

# Center for Educational Performance and Information

## *Financial Information Database Special Education Actual Cost Report (Form SE-4096) User Guide*

**2023-24 Submission**

**Last Updated: 7/29/2024**

**Questions:**

Email: [cepi@michigan.gov](mailto:cepi@michigan.gov)

Phone: 517-335-0505 x3



## Contents

Index of Revisions .....	4
Revisions from the prior school years .....	4
Introduction .....	4
Special Education Cost Report Requirements .....	4
Chart of Accounts .....	5
Your Account.....	5
Logging In .....	5
Session Timeout .....	5
Pop-Up Blockers .....	5
Getting Started .....	6
Help and Resources.....	6
Entering FID for the First Time .....	6
Welcome Screen .....	6
Menus .....	7
SE-4096 Instructions.....	8
School District Information .....	8
SE-4096 District-Level Access .....	8
Home Screen .....	9
Submitting Section 52 Data .....	9
Submitting Section 53a Data .....	11
Miscellaneous Costs.....	12
Indirect Costs:.....	12
231 – Board of Ed: .....	13
Capital Outlay: .....	14
261 – Direct O&M (Operation and Maintenance):.....	15
271 – Pupil Transport (Section 53a only) .....	16
431 - Tuition - MSD .....	16
Certifying Data and Submitting to ISD .....	17
Data Entry Warnings .....	19
Import Data From FID .....	19
SE-4096 ISD-Level Access .....	21
Constituent District List.....	22
Details.....	22

Reject ..... 22  
Certify ..... 23  
Section 52/53 Itinerant Cost Data ..... 23  
Reporting..... 25  
Appendix A: SE-4096 Import Allowable Combinations ..... 26

## Index of Revisions

### Revisions from the prior school years

The following section lists new changes since the last posting of the previous school year's manual.

School Year	Section	Page Number(s)	Edits/Changes
2023-24			Removal of Federal Grants section of the SE-4096

## Introduction

The Center for Educational Performance and Information is responsible for collecting and reporting data on Michigan's K-12 public schools and students. The Financial Information Database application was developed to facilitate financial data submission.

The Special Education Actual Cost Report (SE-4096) became available as a collection in FID in the 2016-17 reporting year. All districts must complete the form to generate their Special Education Headlee Obligation payment under Section 51c of the State School Aid Act. ISDs must complete the form to generate their Special Education payment under Section 51 of the State School Aid act.

### Special Education Cost Report Requirements

Local school districts and public school academies must complete, certify and submit the SE-4096 by **September 16** of every year to an ISD. If the LEA or PSA did not operate any special education programs or services during the most recently completed fiscal year, they may select "Certify District Data (No Data To Report)" from the SE-4096 Home screen, as detailed below.

The ISD will certify its own report and those of its constituent local districts to the Michigan Department of Education Office of Special Education by **September 30** of each year.

**Section 18 of the State School Aid Act requires each LEA, PSA and ISD to submit the SE-4096 Special Education Actual Cost Report to MDE's Office of Special Education by September 30. Failure to do so will result in the withholding of the LEA, PSA or ISD's entire state aid beginning with the next payment due the entity.**

## Chart of Accounts

FID supports submission of financial data using account codes compliant with the Michigan School Accounting Manual Chart of Accounts. This provides a level of financial data that facilitates compliance reporting informed decision-making at the school, state and federal levels.

A link to the Michigan Public School Accounting Manual Chart of Accounts is available in the publications section of the MDE [Office of State Aid and School Finance](#) website. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes." It is also linked from the [FID web page](#).

## Your Account

If you do not have a MiLogin account, the [MiLogin User Guide](#) provides guidance to obtain access. To become an authorized FID user, you must:

1. Request access to the application through your [MiLogin](#) account through the "Request Access" screen.
2. Send the appropriate security agreement form (public schools and nonpublic schools) to CEPI, signed by yourself and the district lead administrator. The form is posted on CEPI's [Application Security Forms web page](#).

You will receive access to FID when both above steps have been completed and verified by CEPI. For more detailed information, please refer to the [MiLogin User Guide](#).

## Logging In

To access FID, go to the [FID Login page](#) or the [FID web page](#) and click the "Go to FID" button. Select the "Authorized User Login" button, type your MiLogin username and password, and then click the "Log In" button.

## Session Timeout

The login is needed to establish your identity and allow access to confidential financial data. Please remember your session is tracked. If your session is inactive for longer than 20 minutes, your session will end, and you must log in again.

