Center for Educational Performance and Information

Educational Entity Master
Days and Clock Hours User Guide

Last Updated: 6/16/2025

Questions:
Email: cepi@michigan.gov
Phone: 517-335-0505 x3

Contents

Introduction

This guide is intended for all users of the Educational Entity Master Days and Clock Hours application. This guide explains the process of using the EEM D/CH application to review and submit district certified data.

Your Account

Obtaining access to EEM is a two-step process:

- You must first subscribe to the application through your MiLogin account.
- You must submit a CEPI Security Agreement, signed by yourself and the entity lead administrator. These forms are posted on the EEM web page.

Subscribe with a MiLogin Account

Note: If you do not already have a MiLogin account, you may register for one on the MiLogin web page by clicking the Sign Up button and following the on-screen directions. For more detailed information, please refer to the MiLogin User Guide.

To subscribe to EEM, log into MiLogin and click the Request Access link in the middle of the screen. You will be taken to a new screen and asked to complete three steps:

- Step 1: There are two options for this step. Either search for an application manually or select an agency to view its applications. If you manually search, type Educational Entity Master in the application keyword search bar. Review the information and click "Confirm." If you select an agency, select Center for Educational Performance and Information (CEPI). You will be taken to a subscription page for the application.
- Step 2: If you selected an agency, a list will appear under Step 2 with links to Educational Entity Master or other CEPI applications. Choose the application you are requesting access to.
- Step 3: Click "Request Access" to complete the request process.

You will then be taken to the subscription page for the application. Enter your email address and phone number, then click "Submit."

You will receive a confirmation message (on the screen and in email) stating your subscription request was submitted successfully. You will receive another email once access has been granted by CEPI staff, generally within three business days.

EEM Profiles and Roles

Each user will be assigned one or more profiles. The following roles allow controlled access into the Days and Clock Hours:

- D/CH District Submitter: Personnel responsible for reporting D/CH information throughout the year for a district. A Submitter is responsible for reporting days when attendance fell below the 75% threshold and for maintaining the data throughout the year.
- D/CH ISD Certifier: ISD personnel responsible for auditing district D/CH data and certifying/submitting those data to the State.
- D/CH State User: State personnel with access to all collected data for the purpose of analysis and monitoring. A State User can review data throughout the year for any building, district or ISD.

Submitting the Security Agreement Form

After a subscription request has been submitted, you must submit a signed security agreement. Complete the [security form](#) and return it to CEPI by email to cepi@michigan.gov.

Accessing the Educational Entity Master

To access EEM (authorized users only):

- Log in to the [MiLogin application](#).
- You should see a link for the Educational Entity Master in the Applications Portal that will take you to the application.

Help and Resources

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov.

General Information

The Days and Clock Hours Application is used to collect information on instructional days and hours provided by a district. The data collected are audited by MDE to ensure districts met the requirements for instructional hours and attendance. If a district encounters a shortfall, information relevant to the shortfall will need to be reported. The main modules used in this system let a district report the events or dates where a shortfall occurred throughout the district, within a school, or within a grade.

When are the Day and Clock Hour Reports due?

Local school districts submit their data to the intermediate school district office for review by July 15 each year. ISD certifiers then review and submit their district data to the state by Aug. 1 of the same year. Local districts should work with their ISD when coordinating their data entry.

Why do districts submit this data?

The data are collected pursuant to Section 101(3) of the State School Aid Act. MDE uses these data for auditing the state aid allocations to districts and adjusting state aid payments as required by the State School Aid Act.

What information does the report include?

This report must show the instructional time the district provided each group of pupils who were enrolled and counted for K-12 membership purposes, including: special education, special education early childhood programs, general education grades K-12 and alternative education programs (except seat-time waiver).

A minimum of 1,098 hours of pupil instruction was required beginning in 2010-11 for grades 1-12 under section 101(3) of the State School Aid Act. These hours may consist of a combination of actual pupil instructional hours provided; up to six days and equivalent hours of pupil instruction that were canceled due to circumstances beyond the control of the school authorities (forgiven time); and up to 38 hours of qualifying teacher professional development time.

How much time does the data entry process require?

If your district satisfied the days, hours, and attendance requirements, you only need to certify that the requirements were met. If a shortfall occurred, the amount of time it will take to complete the collection will depend on several factors. The process will be quick if your district had few events where instruction was canceled, few days where the district-wide attendance dropped below 75%, and a district-wide calendar. If your district has multiple schools that operate on different calendars, the district may choose to distribute reporting of days and clock hours to officials at the building level.

When should districts start entering their day and clock hour information?

The application collection period begins shortly after May 1 each year. Users can start entering information as soon as the collection opens, or they can submit their data in one sitting. We encourage users to enter data when the collection period begins to expedite the process and ensure that events are recorded accurately. The district certification window will typically open in early June (for completion no later than July 15) and will then be reviewed and certified by the ISD by Aug. 1.

Are there restrictions as to when certain modules can be accessed?

Typically, the certification window will not open until close to the end of a school year. This is done to ensure that information entered/certified during the final months of a school year does not need to be revisited several times, and so that users do not accidentally certify their data prematurely.

Users will be able to access all modules throughout a collection except for the summary-edit module, where a finer level of data can be entered. This module remains view-only until the certification window opens in early June.

What happens when a district certifies their data?

When a district has finished their data submission, they will certify/submit their data to the ISD for review and final certification. When a district certifies, they should notify the ISD that their data are ready for review.

What happens when an ISD decertifies a district's submission?

When the ISD reviews a district's submission, they can decertify that submission if an error is discovered. When the ISD decertifies a submission, they should notify the district user so the user can review the data and make any necessary corrections. Once the district data is ready for resubmission, the district user will recertify the data and submit it to the ISD.

Is there a way to record messages through the application that are relevant to the data submission?

The system includes an audit mechanism that lets users view when data were certified and by which user. Users at both the local district and ISD level can add comments to a submission through the audit mechanism.

How is the baseline number of days determined for a district?

The number of days is determined by statute. Beginning in 2016-17, the required minimum number of days of pupil instruction is 180. If a collective bargaining agreement that provides a complete school calendar was in effect for employees of a district as of the effective date of the amendatory act (6/24/2014) that added this subdivision, and if that school calendar is not in compliance with this subdivision, then this subdivision does not apply to that district until after the expiration of that collective bargaining agreement. A district may apply for a waiver under subsection (9) from the requirements of this subdivision [MCL 388.1701(3)].

How is the baseline number of hours determined for a district?

