

**IMPORTANT REMINDER FROM CEPI**

The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) jointly mailed correspondence on February 10, 2005 to local district superintendents and public school academy administrators concerning reopening the Education data Network (EDN) for purposes of calculating the 2003-2004 graduation and dropout rates. A copy of the letter (Graduation and Dropout Rates for School Year 2003-2004) can be found on the CEPI web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). From the CEPI web site, click on "Education Data Network (EDN) Help" on the right side of the screen under "Quick Links." A complete list of school districts required to access and submit data is available under the "EDN - ONLINE APPLICATION" section. Please click on "Is My School District Required to Submit Data via EDN?"

The 2004-2005 Pupil Headcount Report IM-4203 correction/submission window **opened at 12:01 a.m., Tuesday, March 1, 2005, and will close at 11:59 p.m. on Monday, May 16, 2005.** This will be the only opportunity for school districts to correct the data utilized to calculate the graduation and dropout rates. When the EDN correction/submission window is closed, school districts will no longer be able to change the data that will determine the graduation and dropout rates for the 2003-2004 school year.

Other helpful documentation is available under the "Understanding the EDN" section on the EDN Help web page. If you have additional questions, after reviewing all other documentation (e.g., FAQs, Instructions, How Are Data Processed), please send an e-mail message to the DIT Client Service Center at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

**STATE SCHOOL AID DATA UPDATED FOR APRIL**

The April state school aid payment is the 7<sup>th</sup> payment of the year and reflects 63.63% of the year's allocation for Sections 22a, 51c, and 22b as well as for most categoricals. Prior year adjustments are made at 100% in a single payment. The payment will post at the districts' banks on Wednesday April 20, 2005.

**Taxable value** figures used to calculate the April payment represent the tax year 2004 values provided by the county treasurers via the web based taxable valuation collection process. These data can be viewed by school district personnel on the Department's web site. The new URL is <http://mdoe.state.mi.us/taxvalue>. Any revisions to taxable values received prior to April 1, 2005 were incorporated into the payment calculation. To view your data click on "Public Access," and then choose your district code and the appropriate tax year from the drop down menu.

Now that the taxable valuation collection process is web based, county treasurers can make revisions to the reported values at any time. At a minimum, we request that they revise the values on the same schedule that values were reported to the Department under the paper collection process (DS-4410). That means that county treasurers should have already reported the taxable valuations as of the date that they settled with the local unit treasurers. County treasurers have received letters reminding them that the settlement numbers should be reported at this time if they have not already done so. The settlement numbers will have value changes from the July and December Boards of Review as well as any other changes since the fourth Monday in May. Districts may want to contact their county treasurers as well to encourage them to report the revised values.

Questions concerning the taxable value figures should first be directed to the appropriate county treasurer.

The **membership blend** used to calculate the April payment incorporated all Single Record Student Database (SRSD) pupil (FTE) counts released to the Department as of April 1, 2005, the date the department downloaded the pupil counts from the Center for Educational Performance and Information. The membership blend for most districts and public school academies for FY 2005 is 25% of the February 11, 2004 supplemental count and 75% of the September 22, 2004 pupil count. All of the February 11, 2004 count data are audited. The September 22, 2004 count data are audited as well, as the due date for the September 22, 2004 count audits was March 9, 2005.

**Updated categoricals** for the April payment include:

- **Michigan School Readiness grants** - Section 32d (Connie Robinson, Early Childhood Education and Family Services, (517) 241-4291, [RobinsonConnie@Michigan.gov](mailto:RobinsonConnie@Michigan.gov)).
- **At-Risk Pupils** - Section 31a (Glenda Rader, State Aid and School Finance, (517) 335-0524, [RaderG@Michigan.gov](mailto:RaderG@Michigan.gov)).
- **Special Education** - Section 53a (Dianne Easterling, Special Education and Early Intervention Services, (517) 241-4517, [EasterlingD@Michigan.gov](mailto:EasterlingD@Michigan.gov)).
- **Advanced and Accelerated Learning** - Section 57(3) (David Mills, School Improvement, (517) 373-4213 [MillsD@michigan.gov](mailto:MillsD@michigan.gov)).

