 - 4/15/1981	5396 - 12/11/1978	4837 - 2/26/1975
7315 - 7/22/2021	6835 - 2/13/1995	6356 - 4/24/1986	5876 - 4/14/1981	5395 - 12/11/1978	4836 - 1/30/1975
7314 - 7/22/2021	6834 - 2/3/1995	6355 - 4/18/1986	5875 - 4/16/1981	5394 - 11/29/1978	4835 - 12/20/1974
7313 - 6/30/2021	6833 - 1/31/1995	6354 - 4/16/1986	5874 - 4/16/1981	5393 - 11/28/1978	4834 - 10/2/1974
7312 - 12/18/2020	6832 - 1/13/1995	6353 - 4/11/1986	5873 - 4/15/1981	5392 - 11/20/1978	4833 - 11/20/1974
7311 - 5/11/2020	6831 - 1/10/1995	6352 - 4/8/1986	5872 - 4/10/1981	5391 - 11/17/1978	4832 - 2/13/1975
7310 - 5/22/2019	6830 - 1/3/1995	6351 - 3/28/1986	5871 - 4/9/1981	5390 - 11/21/1978	4830 - 10/2/1974
7309 - 3/28/2019	6829 - 12/29/1994	6350 - 3/26/1986	5870 - 4/6/1981	5389 - 6/13/1978	4829 - 5/2/1975
7308 - 12/21/2018	6828 - 12/22/1994	6349 - 3/21/1986	5869 - 3/31/1981	5388 - 11/16/1978	4828 - 11/20/1974
7307 - 12/19/2018	6827 - 12/21/1994	6348 - 3/25/1986	5868 - 3/18/1981	5387 - 11/7/1978	4825 - 8/14/1974
7306 - 12/20/2018	6826 - 12/20/1994	6347 - 3/17/1986	5867 - 4/13/1981	5386 - 10/13/1978	4824 - 7/24/1974

ATTORNEY GENERAL OPINIONS 1963 - PRESENT

NOTE: Attorney General opinions issued from 01/01/1963 through 12/31/1976 are in Adobe® Acrobat® format and may be searched by **HEADNOTE** and **OPINION NUMBER** only. [Previous Attorney General Biennial Reports can be found here.](#)

Search Opinions by **KEYWORD** [Help](#)
for (1977 to date)

Search Opinions by **SUBJECT** [Help](#)
for (1977 to date)

Search Opinions by **HEADNOTE** [Help](#)
for (1963 to date)

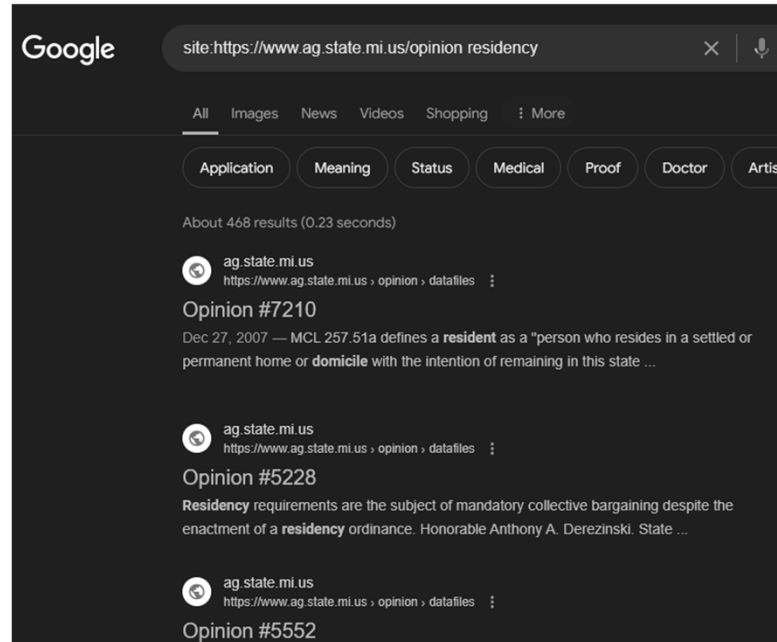
Retrieve Opinion by **OPINION NUMBER**
(1963 to date)

