

## Travel Time Waiver

[MCL 388.1701(7)]

Section 101(7)(d) of the State School Aid Act allows districts to count up to three (3) hours of travel time per school week toward the required minimum number of hours of pupil instruction, for students in grades 9 to 12 who are enrolled in a cooperative education program, or for students enrolled in a special education program, which requires travel between instructional sites during the school day. Districts that need to count three hours of travel time or less per week in order to reach the 1,098 hour requirement do not require a waiver from the Department for additional time.

However, if a district demonstrates to the satisfaction of the department that the travel time limitation under this subdivision would create undue costs or hardship to the district and/or that participation in the program is in the best educational interest of the student, the department may consider more travel time to be pupil instruction time for this purpose.

*In order for a request to qualify for an additional travel time waiver, the amount of travel time required for the student to participate in the program must be the only reason that the student does not reach the 1,098 hour requirement. A student who is enrolled part-time would not qualify for this waiver.*

Requests for additional travel time must include the following pieces of documentation:

- A current year school calendar that defines the number of days and hours
- A regular class schedule for non-traveling pupils high school students
- The start and end times of cooperative class
- The number of miles traveled with a map

Districts that have requested additional travel time will receive notification from the Department regarding the status of the request within two business weeks following receipt of the request. Questions regarding travel time waivers can be emailed to Brian Ciloski at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov), with the subject line 'Travel Time Waiver Request'.

[Date]

Mr. Michael Flanagan  
State Superintendent of Public Instruction  
Michigan Department of Education  
608 West Allegan Street  
PO Box 30008  
Lansing, MI 48909

Dear Superintendent Flanagan:

Subject: Travel Time Waiver Request (388.1701(7)(d))

*[District Name (District Code)]* requests a waiver from the travel time limitations found in Section 101 as allowed by subsection 7 of the State School Aid Act. If granted, this will allow the district to count *[minutes]* minutes of additional travel time per day(s) toward the instructional hour requirement during the 2013-14 school year.

The district feels that this request is in the best educational interest of the students participating in the *[CTE/vocational education/special education]* program at *[name of the institution offering program]*; the inability to count additional travel time toward the instructional hour requirement would cause undue hardship on the district and the program.

Included with this request is a copy of the school calendar for this year stating the number of days and hours scheduled, a class schedule for non-traveling pupils, the start and end times of the cooperative class, and a map of the route between locations.

Thank you for your consideration.

Sincerely,

Enclosures (#)

*[School Calendar w/Days and Hours of Instruction]*

*[Class Schedule for Non-Traveling Pupils of the Same Grade]*

*[Class Schedule for the CTE/VocED/Special Education Program]*

*[A Map of the Route between Locations]*