### **ISOLATED DISTRICT GRANTS**

In addition to the above listed categoricals that were updated for the April payment, Section 22d grants to small, geographically isolated districts are being paid out for the first time in the April payment. This categorical is new for fiscal year 2005 and allocates funds to districts that operate grades K - 12, have fewer than 250 pupils in membership, and are either located in the Upper Peninsula at least 30 miles from any other school building or are located on an island that is not accessible by a bridge. Eligible districts will receive 63.63% of their fiscal year 2005 funding in the April payment with the balance paid out evenly over the remaining fiscal year 2005 school aid payments May 2005 through August 2005. (Contact Glenda Rader, State Aid and School Finance, (517) 335-0524, [RaderG@Michigan.gov](mailto:RaderG@Michigan.gov).)

### **SHORT TERM DEDUCT FORMULA**

Some districts have incurred school aid deducts for operating less than 1,098 instructional hours in FY 2004 as reported on form DS-4168, Report of Days and Clock Hours of Instruction. Pursuant to language in Section 101 of the State School Aid Act, a district failing to comply with the required minimum hours of instruction shall forfeit from its total state aid allocation an amount determined by applying "a ratio of the number of hours the district was in noncompliance in relation to the required minimum." The ratio is applied against the district's total adjusted state aid (FY 2004 in this case) minus any *Durant* and Adult Education Funds. For example, a district short 6 hours, with adjusted state aid of \$1,000,000, Adult Education Funds of \$100,000 and *Durant* funds of \$90,000 would incur a penalty of \$4,426 as follows:

$$((\$1,000,000 - \$100,000 - \$90,000) \times (6/1,098)) = \$4,426$$

The deduction would be prorated accordingly if the noncompliance is for only part of the district such as one grade level or one building. (Contact Joellen Wonsey, (517) 373-3352, or [WonseyJ@Michigan.gov](mailto:WonseyJ@Michigan.gov).)

### **FY 2004 FORM B AND REGISTRY OF PERSONNEL DATA**

An analysis of the FY 2004 Form B and Registry of Educational Personnel (REP) data submitted to the Center for Educational Performance and Information indicates an average teacher salary that is outside normal salary parameters for several districts. It is important that we "clean up" this data, because it is used to compile the *Bulletin 1014 Michigan Public School Districts Ranked by Selected Financial Data*. We will be contacting the individual districts when we have a procedure in place to cleanse the data. There will be more on this item in a future UPDATE. Contact Glenda Rader, State Aid and School Finance, (517) 335-0524 or [RaderG@Michigan.gov](mailto:RaderG@Michigan.gov).

### **GENERAL INFORMATION**

- The **DS-4168B, Planned Number of days and Clock Hours of Pupil Instruction** was due **April 15, 2004**. The form is available on line at [www.michigan.gov/mde](http://www.michigan.gov/mde). Select "keywords" along the top of the screen and then "State Aid Forms." Contact Joellen Wonsey (517) 373-3352, [WonseyJ@Michigan.gov](mailto:WonseyJ@Michigan.gov) with questions.
- The 4<sup>th</sup> quarterly count date for **Adult Education** program participants is the 4<sup>th</sup> Wednesday in April, **April 27, 2005**.
- The proration factor for Section 31a - At Risk funding is \$128.3388873423 per pupil.

---

\*Do you have questions about the information appearing in this UPDATE? Call the consultants identified above or **Dan Hanrahan, Director, State Aid & School Finance, MDE**, phone: (517) 335-0521, fax: (517) 241-0196, e-mail: [HanrahanD@Michigan.gov](mailto:HanrahanD@Michigan.gov).