



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 14, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Electronic Version of the DS-4168 Form to be Launched

In the past, the number of instructional days and hours provided by schools were reported through paper form. The Michigan Department of Education and the Center for Educational Performance and Information (CEPI) are pleased to announce that the 2011-12 school year marks this form's transition into the digital age. We want to let you know now that the application will launch on a date to be announced during the summer. The new form replaces the paper process, and adds a series of checks and balances that help ensure data is reported accurately. The new form also allows for improved access to the data throughout the year, which will help expedite the review process required of intermediate school districts (ISD) officials.

Reporting of days and clock hours of pupil instruction is required under Section 101(3) of the State School Aid Act, and must be completed by all local school districts, public school academies, as well as by intermediate school districts that operate alternative education programs or claimed FTE for Special Education Early Childhood programs. As with the paper form, the deadline for reporting this data to the Department remains August 1. Districts should inform intermediate school district officials as to how they plan to coordinate data entry for this year, as well as of their approximate timeline for completion.

The form will reside within the Educational Entity Master (EEM) application, and will be maintained by CEPI. Access to the form is controlled, and requires that districts and ISDs establish an 'authorized user' prior to accessing the application. Please complete a new EEM Security Agreement for each user that the district permits access to managing their Day and Clock Hour (D/CH) information within the application. The EEM Security Agreement is accessible through the following link: http://www.michigan.gov/documents/cepi/20080925_EEM_security_251199_7.pdf

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

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More information regarding this application will be available in the upcoming weeks as application testing ends. If you have questions or concerns regarding access to this system, please contact CEPI Support at CEPI@michigan.gov. If you have general questions regarding this application or the 2011-12 collection, please contact Brian Ciloski at CiloskiB@michigan.gov or 517-373-3352.

cc: Michigan Education Alliance