Numerical list of Opinions: click [here](#)
(1963 to date)

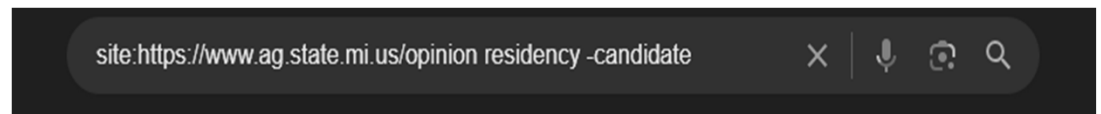
Chronological list of Opinions: click [here](#)
(1963 to date)

HOW TO NAVIGATE THE RESOURCES

A better way to search using Google and the **SITE:** command.



To narrow your search, add a hyphen and keyword to exclude from the results.



REQUIREMENTS



REQUIREMENTS

- Days and Hours – MCL 388.1701(3)(a)

Except as otherwise provided in this section, each district shall provide at least 1,098 hours and 180 days of pupil instruction.

- Attendance – MCL 388.1701(3)(d)

... if a district does not have at least 75% of the district's membership in attendance on any day of pupil instruction, the department shall pay the district state aid in that proportion of 1/180 that the actual percent of attendance bears to 75%.

REQUIREMENTS

- All three requirements must be met:
 - 180 days
 - 1,098 hours
 - 180 days with 75% attendance
- These requirements apply to specialized programs, such as shared time.
- Applies to grades K-12
 - *Unless...the district or program meets one of the exceptions, such as:
 - Exception: Collective Bargaining Agreement with calendar in place as of 6/24/2014
 - Exception: Kindergarten (sec. 6(5))

HOURS



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.

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) – "Appropriately placed" means holding a valid Michigan educator credential with the required grade range and discipline or subject area for the assignment, as defined by the superintendent of public instruction.
- "Class" means - A period of time in 1 day when pupils and an individual who is appropriately placed under a valid certificate, substitute permit, authorization, or approval issued by the department, are together and instruction is taking place.

HOURS

WHAT IS COUNTABLE

- **Passing Time**
 - Up to 30 minutes of passing time between class periods per day.
 - Allowed for virtual placements.
 - Allowed for shared time when the student has two or more shared time classes scheduled adjacently.
 - Passing time can be used for intra-district travel between buildings.
 - Additional passing time can be requested by the district and approved by the ISD auditor if the district is able to demonstrate the need.

HOURS

WHAT IS COUNTABLE

- **Passing Time (cont.)**
 - One passing time to or from lunch.
 - Passing time to the first period and from the last 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.

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.

HOURS

WHAT IS COUNTABLE

- **Lunch (cont.)**

- 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.

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

*Keep an eye on SB 535 which would change the requirements for recess if passed.

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.
 - To count, district provides at least 90 additional hours of instruction (1,188).

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.
 - Directed instruction rather than a supervised period as is the case for study hall.
- **JROTC**
 - Junior reserve officer training corps (JROTC) instructional time in grades 7 to 12.

HOURS

WHAT IS COUNTABLE

- **Dual Enrollment**

- Pupils enrolled in grades 9-12.
- Students taking college courses, *paid for by district.
 - If the tuition is reduced or forgiven, the district still claims the full FTE for the course.
- Concurrently enrolled in and *attending at least one high school course.
 - EMC students can use a postsecondary course that earns HS credit.
- Travel time CAN be counted, but may not be needed.

HOURS

WHAT IS COUNTABLE

- **Dual Enrollment**
 - Count as full-time if student meets reduced schedule requirements.
 - Sec. 6(4)(q) – IF a student is unable to be scheduled full-time as a result of a postsecondary experience....
 - 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.

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.