Beginning in the 2003-04 school year, the State School Aid Act established a minimum of 1,098 hours of pupil instruction. To qualify for state aid without a penalty, a local school district provides to each pupil the required minimum number of 1,098 hours of instruction in a school year [MCL 388.1701(3)].
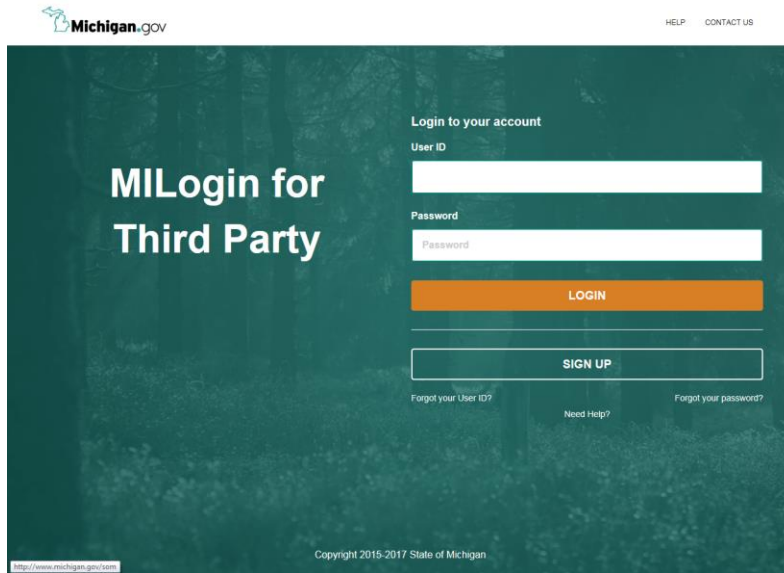
How do I report a problem?

Questions or concerns should be submitted to CEPI customer support at cepi@michigan.gov or 517-335-0505 x3. Please be sure to provide your district information, the collection in question, the steps to recreate the issue, as well as the question you would like answered.
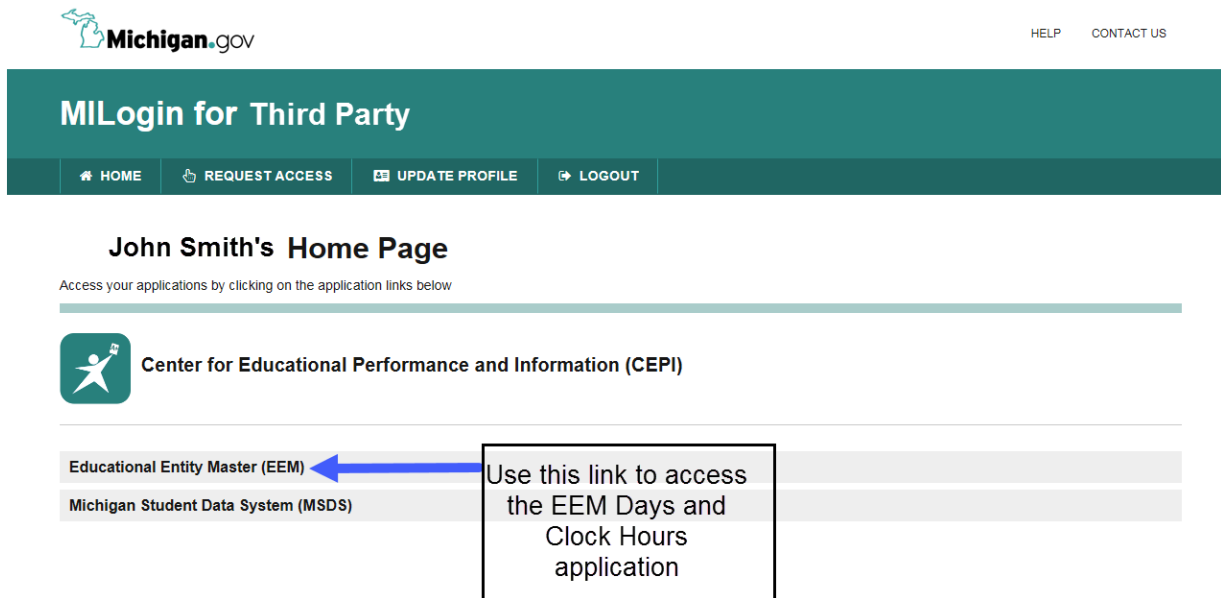
Accessing the Application

Before you can access the application, be sure that you have completed the MiLogin registration process. All users who are accessing the D/CH application for the first time will also need to submit a security agreement form. See the previous sections if you need assistance.

1. Open the MiLogin portal.
2. Use your credentials to log into the MiLogin portal:

3. Select "Educational Entity Master (EEM)":

4. You should now be logged into EEM. A window similar to the one shown below will display in your browser.

Please review the following screens to become familiar with the D/CH application layout and menus.

Days & Clock Hours Menus
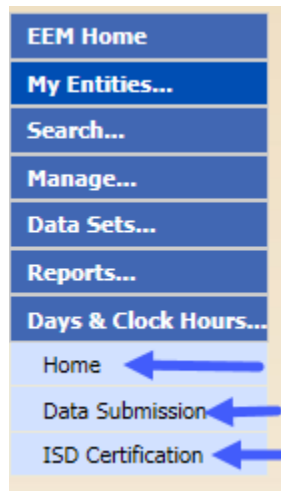
- Home: The main page of the D/CH application. The page includes information on what the collection entails and how to complete the submission.
- Data Submission: The data submission module of the D/CH application allows district users to provide information regarding days and/or hours of instruction provided in their school(s). The data submission module can be accessed towards the end of the school year.
- ISD Certification: The certification module of the D/CH application allows ISD and district users to certify and decertify submissions. This page also allows access to detailed day and hour information for review before certification.

Basic Application Layout

1. Current user profile/role
2. Top-Level menu
3. Current step and district information
4. Left page navigation
5. Navigation/action buttons
6. Bottom page menu
7. Current collection information

Data Submission

The D/CH data submission module lets district users provide information regarding days and/or hours of instruction provided in their school(s). The data submission module can be accessed towards the end of the school year. It is important districts maintain information locally about missed or reduced days, hours and attendance events that occur throughout the school year.

The data submission module is divided into six main steps. If your district met the minimum requirement for number of days, hours, and attendance requirements, you can skip the detailed submission process and advance to certification. If your district did not meet the minimum requirement of days, hours, and attendance requirements, your district must complete the detailed data submission. During each step, users will provide data specific to their district that will help describe instructional time provided throughout the school year. The steps are detailed below, along with a brief description of each step's function.

- **Step 1: Start Page** - Select a collection and district from the drop-down menus to begin the report. This screen also includes the End User Policy, which details the legislative references where collection of this information is mandated. All users must agree to the End User Policy prior to beginning a collection.
- **Step 2: Calendar** - Indicate the number of days and hours that were originally scheduled for a school year, as well as the number of days where professional development was provided. Calendars can be established district-wide, by the building, or by building/grade level.
- **Step 3: Events** - Record events that occurred during the school year that caused instruction to be shortened, delayed or canceled. Users will also enter hours where instruction was rescheduled for a particular event.
- **Step 4: Attendance** - Record days scheduled for district wide instruction where attendance fell below 75% of the number of students enrolled.
- **Step 5: Summary** - This step serves as a dashboard for the district, which will help identify potential reporting issues for the selected collection. This step also provides access to the summary-edit module, where users will enter detailed information relating to professional development hours, rescheduled days, and forgiven days and hours.
- **Step 6: Data Certification** - Data certification is the final step in submitting your day and hour information. The certification process sends the data from the district user to the ISD user for review. If there is an issue with the submission, the district can decertify the submission to make edits until an ISD user certifies the submission.