## Pop-Up Blockers

FID uses pop-up windows to display information. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers let you allow pop-ups from certain websites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

If you are unsure how to configure/disable your blocker, please check with the software vendor, your technical staff, or consult the help function of your browser.

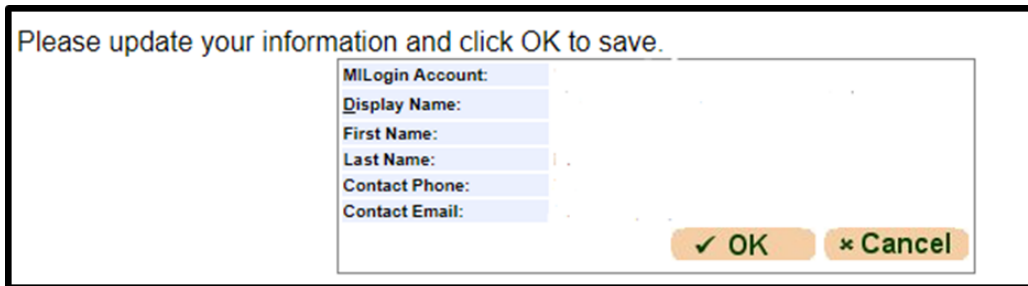
# Getting Started

## Help and Resources

Before using FID, you should familiarize yourself with the help resources available on the [CEPI website](#). Click "PreK-12 Applications" on the navigation bar, then click "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information on the [FID web page](#).

## Entering FID for the First Time

If you are logging in to the FID for the first time or you have not confirmed your user profile, the application will display your user profile details. This allows you to verify and update your profile information as required (this information is separate from your MiLogin account). Should you need to change any information in the future, this screen is in the Data Collection menu. Please note that this screen will continue to be displayed at login until your user profile information is confirmed.



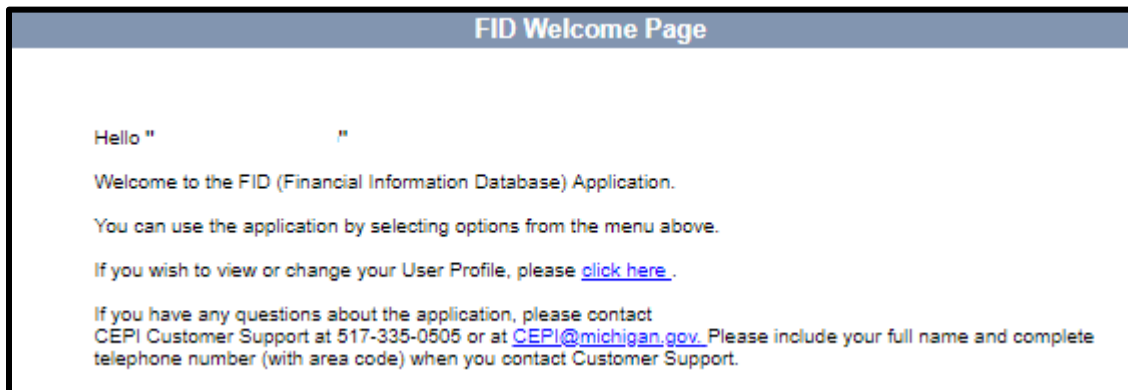
Please update your information and click OK to save.

MIlogin Account:	
Display Name:	
First Name:	
Last Name:	
Contact Phone:	
Contact Email:	

✓ OK \* Cancel

## Welcome Screen

If you have logged in to the FID before and confirmed your user profile, the application will display the Welcome Page. This screen displays a salutation with your display name as entered in the user profile.



**FID Welcome Page**

Hello " " "

Welcome to the FID (Financial Information Database) Application.

You can use the application by selecting options from the menu above.

If you wish to view or change your User Profile, please [click here](#).

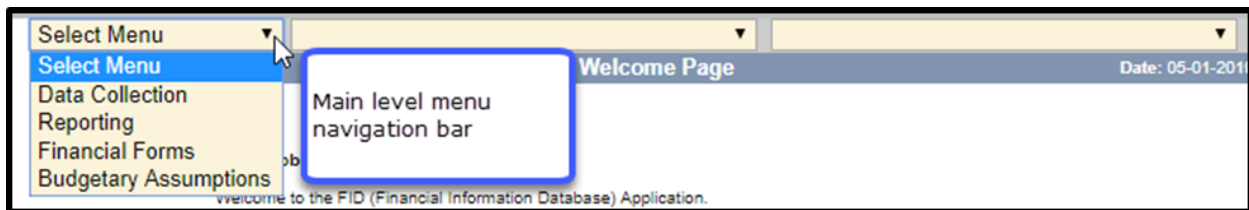
If you have any questions about the application, please contact CEPI Customer Support at 517-335-0505 or at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Please include your full name and complete telephone number (with area code) when you contact Customer Support.

