



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

MEMORANDUM

DATE: March 14, 2019

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

FROM: Kyle L. Guerrant, Deputy Superintendent *KG*
Finance and Operations

SUBJECT: Clarification of the MCL 388.1701(3) Attendance Requirement

The Department received several inquiries from local school districts regarding attendance requirements for State School Aid. The following information is provided to clarify misunderstandings about the requirements:

- Districts must meet 75% attendance **district-wide** (not building-by-building) for each day scheduled in the district's original school calendar.
- District-wide attendance **includes all buildings, grades, and programs scheduled for instruction on a given day.** (For exceptions, see the highlighted text on [page 2-11](#) of the Pupil Accounting Manual.)
- Rescheduled instructional days added to the end of the original school calendar are subject to **60% attendance.**
- The days and hours of instruction provided **remain countable** toward the minimum days and hours requirement of 1,098 hours and 180 days for all buildings, grades, and programs that held instruction even when the district does not meet the attendance requirement.
- When the district falls below the attendance requirement, the district **must either make up the day or report the attendance shortfall** in the year end days and hours collection. A deduction will be applied to any shortfall.
- The deduction is applied to the **percent of attendance below the stated requirement** as it relates to one day of state aid. (When a district does not meet the attendance requirement, the adjustment to state aid is less than an adjustment for missing a full day of instruction.)

Detailed information and examples of how prorated deductions are calculated, is available in the 2018-19 Pupil Accounting Manual, [page 2-11](#). Questions may be directed to Jessica Beagle at 517-241-6435 or BeagleJ1@michigan.gov.

cc: Michigan Education Alliance

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