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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 24, 2012

MEMORANDUM

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

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Process for Approving Seat Time Waivers

Section 101(9), of the State School Aid Act (MCL 388.1701(9)), permits the State Superintendent of Public Instruction to waive the minimum number of hours and days of pupil instruction for Alternative Education programs or other innovative programs approved by the Michigan Department of Education (MDE). The state superintendent will consider applications for seat time waivers for School Year 2012-2013, Grades 6-12. If pending legislation regarding seat time requirements that would make the Seat Time Waiver Application unnecessary is passed into law, MDE will send guidance regarding the process based on that legislation.

The parameters of the 2012-2013 Seat Time Waiver Program include:

1. Each public school district, public school academy (PSA), and intermediate school district (ISD) **must apply individually to MDE for approval to run a Seat Time Waiver Program**. The Seat Time Waiver Application (see attached) must be completed and submitted to MDE along with any additional information requested by the Department. It should be noted that this is an optional program and carries additional requirements set forth in the 5-O-B guidance. Failure to comply with the 5-O-B guidance, including non-participation in program research and evaluation, may result in the termination of a district's entire Seat Time Waiver Program.
 - All districts, including those districts currently holding seat time waivers and project reimagine waivers, must apply or reapply under the new process.
 - While the application process will remain open year-round, districts seeking to operate Seat Time Waiver Programs during School Year 2012-2013 must apply to MDE no later than September 15, 2012, to ensure approval of applications in time for the Fall 2012 Full-Time Equivalency (FTE) count day.

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2. Districts may apply to operate any and all of three types of programs:
 - An ISD-led Seat Time Waiver Consortium Program
(Each district must have local board approval as identified in the application.)
 - Individual district-designed and operated Seat Time Waiver Program
 - Blended Learning Option (Described in #4)
3. Districts approved to operate a Seat Time Waiver Program may enroll **25% of their enrolled student population, Grades 6-12**, in instructional programs that use online learning to deliver up to 100% of the pupil's instruction. It is recognized that districts may choose to utilize other means and methods for facilitating instruction, such as experiential and work-based learning. In these cases, districts must explain the unique approach in the individual implementation plans accompanying the district application.
4. Districts approved to operate a Blended Learning Option under its Seat Time Waiver Program may enroll **100% of its enrolled student population, Grades 6-12, in blended instructional programs**. In this case, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. The Blended Learning Option will allow districts to use online learning to deliver **up to 50% of the pupil's instruction**.
5. An ISD-chartered PSA approved to operate a Seat Time Waiver Program may enroll **100% of its enrolled student population, Grades 6-12, in blended instructional programs**. For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. Enrollment in this type of waiver program is limited to **10% of the ISD region's combined Grades 6-12 student population**. (Example: If an ISD services 10,000 students, then the ISD-PSA may enroll a total of 1,000 students in a blended model of instruction where the student attends a physical location once a week.)

* In the case where the ISD has chartered multiple PSAs, the combined enrollment of ISD-PSAs under this provision cannot exceed 10% of the ISD region's combined Grades 6-12 student population. The ISD shall determine which ISD-PSAs can enroll students in the program and how many students they may enroll.
(Example: If an ISD services 10,000 students and has chartered two ISD-PSAs, the two ISD-PSAs may enroll a combined total of 1,000 students in a blended model of instruction where the student attends a physical location once a week.)

Please send completed applications and materials to stwapp@michigan.gov as attachments.

Seat time waiver documentation will be posted at <http://www.techplan.org/stw.html>.

For additional questions, please contact the following MDE staff by email:

Barb Fardell (Programmatic and Application Questions) - fardellb@michigan.gov
Kellie Flaminio (Application Questions) - flaminiok@michigan.gov

We recommend that you allow your ISD Pupil Accounting auditor to review any new programs to ensure that all 5-0-B requirements will be met. Please call the Office of Education Improvement and Innovation if you have further questions at 517-241-6895.

cc: Michigan Education Alliance

Michigan Department of Education (MDE)
Seat Time Waiver Application
School Year 2012-2013

Please direct questions to:

Barb Fardell, Manager, Office of Education Improvement and Innovation, MDE
fardellb@michigan.gov

OR

Kellie Flaminio, Secretary, Office of Education Improvement and Innovation, MDE
flaminiok@michigan.gov

If necessary, please call: 517-241-6895.