Step 1: Start Page

The Start Page is the first page you will encounter after selecting "Days & Clock Hours" from the left navigation menu. This page allows you to choose a collection for data entry (current year or view-only access to data from prior school year(s)), as well as select the district for the data submission.

1. Begin by selecting "Data Submission" in the left navigation under "Days & Clock Hours."
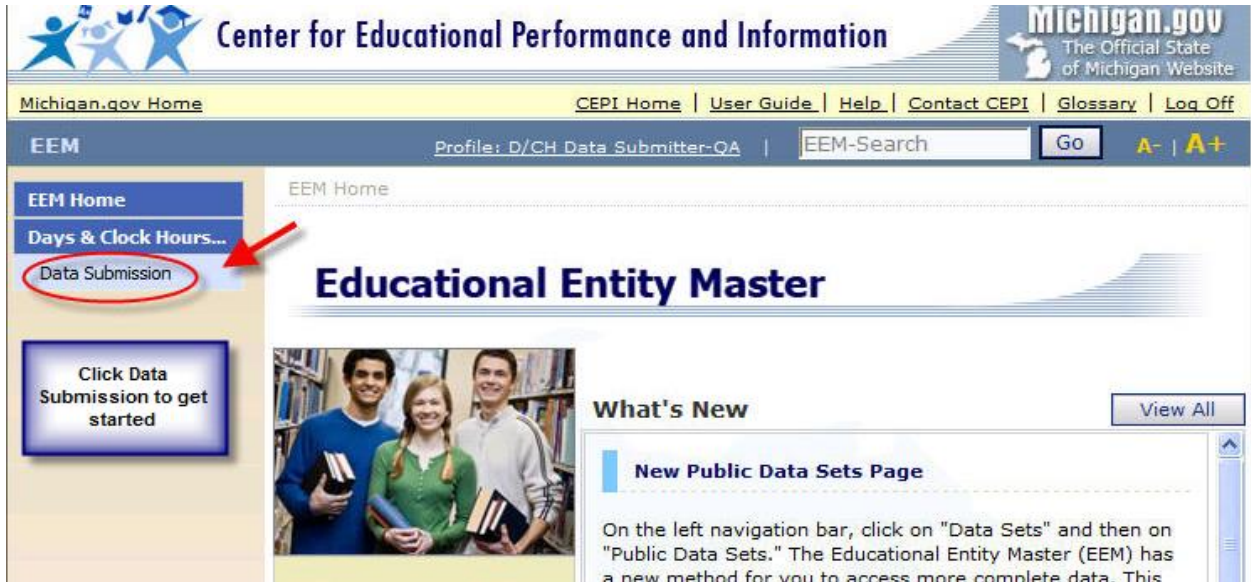
2. Select the appropriate school year collection from the "Collection" drop-down.

3. Select a district from the "District" drop-down.
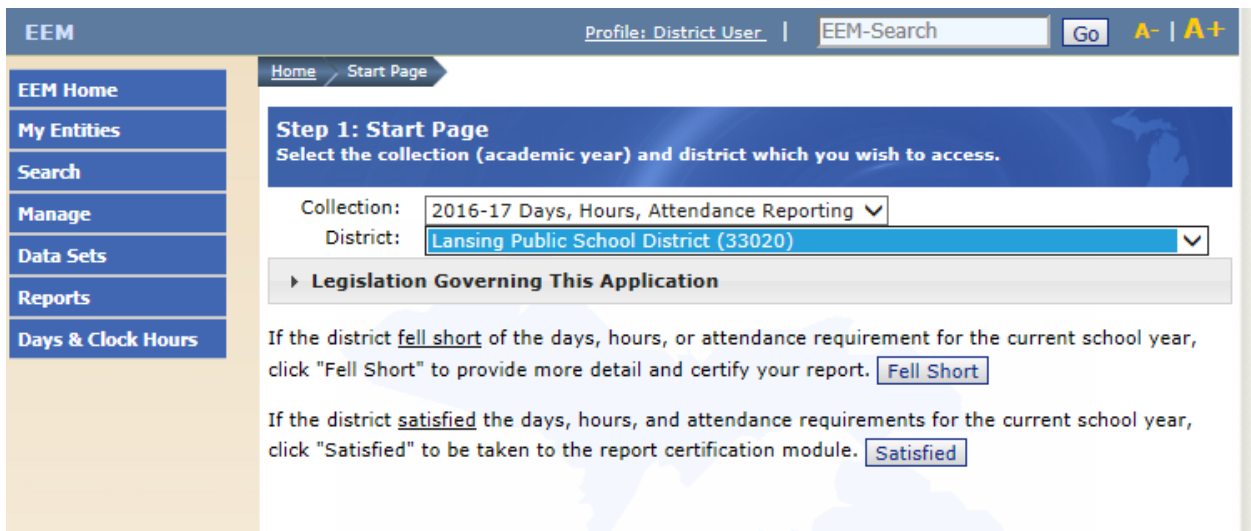
4. If your district met the minimum days, hours and attendance requirements for the school year, click "Satisfied" to advance to the certification step (Step 6). If your district did not meet the minimum days, hours or attendance requirement for the school year, click "Fell Short" to advance to the detailed data entry screen (Steps 2-5).

Note: If this is your first time accessing a collection, you will be prompted to agree to the End User Policy before you can proceed. Please read the legislation governing this form. Once you are ready to proceed, check the box next to "I Agree," and click the "OK" button. Once you return to the Step 1 screen, click "Continue" to proceed to the next step.

TIP: While using the application, you can quickly navigate to previous steps by clicking on a previous step in the "breadcrumb" progress bar at the top of the screen.

Step 2: Calendar

The calendar module allows you to specify the number of days and hours that were originally scheduled for the district/building/grade. Districts are provided with a calculation of their day and hour thresholds for the school year. This module also collects information regarding factors that may affect the day threshold calculation, such as an existing collective bargaining agreement, as well as details about the number of professional development days provided to all teachers during the school year.

Depending on the district, calendars may be consistent across all buildings, may vary by building or may vary within a building at the grade level. This module will assist in preparing a calendar for each situation.