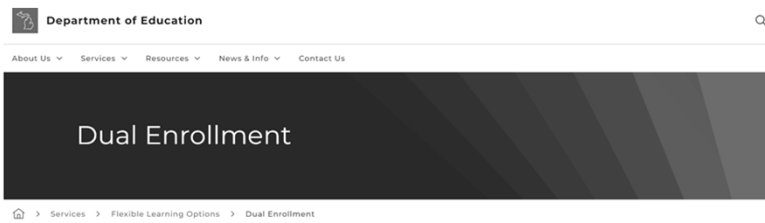
HOURS

WHAT IS COUNTABLE

- **Dual Enrollment**

- **A course that generates more than 2 credits may span additional class periods IF the student's schedule can accommodate the course without pushing the student off-track.**
- **IF multiple periods are claimed, the amount of tuition support increases per period.**

- <https://www.michigan.gov/mde/services/flexible-learning/dual-enroll>



The Michigan State Legislature passed the *Postsecondary Enrollment Options Act (1996 PA 360)* and the *Career and Technical Preparation Act (2000 PA 258)* also known as the "Dual Enrollment" Bills. These Bills modify and expand on provisions of the *State School Aid Act* providing for students to earn college credit while in high school. The Bills also require that the Board of a school District or Public School Academy (PSA) ensure that each student in eighth grade or higher be given information about college course-taking opportunities. The classes that students are eligible for must not be offered by the high school or PSA and must lead towards postsecondary credit, accreditation, certification, and/or licensing.

MDE Dual Enrollment Contact: [Jeff McNeal](mailto:Jeff.McNeal@michigan.gov) 517-241-6958

- [Dual Enrollment Calculation Worksheet](#)

HOURS

WHAT IS COUNTABLE

Work-based Learning Experiences (WBLE) –

- **Can be claimed for a full FTE still if the reason they don't get to the normal hours requirement is due to the student's participation in the program.**
- (q) The number of class hours used to calculate full-time equated memberships must be consistent with section 101. In determining full-time equated memberships for pupils who are enrolled in a postsecondary institution or for pupils engaged in an internship or work experience under section 1279h of the revised school code, MCL 380.1279h, a pupil is not considered to be less than a full-time equated pupil solely because of the effect of the pupil's postsecondary enrollment or engagement in the internship or work experience, including necessary travel time, on the number of class hours provided by the district to the pupil.

*** Keep an eye on SB 23 could allow for WBL placements to generating up to 0.75 FTE.**

HOURS

WHAT IS COUNTABLE

- **Reduced Schedules**
 - Grades 9-12
 - Requested by parent or legal guardian and reviewed by the district to determine if a reduced schedule is **in the student's best educational interest.**
 - The request from the parent must be documented along with the districts response following an evaluation.

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

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)

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.

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 72 clock hours within 180 school days.
 - OSE is reviewing the current language and will update the calculation for future years.

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.

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.
 - OSE is reviewing the current language and will update the calculation for future years.

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.

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.

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.

HOMEBOUND/HOSPITALIZED

- Pupils who are unable to attend school due to a medical condition.
- Written certification from pupil's attending physician or physician's assistant. (M.D. or a D.O.)
 - IF certification is provided by an NP, the supervising physician must also sign the statement.
- Pupil is unable to attend for period longer than 5 consecutive school days.

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.
 - When determined to be in the best educational interest of the pupil, the 2 hours may be allocated differently.

HOME-BASED

- Unable to attend due to suspension or expulsion.
- Must provide instruction separate from general student population.
- 2 noncontiguous 60-minute sessions per week with certified teacher.
- Note: noncontiguous means the sessions have a break in-between. The length of the break is determined based on the student's capability.

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. This depends on the student's schedule.
 - FTE = actual hours provided/1,098, if group setting (i.e. alternative education program)

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 virtual course is the same as an in person course, then the FTE would be the same. If a comparable course does not exist, district must demonstrate to ISD auditor the amount of instructional time provided.
 - Pacing guides / syllabuses with instructional time estimates per segment.