## Menus



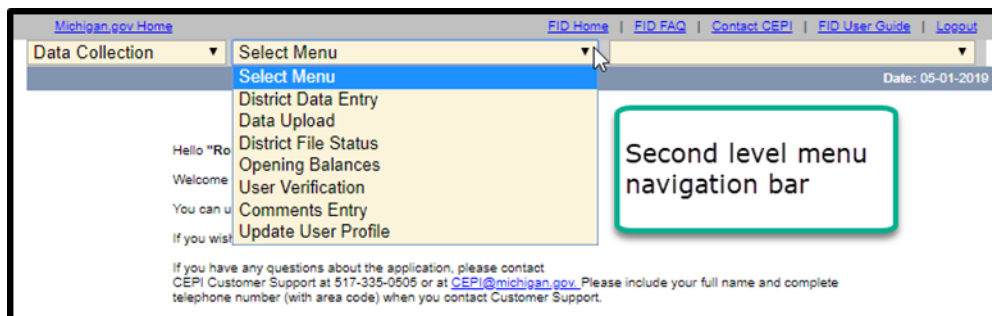
The gray toolbar under the CEPI banner contains links to help users navigate and download additional help resources.

- **FID Home** – Return to the welcome screen.
- **FID FAQ** – View the Frequently Asked Questions for the FID Collection.
- **Contact CEPI** – Open a new page with CEPI contact information.
- **FID User Guide** – View the FID User Guide.
- **Logout** – Log out of the application.



The drop-down menu bar on the top of each screen is the application menu. Navigation through the application is accomplished through a series of drop-down menus. Your selection in one menu will determine which functions are presented in the next menu. The main menu includes the following choices:

- **Data Collection** – Access data collection pages for the FID collection.
- **Reporting** – Access the SE-4094 and FID reports in the FID. See Report List on the FID web page for extensive list of reports.
- **Financial Forms** – Access the SE-4094 and SE-4096. This is where you will go to submit your SE-4096 data.
- **Budgetary Assumptions** – Access the Budgetary Assumptions collections pages.

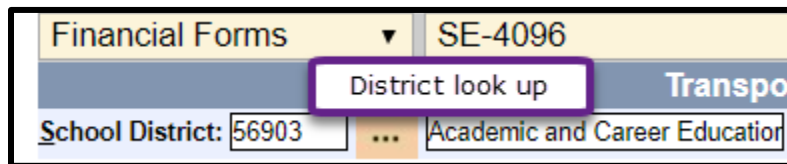


## SE-4096 Instructions

MDE Office of Special Education updates [SE-4096 instructions](#). For further information on how to populate fields in the SE-4096, please visit this document. Please follow up with MDE-OSE with any questions at [MDE-OSEProgramFinance@michigan.gov](mailto:MDE-OSEProgramFinance@michigan.gov).

## School District Information

If you are a user with multiple districts, you can change the district selection by entering the district code in the School District box and pressing the tab key. Alternately, you can select the menu button and select the desired district from the choices presented.



## SE-4096 District-Level Access

The financial forms function of FID is role based. This section of the User Guide describes functions available to district-level SE-4096 users.

The electronic submission of the SE-4096 form is designed to mimic the traditional method of submission wherein a district user enters data and submits the form to the ISD. The ISD then reviews the data, decides if changes are required, and when satisfied, completes the final submission to the state.

To access the SE-4096 form in FID, select "Financial Forms" from the first drop-down menu and "SE-4096" from the second. From the third drop-down, select "Home" to begin your submission process.



## Home Screen

This screen contains a menu for reporting of special education cost data

Current District: DeWitt Public Schools (19010)

Submission status: District Not Yet Certified

Welcome to the SE-4096 Data Submission home page. Below is a list of tasks that need to be completed in order to complete your submission. The SE-4096 is due each year by Sept. 30, or the next business day if Sept. 30 falls on a weekend. Submissions are due to ISDs two weeks prior for their final approvals.

