
APPENDIX A: GLOSSARY OF TERMS

Attendance	The presence of a pupil on scheduled school days under the guidance and direction of a certified teacher either at or away from school.
Building/Program Alpha List	An alphabetized listing by grade of all pupils in each building who are eligible for membership. It is also referred to as an Official Membership list, an Alpha List, or ACA-15.
Career and Technical Education	Includes both state approved and local school board approved courses.
Career and Technical Education State- Approved Programs	Designed for pupils that have successfully completed at least half of the minimum number of minutes
Certified/Certificated Teachers	Instructors authorized to teach in Michigan; therefore, holding a valid Michigan teaching certificate or permit.
Cooperative Education Program	A program that results from a written, voluntary agreement between two or more local districts to provide educational programs for pupils in certain groups from various districts.
Count Day(s)	The officially established day(s) used in determining pupil memberships (the number of full time equated pupils) reported for State school aid.
Count Period	The period of time when pupils absent on the count day can still be included in membership for State school aid. For pupils absent on the count day with an excused absence, the count period includes the next 30 calendar days. For pupils absent on the count day with an unexcused absence, the count period includes the next 10 consecutive school days.
Day of Instruction	A day when pupils and certificated teachers (either district-wide or in a particular building/program) are present and instruction is scheduled for the entire pupil membership and provided to no less than 75% of the total pupil population that was scheduled for instruction.
District-Paid Tuition Pupil	A nonresident pupil who attends an educating district under arrangements made by the district of residence, and for whom the district of residence is legally liable for the payment of the tuition.

District-Wide Calendar	A school calendar that has days of operation that are universal to all buildings and programs within the district. Individual building or program hours of operation on those universal days may vary for activities such as parent/teacher conferences and staff development.
Dual Enrollment	See Postsecondary Enrollment
Educating District	A local or intermediate school district that provides instructional services to a pupil.
Enroll	The act of a pupil appearing in person at a school at any time during the current school term with an intent to attend the school.
Extended School Year	An educational program operated beyond the traditional schedule. Such programs must provide the mandatory days and hours of instruction not more than 365 calendar days after the pupil's first day of attendance.
Full Time Equated (FTE)	An individual pupil's pro rata share of membership. In no case may a pupil generate more than 1.00 FTE.
General Education	Instructional programs provided to regular and special education pupils in grades K through 12 and does not include adult education participants.
Home-based	An individualized program in which one pupil is with the certificated teacher and the lessons are conducted in the pupil's home or at a site away from the general school population as the result of disciplinary action.
Homebound/Hospitalized Pupil	A pupil unable to physically attend school because of a medical condition which confines the pupil to home or a hospital for a period longer than five school days. Specific criteria is contained in the Homebound/Hospitalized section of the manual.
Individualized Education Program (IEP)	A written, instructional program developed for each special education pupil that identifies specific needs of the pupil.
Individualized Educational Planning Committee (IEPC)	A group responsible for development of the Individualized Education Program for each special education pupil.

Membership	The full-time equated number of pupils actually enrolled and in regular daily attendance on the official count day in accordance with the State School Aid Act and Administrative Rules. In no circumstance may the reported membership for an individual pupil be greater than 1.00 FTE.
Shared-time Pupil	A pupil who attends a private, denominational, or parochial school, or a homeschooled pupil, who enrolls on part-time basis in a public school in grades 1-12 in nonessential elective courses that are available to public school pupils at the same grade or age level.
Nontraditional (Nonconventional) Pupil	A pupil participating in special programs such as choice, cooperative education, homebound/hospitalized, part time, reduced schedule, nonpublic part-time, split schedule, special education transition services, and work-site based.
Nonresident	A pupil who lives outside of the geographic boundaries of a school district and does not meet the other residency requirements outlined in the <u>Pupil Residency</u> section of the manual.
Parent-Paid Tuition Pupil	A nonresident pupil who attends the educating district through a request from a parent or guardian, and the parent or guardian has agreed to pay the tuition charges for that pupil. The educating district must also have a written release from the district of residence to claim such pupils for membership.
Part-Time Pupil	A part-time pupil is a pupil public school pupil who is enrolled in grades one through twelve and scheduled for fewer than the minimum number of hours of pupil instruction, who does not meet the requirements and has not been approved for a reduced schedule, but meets all other state aid membership eligibility requirements. A part-time pupil may be enrolled and attending a single district, two or more local school districts, the intermediate and a local school district, or a public school academy and a local school district.
Passing Time	An allowance included in the determination of an instructional hour for time required for pupils to move from one class to another. Specific guidelines for passing time are included in the <u>Pupil Days and Hours of Instruction</u> section of the manual.
Postsecondary Enrollment (Dual Enrollment)	A pupil enrolled in both the district and a degree granting postsecondary institution that meets criteria outlined in the Postsecondary Enrollment Pupils section of the manual.
Pupil	A person in membership in a local or intermediate school district providing instruction to pupils in grades K through 12, special education, or alternative education.

Reduced Schedule Pupil	A full-time pupil who is receiving at least 80% of the minimum number of hours of instruction under an approved reduced schedule agreement as described in the <u>Reduced Schedule Pupils</u> section of the manual.
Resident	A pupil whose parent or parents live within the geographic boundaries of a school district and/or meets the residency requirements outlined in the <u>Pupil Residency</u> section of the manual.
Resident District	The school district of a pupil whose parent or parents live within the geographic boundaries of the district and/or meets the residency requirements outlined in the <u>Pupil Residency</u> section of the manual.
Schools of Choice	Section 105 of the State School Aid Act allows a local school district to enroll pupils from outside its district but within the intermediate district without obtaining a release from the resident district. Section 105c of the State School Aid Act allows a local school district to enroll pupils from outside its district and outside its ISD but within an ISD that is contiguous to the educating district's ISD without obtaining a release from the resident district.
Special Education Early Childhood Pupils	Pupils through age five who have an identified need for specialized educational services.
Split-Schedule Pupil	A pupil whose FTE is split between/among two or more buildings or programs within the same local school district.
State-Approved Career and Technical Education Programs	To be eligible for funding by the State of Michigan, a career and technical education program must be a state-approved wage-earning occupational preparation program or a state- approved non-wage earning Family and Consumer Sciences program. A federal CIP code number and descriptor identify all CTE programs. Career and technical education programs should include classroom and laboratory experiences and work-based instruction. Instruction must be competency-based with either state or national curriculum or, when such curriculum does not exist, locally developed curriculum and align with Michigan=s Curriculum Frameworks. Family and Consumer Science programs must also reflect Michigan FCS standards and benchmarks.
Study Hall	That period in a day when pupils from any grade level are together in one room and each pupil is working individually on his/her homework for any class.
Supplemental Count Day	The day on which the supplemental pupil count is conducted.

Work Activity Center Services	This transition program uses paid employment in a work activity center, under a wage deviation, designed to provide career/vocational evaluation or therapeutic activities for disabled pupils with disabilities.
Work-Based Learning Experiences (WBLE)	A planned program of job training and other employment experiences related to a chosen career. Depending on the type of learning experience, the pupil might be engaged for one hour, one day, one semester, or even one year in length. The learning experience may be paid or unpaid, serves all students, and can be an in-school or out-of-school placement. A work-based learning experience is coordinated by the school district through a contract (training agreement) with an employer providing an educational experience related to school instruction (training plan) involving supervised work (employer) and monitored by a certified instructor teacher employed by the district.