HOURS

WHAT IS COUNTABLE

- **Professional Development Time** – 388.1621f(14).
 - (14) Subject to the requirements in this subsection, a district may provide instruction under this section for not more than 15 days in a school year. If a district plans to provide instruction under this section to pupils for not more than 15 days during a school year, the district's plan must be approved by the board of the district and the district must provide notice of the plan to impacted pupils and their parents or legal guardians before enactment of the plan. Days of instruction under this subsection may only be used for the following purposes, as defined by the department:
 - (a) Emergency closures.
 - (b) Student testing days.
 - (c) Professional development purposes, not to exceed a total of 30 hours during a school year.

HOURS

• ~~WHAT IS COUNTABLE~~

- **Professional Development Time** – 388.1621f(14).
 - (a) Emergency closures – think forgiven time. These are days where instruction is canceled due to conditions beyond the school's control.
 - (b) Student testing days – this includes more than just the state assessments.
 - (c) Professional development purposes – this could include PD for administrators.
 - not to exceed a total of 30 hours during a school year.
- (b) and (c) should be indicated on the districts calendar at the start of the SY. If the district is also using 101(10), then the days must be distinguished apart on the calendar.
- **The hours of instruction tie out to the teachers' hours of availability. The amount of content provided to students should also align with the amount of instructional time being claimed.**
- **REMEMBER, THIS PD FALLS UNDER 21F WHICH MEANS THAT INSTRUCTION IS LIMITED TO VIRTUAL MEANS. COURSE PACKETS ARE NOT ACCEPTABLE.**

HOURS

WHAT IS COUNTABLE

- **Professional Development Time – 388.1701(10)**
- (10) A district may count **up to 38 hours** of professional development for teachers as hours of pupil instruction. All of the following apply to the counting of professional development as pupil instruction under this subsection:
 - (b) At least 8 hours of the professional development counted as hours of pupil instruction under this subsection must be recommended by a districtwide professional development advisory ...
 - (c) Professional development provided online is allowable ...
 - (d) Professional development may only be counted as hours of pupil instruction under this subsection for the pupils of those teachers scheduled to participate in the professional development.

HOURS

WHAT IS COUNTABLE

- **Professional Development time – 388.1701(10)**
- (e) The professional development must meet all of the following to be counted as pupil instruction under this subsection:
 - (i) Be aligned to the school or district improvement plan ...
 - (ii) Be linked to 1 or more criteria in the evaluation tool developed or adopted by the district ...
 - (iii) Has been approved by the department as counting for state continuing education clock hours. ...
 - (iv) Not more than a combined total of 10 hours of the professional development takes place before the first scheduled day ...AND the last scheduled day of that school year.
 - (v) Not more than 10 hours of the professional development takes place in a single month.
 - (vi) At least 75% of teachers scheduled to participate in the professional development are in attendance.

** We will cover the requirements to count PD as a day later in this slide deck.

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.

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

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 low attendance days.

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.

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

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.

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% or above if rescheduled at end of year.

HOURS

WHAT DOES NOT COUNT

HOURS

WHAT DOES NOT COUNT

- **Lunch** when the conditions outlined earlier weren't met.
- **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.

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.

HOURS

WHAT DOES NOT COUNT

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

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.

HOURS

WHAT DOES NOT COUNT

- **Professional development time**

- The following may not be counted toward professional development time:
 - Records day
 - Parent/teacher conferences
 - Prep hours
 - Time setting up room

DAYS



DAYS

- MCL 388.1701(3)(a)
- (a) Except as otherwise provided in this section, each district shall provide at least 1,098 hours and 180 days of pupil instruction. If a collective bargaining agreement that provides a complete school calendar was in effect for employees of a district as of June 24, 2014, and if that school calendar is not in compliance with this subdivision, then this subdivision does not apply to that district until after the expiration of that collective bargaining agreement. A district may apply for a waiver under subsection (9) from the requirements of this subdivision.

DAYS

WHAT IS COUNTABLE

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

DAYS

WHAT IS COUNTABLE

- Full day
- Half day
- Partial day
- Late start day

DAYS

WHAT IS COUNTABLE

- Early release day

*(including days when the water main breaks during first period as long as instruction was scheduled and occurred)

- Forgiven day

- PD Note: to count PD as a day under 101(10), at least 5 hours of actual training must be scheduled not including breaks.