Whats Next ?	Quick Actions	Reports
The district is working on completing the submission and will submit to the ISD when complete.	<a href="#">Go</a> View SE-4096 Instructions	<a href="#">Go</a> State User Reports
	<a href="#">Go</a> View Statewide District Listing	<a href="#">Go</a> District Summary Report
	<a href="#">Go</a> Modify Section 52 Data	<a href="#">Go</a> Statewide Listing by Function and Object
	<a href="#">Go</a> Modify Section 53a Data	
	<a href="#">Go</a> Modify Federal Grant Expenditures	
	<a href="#">Go</a> View Submitted Attachments	
	<a href="#">Go</a> Certify District Data	
	<a href="#">Go</a> Certify District Data (No Data To Report)	
	<a href="#">Go</a> Import data from FID	

**No data to report:** If your district did not operate any special education programs or services during the **current** fiscal year and does not have any costs to report, click "Go" next to **Certify District Data (No Data To Report)**. On the next screen, you will be required to provide contact information (Name, Phone, Email) and confirm that you have no costs to report.

Districts are encouraged to review the [Instructions for Completing Form SE-4096 Special Education Actual Cost Report](#) prior to completing the SE-4096. The instructions provide detailed information on expenditures to be reported on each line.

Districts are also encouraged to review the [State Aid & IDEA Part B, Section 611 Allowable Costs](#), which includes allowable expenditures by object code.

## Submitting Section 52 Data

To access the data entry screen for Section 52 data, click "Go" next to **Modify Section 52 Data**. (Alternatively, you may select Section 52 data from the third drop-down menu at the top of the screen.)

Michigan.gov Home | FID Home | FID FAQ | Contact CEPI | FID User Guide | Logout

Financial Forms | SE-4096 | Home

School District: 03030 | Allegan Public Schools | User: Robert Hovenkamp | Fiscal Year: 2023-2024

SE-4096 Data Submission | Date: 07-22-2024

### Current District: Allegan Public Schools (03030)

Submission status: **District Not Yet Certified**

Welcome to the SE-4096 Data Submission home page. Below is a list of tasks that need to be completed in order to complete your submission.

#### Whats Next ?

The district is working on completing the submission and will submit to the ISD when complete.

#### Quick Actions

- Go View SE-4096 Instructions
- Go View Statewide District Listing
- Go **Modify Section 52 Data**
- Go Modify Section 53a Data
- Go View Submitted Attachments
- Go Certify District Data
- Go Certify District Data (No Data To Report)
- Go Import data from FID

#### Reports

- Go State User Reports
- Go District Summary Report
- Go Statewide Listing by Function and Object

Michigan.gov Home | FID Home | FID FAQ | Contact CEPI | Policies | Michigan News

Copyright © 2001-2024 State of Michigan

Route Data:  
Controller: SE4096  
Action: Home  
IsStateUser: True  
IsISDUser: True

Perf Data:  
Run Time: 44 ms

Leave feedback:  
Send email

The form will initially load in a read-only format. To begin editing, click the "Edit" button on the left next to the first line you wish to edit.

Edit	122 - LRE Class Aide
<b>Edit</b>	122 - Mild Cog. Imp.
Edit	122 - Mod. Cog. Imp.
Edit	122 - Sev. Cog. Imp.
Edit	122 - Emotionally Imp.
Edit	122 - Learn Disability

The line will open for editing. Use the tab key to navigate to the next field. To save your edits for the line item, click the "Save" button on the right or press the "Enter" key on your keyboard. Once the data are saved, the next line will automatically open for editing. **Please note:** If you click "Edit" on another line before saving, the data you entered in the line will be lost.

Edit	122 - Emotionally Imp.	0.0
Edit	122 - Learn Disability	10.0
* Comment	122 - Hearing Imp.	<input type="text" value="0.0"/>
Edit	122 - Visual Imp.	0.1
Edit	122 - Physical Imp.	1.0
Edit	122 - Sev. Mult. Imp.	0.0

