

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

**Definitions:**

This report form is required under the **State School Aid Act, Section 101(6)**. Section 101(6) reads as follows:

(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 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 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 of pupil instruction under subsection (3) in a school year, including the hours 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 of pupil instruction under subsection (3) in a school year, including hours counted under subsection (4).

**Section 101(3)** reads:

"Each district shall provide at least 1,098 hours of pupil instruction." Thus, the minimum number of hours required remain at 1,098 hours for 2008-2009.

**Section 101(4)**, of the State School aid Act, reads:

"Except as otherwise provided in this section, the first 30 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 of pupil instruction."

NOTE: The 30 hours are applicable toward the minimum required 1,098 hours of pupil instruction; thus, canceled hours of pupil instruction applied toward the hours of programs scheduled for fewer than 1,098 hours must be prorated. For example, a half day kindergarten program may only apply 15 hours toward the minimum required 549 hours for that half-day kindergarten session. Also, the 30 hours of canceled pupil instruction do not apply to the professional development hours that have been canceled.

**Section 101(4)**, of the State School Aid Act, also reads:

"...with the approval of the superintendent of public instruction, the department shall count as hours of pupil instruction for a fiscal year not more than 30 additional hours for which pupil instruction is not provided 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 conditions described in this subsection. Subsequent such hours shall not be counted as hours of pupil instruction."

NOTE: These 30 hours are applicable toward the minimum required 1,098 hours of pupil instruction; and thus, the 30 hours must be prorated for programs that have been scheduled for fewer than 1,098 hours of pupil instruction.

**Section 101(10)**, of the State School Aid Act, reads:

"A district may count up to **38 hours** of *qualifying* professional development for teachers, including 5 hours of online professional development provided by the Michigan Virtual University under section 98, as hours of pupil instruction. *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 the effective date of the 2006 amendatory act that amended this section (August 15, 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 under this subsection, 'qualifying professional development' means professional development that is focused on 1 or more of the following":

- (a) Achieving or improving adequate yearly progress as defined under the No Child Left Behind Act of 2001, Public Law 107-110.
- (b) Achieving accreditation or improving a school's accreditation status under Section 1280 of the Revised School Code, MCL 380.1280
- (c) Achieving highly qualified teacher status as defined under the No Child Left Behind Act of 2001, Public Law 107-110.
- (d) 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.

**Directions:**

**Range of Grades**—Group the grade levels by those that have the same number of scheduled 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 1-3), 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 was canceled

**Plus (+)** the number of days that pupil instruction was "rescheduled".

**B. Total Annual Clock Hours of Pupil Instruction Scheduled** — Report the number of hours of pupil instruction scheduled for 2008-2009. The first 30 hours of instruction that were not provided because of uncontrollable conditions may be counted as hours of pupil instruction and may be included in this report. Therefore, the number of **pupil instructional hours** to include in this report is:

The hours on the district's original calendar (Do not include teacher professional development hours.)

**Minus (-)** the total number of *pupil* instruction hours canceled

**Plus (+)** the hours of *pupil* instruction not provided up to 30 hours (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**—Please sign and date this report. Also include a contact person and telephone number should there be any questions regarding this report.