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).
- Low attendance
 - The hours and day count for any building/grade/program that was scheduled for and held instruction.
 - Students that are not scheduled are not part of the calculation.
 - The hours and day do not count for students who are not scheduled. E.g. Your building does not have middle school scheduled for session due to testing. The students in attendance make the 75% requirement. That day and the hours associated do not count toward the requirements for the middle school students.

ATTENDANCE



ATTENDANCE

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

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.

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.

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.

ATTENDANCE

- Days where attendance falls below the requirement are still countable toward these requirements:
 - The hours count
 - The day counts
- Basic requirement
 - 180 days with 75% attendance

CALENDARS



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.

CALENDARS

- MCL 380.1284a requires adherence to common calendar unless granted a waiver.
- Identifies days where PD will be counted.
- Provide to your auditor before the school year starts.

DCH APPLICATION



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.

DAYS AND CLOCK HOURS APPLICATION

DS-4168

- Certify that all requirements were met.

- -OR-

- Report Shortfalls
 - When the hours requirement was not met
 - When the Day requirement was not met
 - When the attendance requirement was not met

DAYS AND CLOCK HOURS APPLICATION

DS-4168


- Report Shortfalls only
 - When the Hours requirement was not met.
 - When the Day requirement was not met.
 - When the Attendance requirement was not met.


DAYS AND CLOCK HOURS APPLICATION (DS-4168)

The screenshot shows a web browser window with the URL <https://milogintp.michigan.gov/cepi-pw/EEM.Collections.UI/Home>. The page header includes the Michigan.gov logo and the text "Center for Educational Performance and Information". Below the header, there is a navigation bar with links for "CEPI Home", "User Guide", "Contact CEPI", and "Log Off". The main content area is titled "EEM" and includes a search bar with the text "EEM-Search" and a "Go" button. A sidebar on the left contains a menu with the following items: "EEM Home", "My Entities", "Search", "Manage", "Data Sets", "Reports", and "Days & Clock Hours". The main content area has a "Home" button and a section titled "Days and Clock Hours". The text in this section reads: "The Days and Clock Hour Application collects district instructional information and attendance data if a district encountered a shortfall from the legislative requirement in one of these areas. If a district satisfied the days, hours, and attendance requirements for a school year, the district will only need to certify that the requirements were met using this application. If a district encountered a shortfall, the information relevant to the shortfall will need to be reported. For instance, if the district satisfied the day requirement and the attendance requirement district-wide, but fell short of the hours requirement in one grade, the district would the use the application to report on the affected grade. At the end of the year, the pupil membership auditors will review the district maintained records for attendance and instructional time, and certify the district reports in this application. Proceed to create your days and hours report by clicking [Here](#)".

DAYS AND CLOCK
HOURS
APPLICATION
(DS-4168)

https://milogintp.michigan.gov/cepi-pw/EEM.Collections.UI/Start/Setup

 **Center for Educational Performance and Information**

 Michigan.gov
The Official State of Michigan Website

[Michigan.gov Home](#) [CEPI Home](#) | [User Guide](#) | [Contact CEPI](#) | [Log Off](#)

EEM Profile: D/CH + Entity Authorized User | EEM-Search A- | A+

[Home](#) [Start Page](#)

EEM Home
My Entities
Search
Manage
Data Sets
Reports
Days & Clock Hours

Step 1: Start Page
Select the collection (academic year) and district which you wish to access.

Collection: ▼
District: ▼

▶ **Legislation Governing This Application**

If the district fell short of the days, hours, or attendance requirement for the current school year, click "Fell Short" to provide more detail and certify your report.

If the district satisfied the days, hours, and attendance requirements for the current school year, click "Satisfied" to be taken to the report certification module.