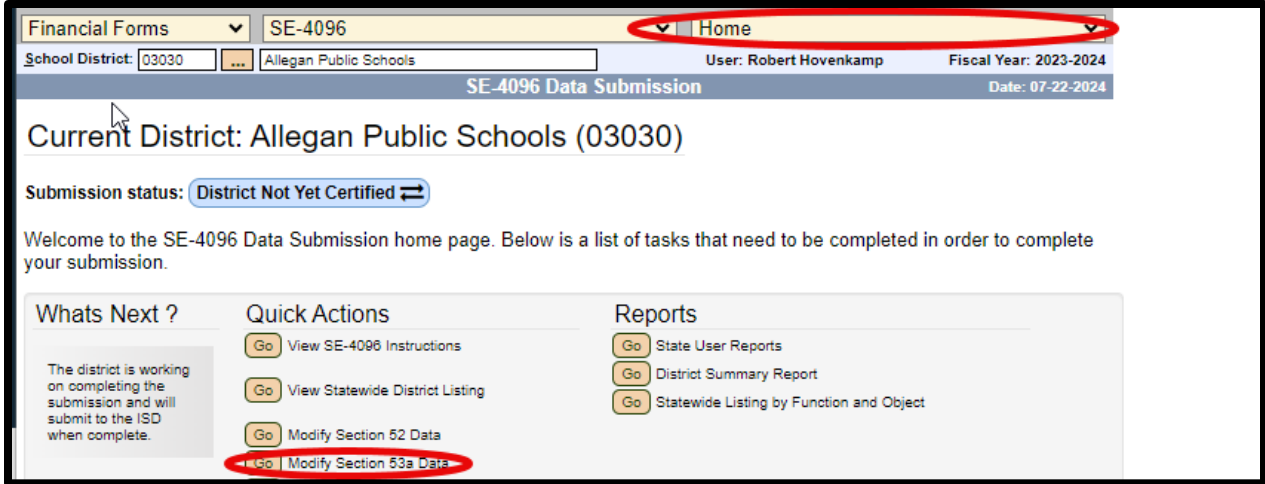
0	0	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
10	60	
<input type="text" value="0"/>	0	
0	1,000	
0	750	
0	0	

To add a comment, click the comment icon. Once a comment has been entered, an asterisk (\*) will appear on the button. **Please note:** you must be in Edit mode to enter comments. If you click the comment button before selecting "Edit," the dialogue box will be read only.

Edit	* Comment	122 - Emotionally Imp.	0.0
Edit	Comment	122 - Learn Disability	10.0
* Comment	Comment	122 - Hearing Imp.	<input type="text" value="0.0"/>
Edit	Comment	122 - Visual Imp.	0.1
Edit	Comment	122 - Physical Imp.	1.0
Edit	Comment	122 - Sev. Mult. Imp.	0.0
Edit	Comment	122 - Early Child. Prog.	0.0

### Submitting Section 53a Data

To access the data entry screen for Section 53a data, click "Go" next to **Modify Section 53 Data**. (Alternatively, you may select Section 53 data from the third drop-down menu at the top of the screen.)



The data entry screen for Section 53a is identical to Section 52, except that an additional line (271 – Pupil Transport) displays in the Miscellaneous Costs section. The same instructions for Section 52 data entry apply to this section.

## Miscellaneous Costs

Miscellaneous Costs								
Function: Code - Name	Salaries 1000	Benefits 2000	Purchased Services Staff 3100	Purchased Services Non Staff 3000 - 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expend. 7000	Total Costs
<a href="#">View</a> Misc - Indirect Costs (15.00%)							69,843	69,843
<a href="#">Edit</a> 231 - Board of Ed.	0	0	0	0	0		0	0
<a href="#">Edit</a> Misc - Capital Outlay						0		0
<a href="#">Edit</a> 261 - Direct O&M	1,111	0	0	0	0		0	1,111
<a href="#">Edit</a> 271 - Pupil Transport	0	0	0	0	0		0	0
<a href="#">Edit</a> 431 - Tuition - MSD								0
	1,111	0	0	0	0	0	69,843	70,954

**Indirect Costs:** This calculation is based on the subtotal of Instructional and Support Costs multiplied by the state-assigned special education indirect cost rate. You may click the View button to see a breakdown. If you believe the indirect cost rate is incorrect, or the Total Indirect Costs need to be overridden, please contact MDE OSE at [MDE-OSEProgramFinance@michigan.gov](mailto:MDE-OSEProgramFinance@michigan.gov)

**231 – Board of Ed:**

### Miscellaneous

- [Misc - Indirect Costs](#)
- 231 - Board of Ed.
- [Misc - Capital Outlay](#)
- [261 - Direct O&M](#)
- [431 - Tuition - MSD](#)