Creating the Calendar

1. Review the information contained in the message bar regarding your district's day threshold.
2. Enter the total number of days professional development was provided to all teachers.
   Note: The days entered here are not used in the calculation of instructional time. Districts can add professional development (PD) hours to their instructional time in Step 5a, but there is currently no mechanism to report the total number of PD days separately in the application. As a workaround, districts that wish to apply a PD day to their days of instruction should add the number of countable PD days to the number of originally scheduled days reported in Step 2.
3. Answer YES or NO depending on if the district had a collective bargaining agreement in effect that includes providing professional development towards the instructional hour requirement.
4. Answer YES or NO depending on if the district had a collective bargaining agreement in effect that would influence your district calendar.
   a. If YES, answer the follow-up question by providing the number of days of instruction allowed under the agreement.
5. Answer YES or NO if your district operated under a district-wide calendar.
   Note: Selecting NO will give you the option of entering the number of scheduled days and hours at the building or grade level if desired (as shown below). If YES is selected, you will be prompted to provide days and hours at the district level only.
6. In the lower section of the screen, enter the number of days and hours scheduled for the school year. The level of detail allowed in this section (district, building, grade) will depend on your answer to whether your district operates under a district-wide calendar.

7. Enter the number of days scheduled for the district/building/grade.
    Note: *To access the grade entry, click the magnifying glass button next to the appropriate building.*
8. Enter the number of hours scheduled for the district/building/grade.
    Note: *To access the grade entry, click the magnifying glass button next to the appropriate building.*
9. To skip a building, click the "X" button by that building.
10. Once complete, click "Continue And Save."

Home   Start Page   Calendar

Step 2: Calendar Lansing Public School District (33020)
The Calendar Page is used to document the number of days and hours originally scheduled for the district. Calendars can be established district-wide, by the building, or by building/grade level.

ⓘ   *Please note this year's minimum requirements based on your district information*
Minimum Days: 180   **1**
Minimum Hours: 1098.00

* Total Days of Professional Development Provided to All Teachers [   ] **2**

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for the counting of up to 38 hours of qualifying professional development toward the instructional hour requirement. Yes ○ No ◉ **3**

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for fewer instructional days that is required for the current school year under Section 101. Yes ○ No ◉ **4**   **6** If not using a school wide calendar, provide the days and hours by building

* I use a district wide Calendar Yes ○ No ◉ **5**

[Continue And Save] [Back] [Go To Audit] **10**

Building		Days	Hours
Attwood School (01273)	**7** 🔍 **X**	[ ]	[ ]
Beekman Center (05261)	🔍 **X** **9**	[ ]	[ ] **8**

Step 3: Events

The Events module is used to record hours of instruction canceled due to an early release, school delay or cancellation.

Entering Canceled Hours

Select "Create New Event."
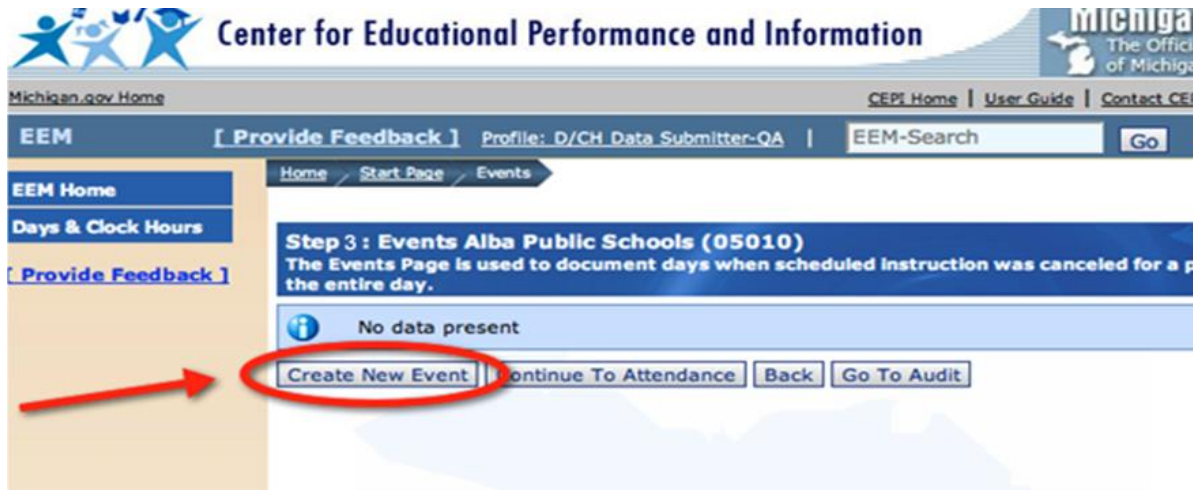
Note: If no canceled hours need to be entered, click "Continue To Attendance."

1. Select the affected school(s) by clicking on them from the listing on the left, and click the right arrow located in the divider between the selection listing to move the school(s) over to the "Selected" listing on the right.
2. Enter a date into the "Date Canceled" field.
3. Select a "Cancel Type" from the drop-down.
4. Select a "Cancel Reason" from the drop-down.
5. Select how you want to record the canceled hours for the selected school(s). Selecting "All" will provide you with a single "Canceled" hours field, as well as a single "Rescheduled" hours field. Only use this option if you have the same number of hours canceled and rescheduled for each selected school. Selecting "Multi" allows you to enter the number of canceled and rescheduled hours for individual grades.
6. Enter a value into the "Canceled" field. Values can be entered up to the second decimal place.
7. Click the "Save" button to continue.

Note: To remove a school from the "Selected" listing, select the school by clicking on it, then click the left arrow in the center divider to remove it. To select all schools in the district, use the double right arrow; to remove all schools from the "Selected" listing, use the double left arrow.

Reviewing Events

Once an event has been created, it will appear on the "Step 3: Events" screen. Events are displayed according to the event date. On this screen, each event details such as the affected buildings, cancellation type and reason, the grades affected, number of hours canceled, and the number of hours rescheduled will be displayed.

Event Screen Actions

- Details – Opens the detail screen of the event. You can edit the details of an event or click "Cancel" to return to the event summary screen.
- Delete – Allows you to permanently remove an event.
- Split – This button will only display on events where multiple buildings have been assigned. The "Split" button allows you to remove a school/building from a multi-building event and create a new event for that school alone.

Step 4: Attendance

The attendance module is used to report days where attendance dropped below 75% district-wide for the portion of students who were enrolled and scheduled to attend for that day. Attendance issues are reported using the highest level of attendance for any given day where an attendance issue exists. Be sure to use the number of students who were enrolled on that day and scheduled for instruction. This number can differ from the headcounts collected on the student count dates.

Note: If you do not have any attendance issues to report, click "Continue" to proceed to the next step. You can return to this step later if necessary.

Entering Attendance Issues

1. Click the "Create New" button.
2. Enter the date where attendance fell below 75% district-wide.
3. Enter the number of students enrolled and scheduled for instruction.
4. Enter the number of students present who were scheduled for instruction.
5. Click the "Save" button.

Reviewing Attendance Issues

Once attendance issues have been reported, they will appear in the Step 4: Attendance screen.

