



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

March 15, 2012

MEMORANDUM

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

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: DS-4168-B, 2011-2012 District Report of Planned Number of Days and Clock Hours of Pupil Instruction

The DS-4168-B, 2011-2012 District Report of Planned Number of Days and Clock Hours of Pupil Instruction, is a required form due to the Michigan Department of Education by April 16, 2012. This report is available via the internet. Districts may access the form at:

http://www.michigan.gov/documents/mde/DS-4168-B_08_227608_7.doc

The instructions for completing this form are also available at the following url:

http://www.michigan.gov/documents/ds4168b_86348_7.pdf

Districts may complete the form electronically. Download a completed version of the form to your computer, print off the form, have it signed and dated by the superintendent or authorized official, and mail the completed and signed report to:

Michigan Department of Education
State School Aid and School Finance
P. O. Box 30008
Lansing, Michigan 48909

Any questions regarding this report may be directed to Brian Ciloski, in the Office of State Aid and School Finance at (517) 373-3352 or by email at CiloskiB@michigan.gov.

cc: Michigan Education Alliance

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