

Pupil Accounting for Building Staff

Michigan Pupil Accounting and Attendance Association

Part 1 – Enrollment & Residency

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Pupil Accounting for Building Staff

The goal of this series is:

- To provide 1-hour training sessions that can be given to building staff
- Cover most pupil accounting topics that affect buildings (in time)
- Assist our members in ensuring their colleagues understand their part in the Pupil Accounting process

NOTE: This is not intended to provide full-depth training, but to make staff familiar with the requirements under pupil accounting rules and regulations.



Pupil Accounting for Building Staff

Today's topic: Enrollment and Residency

- Enrollment
 - Who is permitted to enroll
 - What documentation is needed
 - Enrollment and count day
- Residency:
 - Who is considered a resident
 - Non-residents and how they can be enrolled

Enrollment

Who is allowed to enroll as a resident?

- School Districts – Those living within your District boundaries
 - Citizenship is not required, only residency
 - If the student has 1 parent/guardian living in the District (even non-custodial), then they are considered a resident for enrollment purposes.
- Charters – Those living within Michigan
 - Citizenship is not required, only residency
 - Online schools are ALSO limited to students residing in Michigan

Enrollment

How are homeless students enrolled?

- Homeless students may choose to remain enrolled in the District they attended when they became homeless, regardless of where they are sheltering while homeless, and they will be treated as resident students.
- Homeless students may also choose to attend the District in which they are currently sheltering, even if that is a different District than they attended prior to becoming homeless, and they are treated as resident students.
- Homeless students have different documentation standards. Contact your District's Homeless Liaison for guidance.

Enrollment

Other enrollment requirements

- Demographic Information
- Proof of Age/Identity
- Proof of Address
- Immunization Records

Enrollment

Demographic Information

- Pupil's legal name & address
- Parent/Guardian name & address
- Parent signature allowing virtual instruction if that is planned for the student
- Most recent past school district
- Current grade level
- 'Opt-out' information for release of directory information on the student

Enrollment

Proof of Age & Identity

- Birth Certificate
- Must be seen, may be copied and retained
 - If retaining, please be sure to redact any SSNs listed
- If the Birth Certificate is not available, what other documents are allowed?
 - Baptism, Hospital Records, other reliable proof
 - Does your District have a list of allowed proofs?
 - Most will require a notarized affidavit that the birth certificate is not available.

Enrollment

Enrollment limits by age

- Regular Education
 - Must be 5 by December 1 of the School year (with signed intent to enroll). Otherwise, 5 by September 1
 - Must be less than 20 by September 1 of the school year, or 22 for Alternative Education
- Special Education
 - May be enrolled as early as the IEP or IFSP is completed
 - Must be 26 or less on September 1 of the school year

Enrollment

Proof of Address

- Document that shows where the student lives
- May be rent receipt, utility bill, driver's license (D.L. is NOT commonly accepted)
- Requirements vary by district
- Does your District have a policy on what documents they allow?

Enrollment

Immunization Records

- Current immunization records are required at enrollment
- The MCLR system can provide records if parents are unable to provide
- Families moving into Michigan will need other proof from their home state
- If immunizations are not current, the family will need to contact the county health department for updated immunizations or completion of the waiver form.
- The District should receive a current immunization record, or a completed waiver within 30 days of enrollment.

Enrollment

Enrollment and Count Day

- To be counted for funding, the student must be enrolled and attending by the Count Day.
- If the student is enrolled PRIOR to Count Day, they may be absent on the Count Day so long as they return:
 - Within 10 **school** days after the Count Day if their absence on the Count Day was unexcused.
 - Within 30 **calendar** days if their Count Day Absence was excused
 - Within 45 calendar days if they were suspended or expelled on the Count Day



Residency

Who is a Resident Student?

- The student, or one of the student's parents, lives in the District (LEA) or is a resident of Michigan (Charter or PSA)
- A homeless student who was either enrolled in this District when they became homeless, or one who is sheltering in your District

Residency

Student Addresses?

- The family will provide an address – You will need to verify what District that address is in
- Best resource – County assessor's office
 - Most reliable source of truth for what District an address is in
 - New development
 - Many have online lookup tools

Residency

Non-Resident Students

- If you have students who live outside your District boundaries and they wish to attend your District:
 - You may get a release from their District of residence
 - They can apply through Schools of Choice
 - They can qualify to attend without release (several categories)

Residency

Release

- Also referred to as a 'Section 6' release
 - Signed by the District where the student lives
 - Only good for one year
 - May be used anytime, no application window or timeline
- Do you accept the student prior to getting the release?

Residency

Schools of Choice (SOC)

- Non-resident students apply to attend your District
- 2 different groups:
 - Section 105 – Students who live outside your District, but within the ISD
 - Section 105c – Student lives in an ISD that adjoins your ISD
- Your District MAY accept either or both groups, but it IS voluntary
- Once a student is accepted and enrolled through SOC, they may continue to attend your District as long as they wish provided they do not break enrollment

Residency

Schools of Choice (SOC) – 105 vs 105C

- 105C (only) – Cost sharing agreement, written agreement between the resident and educating District on how Special Education costs will be shared
- May be for one year or several years
- If the student is not currently special ed, you *MAY* wish to include language that will allow re-negotiation should an IEP become recommended for the student
- If the student is not already enrolled, and you can't agree on cost-sharing, you may decline enrollment. If the student is already enrolled, you must retain.