Note: If attendance issues are reported, but the resulting percent in attendance is 75% or greater, there will be no adjustment issued against your state aid payments.

The attendance summary lists attendance issues by date of occurrence. Each issue includes the date of the issue, the number of students enrolled and scheduled for instruction, the number of students present for instruction, and the resulting percent in attendance.

Attendance Screen Actions

- Edit – Used to edit attendance issue details. You can also view existing records without making changes to the record by clicking the "Cancel" button to exit the attendance issue without making changes.
- Delete – Allows you to permanently remove an attendance issue.

Step 5: Summary

The Summary module is used to review your current Days and Clock Hours submission. If a warning is present, the affected building will be highlighted in red, and a Warnings Present flag will appear next to the building. Use this module to edit your final report of days and hours before certifying your submission.

Reviewing a Submission

1. Review the building listed, making note of those with warnings present.
2. For any building with an approved waiver, click the YES radio button.

Editing a Submission

Note: *The Summary Edit screen is divided into two halves. The top half displays the hour information, and the bottom half of the screen displays the day information for the selected building.*

1. Review each building submission by clicking the "Edit" button.
   a. Buildings with potential day and/or hour issues will be highlighted in red. These buildings will also have the Warnings Present flag.
      Note: *Buildings with this flag may not have an actual issue or may have been short days or hours. All buildings need to be reviewed. PD hours, forgiven days and hours, canceled days and rescheduled days need to be reported for each building, regardless of the warning flag being present.*

2. Starting with the top half of the screen, review each grade reported for the building.
3. Enter values for each grade that had hours forgiven.
4. Enter values for each grade that had PD hours.
5. Move on to the day portion of the screen. Review each of the reported grades for accuracy.
   Note: *Each grade is validated against information reported in MSDS. Grades that have FTE associated with them for the current building will have a school building icon displayed to the left of the grade. This indicator shows which grades we are expecting a report for. This should not prevent you from reporting for a grade if the indicator is not present. If you believe there is an error with the indicator, contact your district MSDS user for more information.*
6. If necessary, edit the Total Days Canceled fields for the reported grades.
7. Enter the Total Rescheduled Days for the affected grades.
8. Enter Days Forgiven for applicable grades.
9. Once your Summary Edit form is complete, click Save.

Step 5a: Summary Edit DeWitt High School (00912)
The Summaries Page serves as a mechanism to warn users of potential day/hour issues, as well as provides a place to edit waiver statuses, and a detailed accounting of day and hour information.

Current building being edited.

ℹ️ Please note this year's minimum requirements based on your district information
...m Days: 173 *(from 2009-2010 Days)*
...m Hours: 1098.00
...e Calculatio... *(Click to Show...)*

Grade column

Number of originally scheduled hours column. This is pulled from what was reported in the Calendar module.

The Summary Edit screen is divided into two haves. The top half is dedicated to reporting hours for a building.

Grade	Number Of Original Hours	Total Hours Canceled	Total Hours Rescheduled	Hours Forgiven	Total PD Hours	Total Hours
a.m. K	1100	4.00	0.00	0.00	0.00	1096.00
p.m. K	1100	4.00	0.00	0.00	0.00	1096.00
Full Day K	1100	0.00	0.00	0.00	0.00	1100.00
1st	1100	5.00	0.00	0.00	0.00	1095.00
2nd	1100	5.00	0.00	0.00	0.00	1095.00
3rd	1100	5.00	0.00	0.00	0.00	1095.00
4th	1100	6.00	6.00	0.00	0.00	1100.00
5th	1100	6.00	6.00	0.00	0.00	1100.00
6th	1100	6.00	6.00	0.00	0.00	1100.00
7th	1100	6.00	6.00	0.00	0.00	1100.00
8th	1100	6.00	6.00	0.00	0.00	1100.00
9th	1100	6.33	0.00	6.33	0.00	1100.00
10th	1100	6.33	0.00	6.33	0.00	1100.00
11th	1100	6.33	0.00	6.33	0.00	1100.00
12th	1100	6.33	0.00	0.00	0.00	1093.67
Spec Ed EC	1100	0.00	0.00	0.00	0.00	1100.00
Alt Ed	1100	6.33	6.33	0.00	0.00	1100.00
Other	1100	0.00	0.00	0.00	0.00	1100.00

Number of PD hours provided to all teachers in building/grade

Number of forgiven hours used in building/grade

Total of the rescheduled hours reported through the Events module.

Total of the canceled hours reported through the Events module.

Grade validation icon. This is populated by grades reported with FTE in MSDS.

Total Hours Provided. This field automatically recalculates when other fields are changed.

Grade	Number Of Original Days	Total Days Canceled	Total Days Rescheduled	Days Forgiven	Total Days
a.m. K	173	1	0	0	172
p.m. K	173	1	0	0	172
Full Day K	173	0	0	0	173
1st	173	1	0	0	172
2nd	173	1	0	0	172
3rd	173	1	0	0	172
4th	173	1	0	0	172
5th	173	1	0	0	172
6th	173	1	0	0	172
7th	173	1	0	0	172
8th	173	1	0	0	172
9th	173	1	1	0	173
10th	173	1	1	0	173
11th	173	1	1	0	173
12th	173	1	0	0	172
Spec Ed EC	173	0	0	0	173
Alt Ed	173	1	0	0	172
Other	173	0	0	0	173

This half of the form contains information regarding days.

Number of days originally scheduled. Number is pulled from the Calendar module.

Report the number of forgiven days used here.

Report the number of days that were rescheduled here. Note: 1 day can be reports for any day, partial or full, where instruction was scheduled and provided.

Total days canceled. The application calculates this number based on the number of full days that were canceled and reported in the events module.

Save   Back

Using Quick Fill

The Summary Edit module has several columns that utilize a quick fill box that allows you to quickly fill in values for each of the fields below the box. This is helpful if you have more fields within a column that require the same value as those that differ.

Note: Using this feature will overwrite existing information in the fields below the quick fill box. Please use this feature with caution.

1. Click into the quick fill box above the column that will be updated.
2. Enter a value into the quick fill box.
3. Once you exit the quick box field (by clicking in another field), all values below the quick fill will be updated.
4. Edit any of the grades that should contain a different value than those populated by the quick fill box.
5. When finished editing the form, click Save.

Where present, quick fill boxes can be used to populate all of the fields below the quick fill with a value.

Grade	Number Of Original Days	Total Days Cancelled	Total Days Rescheduled	Days Forgiven	Total Days
			1		
Spec Ed EC	173	0	1	0	174
a.m. K	173	1	1	0	173
p.m. K	173	1	1	0	173
Full Day K	173	0	1	0	174
Alt Ed	173	1	1	0	173
1st	173	1	1	0	173
2nd	173	1	1	0	173
3rd	173	1	1	0	173
4th	173	1	1	0	173
5th	173	1	1	0	173
6th	173	1	1	0	173
7th	173	1	1	0	173
8th	173	1	1	0	173
9th	173	1	1	0	173
10th	173	1	1	0	173
11th	173	1	1	0	173
12th	173	1	1	0	173
Other	173	0	1	0	174

Save   Back

Step 6: Data Certification

Data certification is the final step in submitting your days and hours information. The certification process sends the data from the district user to the ISD user for review. If there is an issue with the submission, the district can decertify the submission to make edits until an ISD user certifies the submission. When a submission is certified or decertified, please notify the appropriate district or ISD user(s).