1. Date: _____

2. Applicant's Education Entity Master (EEM) District Code: _____

3. Name of Applicant District: _____

4. Name of Applicant Intermediate School District (ISD): _____

5. Applicant District Information:

TYPE: Local School District Public School Academy Intermediate School District

District: _____

Address: _____

Superintendent: _____

Superintendent Email Address: _____

District Telephone Number: _____

6. Seat Time Waiver Program Contact Information:

Name: _____

Position/Title: _____

Email Address: _____

Primary Telephone Number: _____

7. Type of student population to be served (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> General Education, 6-8 | <input type="checkbox"/> Dropout/Expelled 6-8 |
| <input type="checkbox"/> General Education, 9-12 | <input type="checkbox"/> Dropout/expelled 9-12 |
| <input type="checkbox"/> Advanced/Gifted, 6-8 | <input type="checkbox"/> Previously Un-enrolled 6-8 |
| <input type="checkbox"/> Advanced/Gifted, 9-12 | <input type="checkbox"/> Previously Un-enrolled 9-12 |
| <input type="checkbox"/> Alternative/At-risk, 6-8 | |
| <input type="checkbox"/> Alternative/At-risk, 9-12 | |

8. Type of program offered (select all that apply):

- 100% Online Model of Delivery
For the purposes of seat time waivers, 100% online offering may include a drop-in lab component, but physical attendance is not a program requirement.

- Blended Model of Delivery
For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction.

9. Please estimate the number of students you expect to serve in this program.

Total number of students in Grade 6-8 *enrolled* in district: _____
Number of students Grades 6-8 *expected* to enroll in this program: _____

Total number of students in Grades 9-12 *enrolled* in district: _____
Number of students Grades 9-12 *expected* to enroll in this program: _____

10. The applicant district's governing board has approved this application for operating a Seat Time Waiver Program.

- Yes

5-O-B Guidance (Section A.1)

A.1. Board Approval: The online program used for a district's seat time waiver offering shall be approved by the intermediate school district's board of education, by the local school district's board of education, or by the public school academy's board of directors for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit Curriculum. Based upon satisfactory completion of courses or other credit-earning activities, the credits earned through the seat time waiver online courses and activities shall be comparable to credits earned for a high school diploma or grade progression in the district's traditional program setting. The board approval shall allow the program director to comply with this guidance.

11. The applicant district superintendent and program contact have read the 5-O-B Seat Time Waiver Guidance and agree to operate the program within the guidance provided, and they understand that failure to comply with 5-O-B guidance may result in termination of the applicant district's Seat Time Waiver and/or loss of Full-Time Equivalency (FTE).

Yes

12. In accordance with 5-O-B Seat Time Waiver Guidance, Section A.5.C (Evaluation), the applicant district agrees to collect and release all relevant data, including state collected data, for research and evaluation purposes.

Yes

13. The applicant district agrees to provide all teachers and on-site mentors assigned to the program with proper training and professional development on effective online instruction and mentoring.

Yes

5-O-B Guidance (Section B.5)

B.5. For Seat Time Waiver purposes, an on-site mentor must be assigned to the pupil and serve as the Teacher of Record. The on-site mentor shall be available for assistance and to monitor the pupil's progress. The on-site mentor shall be a certified Michigan teacher employed by the district. The mentor shall meet with or have weekly two-way interaction with the pupil.

Blended Learning Option for All Students, Grades 6-12

Michael P. Flanagan, Superintendent of Public Instruction, has used his authority to waive certain administrative rules to provide schools with flexibility in implementing innovative teaching and learning models. The goal of the Seat Time Waiver Program is moving all students to demonstrated mastery of the Michigan Merit Curriculum and graduating career and college ready by increasing learning options and personal growth opportunities. The program challenges the traditional model of rewarding schools for non-academic measures (i.e., seat time) by providing flexibility to help all students succeed. To date, this flexibility has been provided primarily through online learning models of delivery for the student's entire instructional day and year.

The Superintendent is looking to support districts interested in employing blended models of instruction for all students, Grades 6-12. For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. To facilitate this, the Superintendent will waive up to 50% of instructional seat time for 100 % of an applicant district's Grades 6-12 population with an MDE-approved implementation plan.

Example: With an approved plan, an applicant district can provide 549/1,098 hours (50%) of instruction in the building and arrange the remaining 549/1,098 (50%) hours through online learning, experiential, work-based or other means.

To take advantage of this Blended Learning Option, applicant districts must submit a plan and receive approval from MDE prior to the start of the program. The plan must indicate how the district will use the waiver while satisfying the 5-O-B Seat Time Waiver Guidance.

14. The applicant district's governing board has approved this application for operating a Blended Learning Seat Time Waiver Program.

Yes

Please send all materials to STWapp@michigan.gov as attachments.