DAYS AND CLOCK
HOURS
APPLICATION
(DS-4168)

https://milogintp.michigan.gov/cepi-pw/EEM.Collections.UI/Certification/Detail/5681

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EEM Profile: D/CH + Entity Authorized User | EEM-Search Go A- | A+

Home Start Page Calendar Events Attendance Summaries Certification

Step 6: Data Certification Holt Public Schools (33070)
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Holt Public Schools (33070)

Certifications
District 6/21/2018 Holly Scott
ISD 7/10/2018 Leah Cameron

Building Name	Flagged Days	Flagged Hours	
Dimondale Elementary School (00918)	0	0	Details
Elliott Elementary School (01112)	0	0	Details
Holt Junior High School (09301)	0	0	Details
Holt Senior High - North Campus (01710)	0	0	Details
Holt Senior High School (01711)	0	0	Details
Hope Middle School (06663)	0	0	Details
Horizon Elementary School (07796)	0	0	Details
Midway Early Childhood Center (02557)	0	0	Details
Sycamore Elementary School (04118)	0	0	Details
Washington Woods Middle School (07797)	0	0	Details
Wilcox Elementary School (05669)	0	0	Details

[Back](#) [Go To Calendar](#) [Go To Audit](#)

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State Web Sites | Policies | Site Map
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Collection: 2017-18 Days, Hours, and Attendance Reporting
Start: 11/13/2017
Certification Start: 5/1/2018
End: 10/1/2018
Certification Status: Certified by ISD

DAYS AND CLOCK
HOURS
APPLICATION
(DS-4168)

https://milogintp.michigan.gov/cepi-pw/EEM.Collections.UI/Summary/ReadOnlyDetail/25339

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EEM Profile: D/CH + Entity Authorized User | EEM-Search A- | A+

Home Start Page Calendar Events Attendance Summaries Summary Read Only

Step 5a: Summary Edit Dimondale Elementary School (00918)
The Summaries Page serves as a mechanism to warn users of potential day/hour issues, as well as provides a place to view waiver statuses, and a detailed accounting of day and hour

Please note this year's minimum requirements based on your district information
Minimum Days: 180
Minimum Hours: 1098.00

Grade	Number Of Original Hours	Total Hours Canceled	Total Hours Rescheduled	Hours Forgiven	Total PD Hours	Total Hours
Spec Ed EC		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
a.m. K		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
p.m. K		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Full Day K		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Alt Ed		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
1st		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
2nd		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
3rd		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
4th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
5th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
6th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
7th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
8th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
9th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
10th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
11th		0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0

DAYS AND CLOCK
HOURS
APPLICATION
(DS-4168)

https://milogintp.michigan.gov/cepi-pw/EEM.Collections.UI/Audit/NarrativeReadOnly

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EEM Profile: D/CH + Entity Authorized User | EEM-Search [Go] A- | A+

Home Start Page Audit

EEM Home

My Entities

Search

Manage

Data Sets

Reports

Days & Clock Hours

Audit Record for Holt Public Schools (33070)
This module allows users to record and review events that are relevant to the current collection. Users will use this module to document concerns and/or changes that have occurred.

Holt Public Schools (33070)

[Back]

+ Certification - 7/10/2018 8:31:17 AM - Leah Cameron (4843)
+ SubmissionCreate - 6/6/2018 10:09:15 AM - Holly Scott (4685)

[Back]

RESOURCES



RESOURCES

- Laws, Rules and Guidance

- Pupil Accounting Manual (PAM)

- <https://www.michigan.gov/mde/Services/financial-management/state-aid/publications/pupil-accounting-manual-pam>

- Pupil Accounting Webpage

- <https://www.michigan.gov/mde/services/financial-management/state-aid/related-info/pupil-accounting-information>

- Pupil Membership Auditing Manual (PMAM)

- <https://www.michigan.gov/mde/Services/financial-management/audits>

- The Revised School Code - Act 451 of 1976

- <http://legislature.mi.gov/doc.aspx?mcl-Act-451-of-1976>

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

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/calendar>

FORMS & TOOLS

- Dual Enrollment FAQ & Dual Enrollment Worksheet

<https://www.michigan.gov/mde/Services/flexible-learning/dual-enroll>

- State Aid Status Report

<https://mdoe.state.mi.us/samspublic/>

QUESTIONS?

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