If you clicked "Satisfied" in Step 1 to advance to certification and certify your collection, then determined you did not meet the minimum requirements, you can decertify your collection and go back to Step 1 to select "Fell Short." If you provided the detailed entry required by selecting "Fell Short," then determined that you did meet the minimum requirement, you can decertify your collection and select "Satisfied" when you return to Step 1. This will remove all detailed data you had previously entered into the D/CH application.

Certifying a Submission (District)

1. Once in the certification module, the Data Certification screen appears. This screen provides a final review of your data, alerting you to any flagged records (warnings) present.
2. To review a building submission in greater level, click the "Details" button to access the Summary Edit module for that building.
3. The certification process will complete the submission for the entire district. Once you are ready to certify the report, click the Change Certifications button.
4. The Modify Certifications dialog box will appear. Click "Certify."
5. The system will display a new window while the certification is being processed. This step could take several minutes; do not exit your browser until the process completes.
6. Once complete, the successful certification window will display.
7. Click "Ok."
8. You will be returned to the Certification module. The Certifications status should now reflect the recent district certification.

Step 6: Data Certification DeWitt Public Schools (19010) | **1**
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for DeWitt Public Schools (19010)

Certifications

ℹ No certifications | Change Certifications | **3**

The Change Certifications button is used to certify or decertify a report.

Building Name	Flagged Days	Flagged Hours	
DeWitt High School (00912)	1	1	Details
DeWitt Junior High School (05993)	0	0	Details
Fuerstenau Early Childhood Center (00883)	0	0	Details
Herbison Woods Elementary School (08806)	0	0	Details
Schavey Road Elementary School (07336)	0	0	Details
Scott Elementary School (03424)	0	0	Details

2

Flagged Days / Flagged Hourswill shows a number higher than 0 if a potential issue exists.

Click Details to return to the Summary-Edit screen for a building.

| Back | | Go To Audit |

Modify Certifications

Please select an action

4

| Certify | Cancel |

Modify Certifications

5

Processing...

Certification Results

Certification Was Successful!   **6**   ✅

ℹ Please contact your ISD and notify them of your certification.

Current Certifications

| District | 4/6/2017 | John Smith |

7 → | Ok |

Decertifying a Submission (District)

1. If you need to edit a submission that has not been certified by the ISD, click the "Change Certifications" button.
2. When the Modify Certifications dialog box appears, click "Decertify."
3. When you return to the Certification module main screen, the Certifications status will now show that no certifications are present.

ISD Certification

As an ISD user, you will review and certify the days and clock hours submissions for all your districts. Once the ISD certifies the submission, the district cannot update their submission unless the ISD decertifies the report.

Data Certification Listing

1. Click on the ISD Certifications link from the left navigation menu.

2. Select a collection from the drop-down.
3. Click "Continue."
4. The Data Certification window displayed will appear.
5. The Certifications column will display "District" wherever a district user has submitted their report for ISD review.
6. If any flagged records (warnings) are present, a value greater than zero will appear in the Flagged Buildings column.
7. Before you can review a district record, you will need to accept the End User Agreement for that district. Click the "Accept Agreement" button.

ISD Review and Certification

1. To review a submission that has been submitted by the district, click the "Details" button on the district record. This will allow you to view the Summary listing for the district and access the Summary Edit screen for each building to verify that all information is accurate.
2. Once the submission is accurate, click the "Change Certifications" button.
3. The Modify Certifications dialog box will appear.
4. Click "Certify."

Note: *Only districts that have accessed the application during the collection window will be viewable in the district listing. If a district is not viewable, that district has not yet accessed the application.*

Audit Trail

The audit module is used by local district and ISD users to add comments regarding a data element contained in a collection or review a history of actions and comments associated with a collection. This tool allows local and ISD users to document their rationale for data elements in question.

Adding Comments

The "Go To Audit" button is located on the bottom of the screen within the data entry modules in the D/CH application.

1. Click the "Go To Audit" button to view the audit trail for the selected district and collection.
2. Click the "Add Item" button to input a new comment.
3. Enter a comment regarding the current collection submission.
4. Click "Add."
5. A new comment will appear.
6. Click the "Back" button to exit the audit record.

Reviewing Comments

1. Click the "Go To Audit" button to view the audit trail for the selected district and collection.
2. The audit record is displayed. Each entry will provide information regarding the user, date and time, and action that created the record in the audit record.
3. Click the "+" symbol for an audit record to view the expanded detail.
4. Click the "-" symbol to minimize the audit record detail.
5. Click the "Back" button to exit the audit record.

Glossary

Attendance - The presence of a pupil on scheduled school days under the guidance and direction of a certified teacher either at or away from school.

Day of Instruction - A day when pupils and certificated teachers (either district-wide or in a particular building/program) are present and instruction is scheduled for the entire pupil membership and provided to no less than 75% of the total pupil population that was scheduled for instruction.

District-Wide Calendar - A school calendar that has days of operation that are universal to all buildings and programs within the district. Individual building or program hours of operation on those universal days may vary for activities such as parent/teacher conferences and staff development.

Enroll - The act of a pupil appearing in person at a school at any time during the current school term with the intent to attend the school.

Event - A day when instruction was canceled.

Extended school year - An educational program conducted by a district in which pupils must be enrolled but not necessarily in attendance on the pupil membership count day in an extended year program. Each pupil shall complete the mandatory clock hours not more than 365 calendar days after the pupil's first day of classes for the school year prescribed. The department shall prescribe pupil, personnel and other reporting requirements for the educational program.

Fiscal year - The state fiscal year that commences Oct. 1 and continues through Sept. 30.

Full-Time Equivalency - An individual pupil's pro rata share of membership. In no case may a pupil generate more than 1.00 FTE.

Intermediate school district - Defined in section 4 of the revised school code, 1976 PA 451, MCL 380.4.

Pupil - A person in membership in a local or intermediate school district providing instruction to pupils in grades K through 12, special education or alternative education.

School district - As defined in section 6 of the revised school code, 1976 PA 451, MCL 380.6, a local school district as defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5, or a public school academy as defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5.

Special Education Early Childhood Pupils - Pupils through age five who have an identified need for specialized educational services.

