

**Definitions and Directions for the District Report of
Planned Number of Days and Clock Hours of Pupil Instruction
(form DS-4168-B)**

Definitions:

This reporting form is required under **Section 101 of the State School Aid Act, Section 101(6)**.

Section 101(6)

“Not later than April 15 of each fiscal year, the board of each district shall certify to the department the planned number of hours and days of pupil instruction in the district for the school year ending in the fiscal year. In addition to any other penalty or forfeiture under this section, if at any time the department determines that 1 or more of the following has occurred in a district, the district shall forfeit in the current fiscal year beginning in the next payment to be calculated by the department a proportion of the funds due to the district under this act that is equal to the proportion below the required minimum number of hours and days of pupil instruction under subsection (3), as specified in the following:

- (a). The district fails to operate its schools for at least the required minimum number of hours and days of pupil instruction under subsection (3) in a school year, including hours and days counted under subsection (4).*
- (b). The board of the district takes formal action not to operate its schools for at least the required minimum number of hours and days of pupil instruction under subsection (3) in a school year, including hours and days counted under subsection (4).”*

Section 101(3)

“Except as otherwise provided in this section, each district shall provide at least 1,098 hours and, beginning in 2010-2011, the required minimum number of days of pupil instruction. For 2010-2011 and for 2011-2012, the required minimum number of days of pupil instruction is 165. Beginning in 2012-2013, the required minimum number of days of pupil instruction is 170. However, beginning in 2010-2011, a district shall not provide fewer days of pupil instruction than the district provided for 2009-2010. Thus, the minimum number of hours required remain at 1,098 hours for 2010-2011.”

Section 101(4)

“Except as otherwise provided in this subsection, the first 6 days or the equivalent number of hours for which pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, shall be counted as hours and days of pupil instruction...”

NOTE: The 6 forgiven days and equivalent hours are applicable toward the minimum required 1,098 hours of pupil instruction; thus, forgiven hours of pupil instruction applied toward the canceled hours for programs scheduled for fewer than 1,098 hours are prorated. For example, a half day kindergarten program may apply the six days but only the actual hours in those six days toward the minimum required 549 hours for that half-day kindergarten session. In addition, the days and hours of canceled pupil instruction allowed in section 101(4) do not apply toward canceled professional development hours.

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Section 101(4)

"...With the approval of the superintendent of public instruction, the department shall count as hours and days of pupil instruction for a fiscal year not more than 6 additional days or the equivalent number of additional hours for which pupil instruction is not provided in a district after April 1 of the applicable school year due to unusual and extenuating occurrences resulting from conditions not within the control of school authorities such as those conditions described in this subsection. Subsequent such hours or days shall not be counted as hours or days of pupil instruction."

NOTE: The equivalent hours are applicable toward the minimum required 1,098 hours of pupil instruction and must be prorated for programs that have been scheduled for fewer than 1,098 hours of pupil instruction.

Section 101(10)

"A district may count up to 38 hours of qualifying professional development for teachers as hours of pupil instruction. Professional development provided online is allowable and encouraged, as long as the instruction has been approved by the district. The department shall issue a list of approved online professional development providers, which shall include the Michigan virtual university. However, if a collective bargaining agreement that provides more than 38 but not more than 51 hours of professional development for teachers is in effect for employees of a district as of October 1, 2006, then until the fiscal year that begins after the expiration of that collective bargaining agreement a district may count up to 51 hours of qualifying professional development for teachers as hours of pupil instruction. A district that elects to use this exception shall notify the department of its election. As used in this subsection, "qualifying professional development" means professional development that is focused on 1 or more of the following:

- (c). Achieving or improving adequate yearly progress as defined under the no child left behind act of 2001, Public Law 107-110.*
- (d). Achieving accreditation or improving a school's accreditation status under section 1280 of the revised school code, MCL 380.1280.*
- (e). Achieving highly qualified teacher status as defined under the no child left behind act of 2001, Public Law 107-110.*
- (f). Integrating technology into classroom instruction.*
- (g). Maintaining teacher certification."*

NOTE: The **38 (or 51)** hours of teacher professional development that a district may apply toward the minimum required 1,098 hours must be prorated for those programs that do not operate the full 1,098 hours.

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Directions:

Range of Grades—Group the grade levels by those that have the same number of scheduled days and hours. This may be a grouping of grade levels such as kindergarten, elementary (grades 1-6), and secondary (grades 7-12). Another example of grouping would be kindergarten, elementary (grades 13), middle school (grades 4-6), junior high school (grades 7-8), and senior high school (grades 9-12). Please be certain to include the Special Education Early Childhood classroom programs and the Alternative Education programs in this report. (The grade configuration in your district or building(s) may differ from these examples.)

A. Total Number of Pupil Instruction Days Scheduled—Report the number of calendar days pupil instruction is scheduled for each range of grades.

The number of instructional days **for pupils** to be included in this report is the number of days from the district's original calendar:

- Minus (-)** the number of entire scheduled days pupil instruction has been canceled to date
- Plus (+)** the number of "forgiven" days as defined in Section 101(4) being counted
- Plus (+)** the number of days "rescheduled".

B. Total Annual Clock Hours of Pupil Instruction Scheduled — Report the number of hours of pupil instruction scheduled for 2011-2012. The hours equivalent to the first six days of pupil instruction that were not provided because of uncontrollable conditions may be counted as hours of pupil instruction and may be included in this report.

The number of **pupil instructional hours** to include in this report is the number of hours on the district's original calendar, not including teacher professional development hours:

- Minus (-)** the total number of pupil instruction hours canceled to date
- Plus (+)** the hours of pupil instruction not provided up to the equivalent hours for six days (prorated for programs that operate fewer than 1,098 hours)
- Plus (+)** the instructional hours "rescheduled".

C. Qualifying Teacher Professional Development Hours Counted as Pupil Instructional Hours—Report the number of *qualifying* teacher professional development hours that your district intends to count as pupil instructional hours.

D. Total Pupil Instructional Hours—Sum the total annual clock hours of pupil instruction scheduled (box B) plus (+) the teacher professional development time counted as pupil instructional hours (box C). NOTE: Make as many copies of this page as are needed for your district's accurate reporting.

Certification - Provide a contact person and telephone number should there be any questions regarding this report, and then have the form signed and dated to complete the certification.