

Requesting Additional Forgiven Time

[MCL 388.1701(4)]

Section 101(4) of the State School Aid Act provides districts with six (6) days or the equivalent number of hours of “forgiven time” that can be used when pupil instruction is canceled due to conditions outside the control of school authorities, such as severe storms, fires, health conditions, and infrastructure issues. These initial days or hours can be used at any point throughout the year without prior authorization from the Department given the cancelation falls within the acceptable reasons.

In addition, Section 101(4) provides the State Superintendent the authority to allocate up to three (3) days or the equivalent number of hours of “forgiven time” to districts to be used when instruction was not provided due to unusual and extenuating occurrences resulting from conditions not within the control of school authorities, such as those described above.

The request for additional forgiven time must exhibit the need for the additional forgiven time, including a strong rationale supporting why these days cannot be rescheduled before the end of the school year. The request must also demonstrate how the district initially prepared for cancelations for the current school year, as well as indicate how they might improve upon their planning process for subsequent school years.

In addition to the above, the following information must also be provided in your request:

- the actual number of pupil instructional days and hours originally scheduled;
- the total number of pupil instructional days and hours canceled during the year, along with the reason for the cancellations and dates of occurrence;
- the number of pupil instructional hours the district has rescheduled; and
- the number of planned days and hours that will be provided this year.

As always, the Department encourages districts to be proactive in planning calendars that meet and exceed the days and hours requirements so that there is ample time built in to assure that students receive the amount of instruction required by law. Eligibility for the additional forgiven time will be based on the unusual and extenuating occurrences reported, and through a review of the district’s preparedness for cancelations.

Questions regarding the additional day requests can be emailed to Brian Ciloski at CiloskiB@michigan.gov.

[Date]

Mr. Brian Whiston, State Superintendent
Michigan Department of Education
608 West Allegan Street
PO Box 30008
Lansing, MI 48909

Dear Superintendent Whiston:

Subject: Request for Additional Forgiven Time (388.1701(4))

[District Name (District Code)] would like to request in accordance with Section 101(4) of the State School Aid Act, [number of days] additional forgiven day(s) to be used in lieu of rescheduled instructional time, where instruction was canceled due to conditions outside the control of school authorities.

The district incurred [number of days] days of canceled instruction this year due to [severe storms, fires, health conditions, and infrastructure issues], which has caused it to exceed the [number of days] days that the district scheduled at the beginning of the year to counteract cancelations such as these throughout the year.

Included with this request is a copy of the school calendar for this year, along with a documentation of the number of days and hours originally scheduled, a list of canceled days with the reason for the cancelation, and a document showing the planned days and hours that will be provided during the year. Please make a note if any of the canceled days will be or have been rescheduled for this year.

Thank you for your consideration.

Sincerely,

Enclosures (#)

[School Calendar]

[List of Scheduled Days and Hours]

[List of Canceled Days, including reason for cancelation]