Abbreviations and Acronyms

CEPI - Center for Educational Performance and Information

CTE - Career and Technical Education

D/CH or DCH - Days and Clock Hours

EEM - Educational Entity Master

FTE – Full-Time Equivalency/Equated

ISD - Intermediate School District

LEA - Local Education Agency

MDE - Michigan Department of Education

MSDS - Michigan Student Data System

SASF - State Aid and School Finance

SEEC - Special Education Early Childhood

DCH

Frequently Asked Questions

75% Attendance Rule

1. **What is the attendance requirement for the 2024-25 school year?**

   Per Section 101 of the State School Aid Act, ([MCL 388.1701(3)(d)](#)), districts must have at least 75% of the students who are scheduled for instruction on a day present for at least 180 days of the school year. If a district reschedules a day at the end of the school year, that day will be held to a 60% attendance requirement per [MCL 388.1701(3)(e)](#).

   See [MDE's memo on the 75% attendance](#) requirement for further details.

2. **A district only had two days where attendance fell below 75%. Do they need to complete the whole collection?**

   No, they only need to provide the information for the days that fell below 75%.

Counting 6 Days or Equivalent Number of Hours of Canceled Pupil Instruction

3. **What is the maximum number of "forgiven" hours a district has available? We have been told that it depends upon the district's location in the state.**

   Section 101(4) of the State School Aid Act grants all districts in the State of Michigan the right to count up to the first six days or the equivalent number of 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. Anything in excess of six days or the equivalent number of hours of canceled pupil instruction would have to be rescheduled. Section 101(4) also allows a district to apply to the superintendent of public instruction for a waiver to count up to an additional three days or the equivalent number of hours of canceled pupil instruction when pupil instruction must be canceled due to conditions beyond the control of the school authorities. Those conditions would be of the same nature as for the first six days of pupil instruction. Also, keep in mind that each kindergarten session and other programs that operate for fewer than 1,098 hours must pro-rate the "forgiven" days/hours.

4. **Our district planned 38 hours of teacher professional development time to be counted toward the minimum required 1,098 hours of pupil instruction. Two days (12.6 hours) of teacher professional development were canceled**

because of a snowstorm. Can the district use forgiven time to offset the canceled professional development?

No. Section 101(4) of the State School Aid Act refers to the first six days or equivalent number of 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. Canceled teacher professional development is not the same as canceled pupil instructional time as used in Section 101(4) and would not be eligible for forgiven time.

Counting Pupil Instruction for Individual Pupils

5. **According to the Pupil Accounting Manual, each student must have 1,098 hours of instruction with a certified teacher to qualify for state aid without penalty. If our middle school building was to implement a type of "responsibility room" where a pupil could be scheduled into the room for an hour depending upon their behavior, could this be counted as contact time? Would the room be considered instructional?**

    A district measures an individual pupil's FTE count based upon the sum of the actual instructional minutes that the pupil is scheduled to receive instruction from a certificated teacher each day. If the "responsibility room" is actually spending time in the office without a certified teacher assigned and attendance taken, the time would not be countable.

6. **One third of the high school population has five minutes less pupil instruction each day than the remaining two thirds of the high school pupils. Do we prorate the pupil instructional time for the affected high school students?**

    Yes. The five minutes per day could add up to 15 hours per year (5 min. x 180 days = 900 minutes / 60 min = 15 hours). This could mean that one third of the high school pupils would be short of the minimum required pupil instructional hours. The actual instructional time for this group of students must be reported separately from the other two groups. If additional time is not scheduled in order for this group to meet the minimum required hours, the membership for this group of pupils must be a prorated FTE. There would be a school aid adjustment.

Reporting Individual Grades/Programs

7. **I have a building that operated two a.m. kindergarten classes and two Special Ed. Early Childhood programs last year. The Days and Clock Hours application only has one a.m. kindergarten field and one SEEC program field. How do I report all of the programs?**

    When a district operates several programs in the same building and grade, the D/CH application may not have enough fields to accommodate all the program

data. In this case, the district will record their program information using the Audit Trail for each grade or program that could not be entered normally into the D/CH application. The following information should be denoted in the Audit Trail:

> [Program Name]: Actual Days [scheduled days, minus canceled, plus rescheduled, plus forgiven], Actual Hours [scheduled hours, minus canceled, plus rescheduled, plus forgiven, plus PD], [Meets Reqs or Did Not Meet Reqs], [certifier's initials].

> SEEC Program 1: Actual Days 144, Actual Hours 750, Meets Reqs, BDC.

> **Note:** *Refer to the Audit Trail section of this manual for help with entering comments in the Audit Trail.*

Passing Time

8. **The district utilizes block scheduling. Four days a week the district runs a normal A or B schedule. Each Monday the district runs "skinnies" (all eight blocks). Due to the physical size of the building and passing through all eight classes, the high school uses more than 30 minutes of passing time on Mondays. The pupil accounting manual states that a maximum of 30 minutes per day of passing time may be counted unless a building administrator is able to demonstrate the need for additional passing time. Does the size of the building and the class schedule qualify for more than 30 minutes per day? Does this need to be documented?**

    If a district requires more passing time than allotted by default, the district must request an exception from the pupil membership auditor to be eligible to count additional passing time. For example, if six minutes rather than four minutes are required to get from first period to second period on Mondays, and this will cause the district to exceed the 30 minutes per week allotted, and the high school administrator can demonstrate to the pupil membership auditor that it reasonably takes more passing time than is provided in rule, the pupil membership auditor can approve more passing time. If the district cannot document the need for the extra passing time, the district may choose to schedule more passing time than necessary and not count that time toward membership.

Lunch Time

9. **A certified teacher monitors the lunch period. The district wants to count this lunch period as instructional time for the special education pupils, claiming the goals and objectives are to teach feeding skills. May the district count the lunch period toward the minimum required instructional hours for this group of pupils?**

    Generally, lunch periods are not countable as instructional time. However, some exceptions apply. See Section 2 of the Pupil Accounting Manual for details.

Virtual/Online Schools

10. **The Days and Clock Hours application is requiring us to create a calendar for a virtual school program. The students attending this program are 100% online/self-scheduled and do not have a scheduled number of days and hours which they are required to attend. How should I report the program's calendar in the D/CH application?**

    If the district operates a 100% self-scheduled virtual program that encompasses an entire grade, program, or building, the district will record the program using the application in the same manner that the program has been reported to MDE previously. If the program has not been previously reported, the district will report the number of days identified by the application as the threshold, 180 currently, and 1,098 hours.

    Please note that students who are 100% virtual are not included in the numerator or denominator when calculating the daily attendance rate.

Using Teacher Professional Development Time

11. **The district wants to use the 38 hours of teacher professional development time toward the minimum required hours for some pupils but not for all pupils. Can you explain to me how this is done?**

    Section 101(10), of the State School Aid Act, allows a district to apply up to 38 hours of qualifying teacher professional development time toward the minimum required hours. A program that operates fewer than 1,098 hours may count a prorated number of those 38 hours. Qualifying professional development is defined in section 101(10) as meeting certain criteria. Those hours are not applied to a specific pupil, but rather to the building, grade, or program applicable. Only the minimum number of hours that all teachers of the specified group of pupils were provided may be counted toward the 1,098 hours for that specified group. If the district is applying 20 hours of PD time toward the 1,098 hours for grades 9-12, two things must happen: All teachers for grades 9-12 must have been provided a minimum of 20 hours of PD, and a full-time pupil in grades 9-12 would have to be scheduled for a minimum of 1,078 hours (1,098 minus 20).