Residency

Schools of Choice (SOC) – Unlimited vs Limited

- A District will open applications for either unlimited enrollment in a specific building, or grade, or program, or
- The District will offer a limited number of spots by grade, building, or program
- IN EITHER CASE, the only reasons you may refuse an application is if the student had been suspended from another District within the past two years, or had been expelled from another District (not yours) or convicted of a felony
- OR, the student doesn't meet the same standards a resident student must meet to be enrolled in a particular school or program (magnet programs)

Residency

Schools of Choice (SOC) – Unlimited vs Limited

- **Unlimited:**
 - You must accept all qualifying applications, regardless of how many there are.
- **Limited:**
 - You publish how many spots you have for a given grade or building or program.
 - If you receive fewer qualifying application than you have spots, everyone is accepted.
 - If you have more applications than spots, use the Lottery System

Residency

Schools of Choice (SOC) – Unlimited vs Limited

- **The Lottery System**

- You sort ALL qualifying applications in random order, even those above your limit
- You MAY give preferential treatment to applicants from households where other SOC students have already been accepted from (they would be first on the list)
- Contact all selected families, If not all accept, then select the next application from the random draw until you run out of applications or spots to fill.

Residency

Schools of Choice (SOC) - Other rules and considerations

- Advertising must be public (at least website published)
- The existence of an IEP for an applicant student may NOT be used as a reason to deny the application
- There can be application windows annually, or at each semester
- If you are starting a program, consult the Pupil Accounting Manual (PAM) for additional requirements

Residency

Non-resident Students who qualify without a release:

- Students placed by the courts in a licensed home or detention center
 - They are considered residents of the District where the facility is located
- Child of a military family living with a non-custodial parent or guardian under the special power of attorney during the parent's active-duty service

Residency

Non-resident Students who qualify without a release:

- Shared Time pupils
- Part-time pupils (less than .50 FTE)
- Students in a Public School Academy (PSA)
- Students enrolled under 105 or 105C SOC
- Victim of Criminal Sexual Assault or Serious Assault
- Student Who moved out of the District after the fall count day

Residency

Non-resident Students who qualify without a release:

- Student enrolling in Alternative Education Programs who has been suspended or expelled from their resident District, or has been identified as at-risk of dropping out, or is pregnant or a parent, or has been court-referred to the program
- Michigan Virtual Students
- Child of a District employee (at the time of enrollment)
- Pupil expelled and denied reinstatement by another District

Residency

Non-resident Students who qualify without a release:

- Pupils enrolled in an Early Middle College (EMC) program
- Pupils in an official Olympic Education Center
- Pupils placed in foster care
- Students attending the District under a Cooperative Education program
- Students being educated at the ISD

Residency

Non-resident Students who qualify without a release:

- Students at the Michigan Schools for the Blind or Deaf
- Students in Center Site Special Education Programs

NOTE: As of the Spring 2026 general collection, students enrolled at a non-resident District for any of the above reasons may NOT be charged tuition.

Reflection

Review the accompanying worksheet with staff.

Questions:

- CEPI Helpdesk
- (517) 350-3030 – cepi@mi.gov
- Rob Dickinson, MPAAA
- (517) 853-1413 – rob@mpaaa.org



MPAAA

Pupil Accounting for Building staff

Part 1 – Enrollment and Residency - Worksheet

Policies:

Provide copies of the District's policies on:

Enrollment – Share a current enrollment form. Are there items that need to be added or altered?

Immunization – What does your District require for a parent to opt out of immunization? Who is your contact at the local health department?

Proof of address – What documents are or are not allowed to be used to establish the students address?

Birth Certificate – What alternative documents are allowed by the District?

Schools of Choice:

Does your District run a School of Choice program? 105, 105c, or both? Was your last application period limited or unlimited?

Non-Resident students enrolling without a release:

With several types of students who CAN be enrolled without a release from their resident district, what policies are in place to support these types of enrollments?

Does the District have a policy on staff member's children being allowed to enroll?

What types of programs does the District offer that may draw non-resident students?

MPAAA

Pupil Accounting for Building staff

Part 1 – Enrollment and Residency – Speaker Notes

Policies:

Several District policies are referenced in the presentation. It would be good to have copies for attendees, or links to the actual policies to review with them.

Speaker suggestions

1. Try to use examples whenever you can. Bad examples should always be anonymous, but good examples should be pointed out to thank the person.
2. Be sure to ask questions:
 - a. Has something like this ever happened to you, and if so, how did you deal with it?
 - b. Does anyone disagree with this idea or requirement?
 - c. Look for ways to give them small topics to discuss at their table then report out on.
 - d. Towards the end of the session, ask those attending if they are taking any particular points away from the session, and what are they?
3. If you find something you think should be added to this session, please send me an email with the suggestion: Rob Dickinson (rob@mpaaa.org)