12. **The district provided more than 5 hours of teacher professional development time in a single day. Can we count the day toward the minimum required days of instruction?**

    Yes. Section 101(10)(a), of the State School Aid Act allows a district to count a day of professional development as a day of pupil instruction if the professional development exceeds 5 hours in a single day (as long as the other requirements of the subsection are satisfied). There is currently no mechanism to report the total number of PD days in the Days and Clock Hours application. As a workaround, a district that wishes to apply a PD day to their days of instruction should add the

number of countable PD days to the number of originally scheduled days reported in Step 2.

13. **Up to 38 hours of PD can be included in the student instruction time in step 2, but in step 5, you are required to click on each building and enter PD hours in step 5a as well. Will those hours be double-counted?**

    The PD days (step 2) relates to the requirement under 380.1527 where districts are to provide 5 or more days of PD to all of their teachers.

    The PD hours collected in step 5a relates to 388.1701(10), which allows district to count up to 38 hours of PD toward instructional time. These values could be different since some districts may not need to count PD toward instructional time.

    The day calculation is performed by taking the number of PD hours eligible under 380.1527 and dividing that number by 6 (the number of hours that OPPS has defined as a day), then rounding down. The hours figure used is the number of PD hours that were provided to all teachers, which could be less what was provided in specific buildings/grades. So, if some teachers received 33 hours, but the entire teaching body received only 30 hours, they would take 30 and divide that by 6 to arrive at 5 days.

14. **May a district schedule professional development days prior to Labor Day?**

    Revised School Code 380.1284b does not prohibit a school district, ISD or public-school academy from offering or requiring professional development for its personnel that is conducted before Labor Day. These professional development hours may apply toward the minimum required 1,098 hours of pupil instruction if they are part of the school calendar.

Release Time

15. **A local church approached the district about the possibility of released time for some pupils. Administrative Rule 340.2(3) allows a pupil to attend religious instruction for "not more than 2 class hours per week, off school property during school hours..." without affecting a pupil's enrollment as 100% FTE. What does "not more than 2 hours" mean? Does travel time count toward those two hours?**

    What administrative rule 340.2(3) means is that the pupil may be released up to two hours per week to attend religious instruction without the district having to pro-rate the pupil's FTE count for membership purposes. However, this request must come in writing from the pupil's parent(s), guardian or loco parentis (foreign exchange student). The church cannot make such a request. Two hours is exactly that – two hours. For example, if school is released at 3:30 p.m. every day and if the pupil leaves at 1:30 every Wednesday to attend catechism class, that meets the criteria. The district does not have to adjust the pupil's FTE count by 72 hours (2 hours x 36 weeks). The time needed for the pupil to travel to attend catechism can be part of those two hours.

PD and the 10/30 Day Rule

16. **A pupil has an unexcused absence on the count day and must return within 10 school days following the count day. If the school district scheduled a teacher professional development day during the ten days following count day, and if the district is counting those teacher PD hours toward the 1,098 hours requirement, does that teacher professional development day count as one of the ten days following the count day?**

   The ten-day rule applies to the first ten days pupils are scheduled to be in attendance and receiving instruction following the count day. The pupil must return within the first ten pupil-scheduled days. Although the hours for the teacher professional development may be counted as pupil instruction and applied to the 1,098 hours requirement, the ten-day rule is actual hours that pupils are scheduled to attend. Pupils cannot be scheduled to attend when that teacher professional development is taking place, or the PD hours would not apply to the minimum required 1,098 hours of pupil instruction.

Waivers

17. **Our district applied for and received a waiver from MDE to operate the alternative education program less than the minimum required days and hours of pupil instruction. However, some of the pupils are enrolled for fewer classes than what is necessary to meet the waiver requirement. How do we measure the FTE for those pupils?**

   The waiver granted specifies the minimum number of days and the minimum number of hours that the program must operate. Assuming the district met the waiver requirements, the FTE for a pupil enrolled in and attending this alternative education program would be based upon those hours agreed upon in the waiver in order to be a full FTE. For example, if the terms of the waiver were for 878 hours and a pupil in that program is enrolled and attends four 55-minute classes with five-minute passing time between classes that would total 705 hours. That pupil would equal .8 FTE (705/878=.8).

18. **District A has decided to operate an alternative education program for all pupils in the intermediate district area who have been expelled for disciplinary reasons. If district A provides two one-hour sessions per pupil, can the district count these pupils for a full FTE?**

   Pupils expelled under the state mandatory expulsion language who are educated for two nonconsecutive hours in a one-on-one setting with a certified teacher are eligible to be counted for a full FTE. However, if these pupils are being educated in a classroom setting, the FTE must be prorated on the actual hours provided as compared to the minimum required 1,098 hours of pupil instruction. The FTE for a

pupil who has been expelled under school district policy must be prorated. See sections 5C and 5N of this manual for more information on this topic.

19. **District A satisfied the days, hours, and attendance requirements with a waiver, do they need to complete the long form? Should they mark "Satisfied," since they met the requirements, or (since they had to request a waiver), do they mark "Fell Short"?**

    With an approved forgiven time waiver, the district is considered to have met the days and hours requirements, provided the waiver brings them to the full 1,098 hours and 180 days, and there were no additional cancellations beyond what could be forgiven. While the waiver does not address attendance directly, the forgiven days themselves are not subject to attendance requirements.

    If the district met the days and hours requirements, but still experienced attendance shortfalls, the district should report only the specific attendance shortfalls—there is no need to submit additional or unrelated information.

    If there are no attendance issues and the waiver brings the district to the required days and hours, the district does not need to complete the long form and should indicate "Yes, the district satisfied the requirements."

20. **District A was impacted by the Upper Peninsula ice storms during the 2024-25 school year. Do they need to take any additional reporting actions if they did not meet the minimum requirements for days and hours instruction?**

    No. On June 2, 2025, Gov. Whitmer signed into law [House Bill 4345 (Public Act 5 of 2025)](#), to provide relief to school districts impacted by severe storms in the 2024-25 school year, by allowing limited instructional time to be forgiven under specific conditions. Districts affected by the 2025 storms may qualify for an exemption of up to 15 instruction days if the following conditions are met:

    - The district is located in a county under declared state of emergency.
    - A majority of the local board votes in favor of the exemption.
    - Missed time was directly caused by the emergency.

    If the district meets these conditions, no additional reporting to MDE is required. If this resolves your shortfall, you may mark your submission as "Satisfied." Documentation of closures and board action, including the board resolution, must be retained locally.