## Miscellaneous: 231 - Board of Ed.

Salaries 1000	<input type="text" value="0"/>
Benefits 2000	<input type="text" value="0"/>
Purchased Services Staff 3100	<input type="text" value="0"/>
Purchased Services Non Staff 3000 - 4000	<input type="text" value="0"/>
Supplies & Materials 5000	<input type="text" value="7501"/>
Other Expend. 7000	<input type="text" value="0"/>

Comment

### Attachments

Name  
C:\Users\RussellM6\Documents\FID\SE-4096\2017\RELEASE 5\SPRINT 2\User Story 82072\_SE-4096 Integer overflow error\82072\_QA TEST.docx

No file chosen

Misc — Indirect Costs Misc — Capital Outlay

- This line will accept positive and negative dollar amounts.
- You must include at least one file attachment when submitting board of ed adjustments. To add an attachment, click the Browse button and navigate to the file location on your local computer. Once the file is selected, click Upload Attachment.

**Capital Outlay:**

- To add Capital Outlay items, do the following:
  - Select a cost type (Instructional or Support).
  - Enter the amount of the expenditure.
  - In the description, provide the type of equipment and description of purpose (if not obvious).
  - Click Add New Item to save the item.
  - Repeat these steps to add more Capital Outlay items.

## 261 – Direct O&M (Operation and Maintenance):

Miscellaneous: 261 - Direct O&M

Miscellaneous

- Misc - Indirect Costs
- 231 - Board of Ed.
- Misc - Capital Outlay
- 261 - Direct O&M
- 271 - Pupil Transport
- 431 - Tuition - MSD

Salaries 1000

Benefits 2000

Purchased Services Staff 3100

Purchased Services Non Staff 3000 - 4000

Supplies & Materials 5000

Other Expend. 7000

Attachments

Name
C:\Users\drakem4\Desktop\2016-05-31_FID_Site18.png

Download Delete

Browse... Upload

<< Previous Back To List Save Changes Next >>

Misc — Capital Outlay 271 — Pupil Transport

- Enter the amount of direct operation and maintenance costs eligible to be charged.
- To add an attachment, click the Browse button and navigate to the file location on your local computer. Once the file is selected, click Upload Attachment.

## 271 – Pupil Transport (Section 53a only)

Miscellaneous: 271 - Pupil Transport

Salaries 1000

Benefits 2000

Purchased Services Staff 3100

Purchased Services Non Staff 3000 - 4000

Supplies & Materials 5000

Other Expend. 7000

<< Previous    Back to List    Save Changes    Next >>

261 — Direct O&M

- Enter the amount reported on the Transportation Expenditure Report (SE-4094), column 6, Special Education - Section 53a Total Expenditures, under Other Expend. 7000. This amount will be the district’s reimbursable cost for Section 53a Transportation.

## 431 - Tuition - MSD

Miscellaneous: 431 - Tuition - MSD

Purchased Services Non Staff 3000 - 4000

<< Previous    Back to List    Save Changes

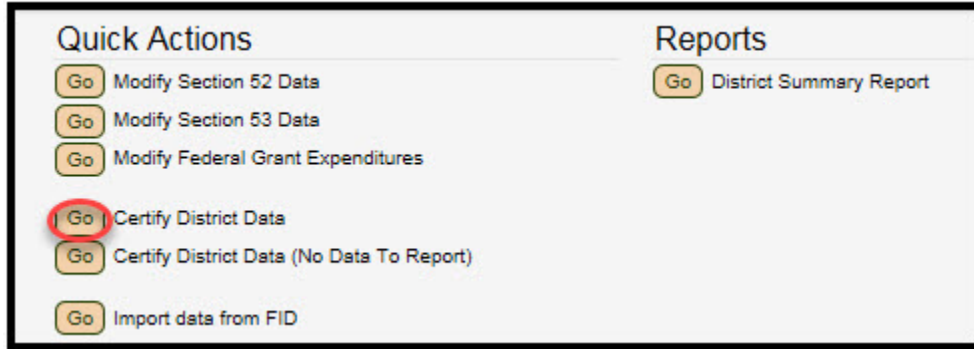
271 — Pupil Transport

- This row may only be completed by ISDs. An error will be generated if an LEA or PSA attempts to save data.



## Certifying Data and Submitting to ISD

After all data has been entered, districts must certify the data to submit it to the ISD for review. To certify the data, click "Go" next to **Certify District Data** from the SE-4096 Home page.



This will bring up the screen shown below. At the top of the screen, any warnings will display highlighted in yellow. Please review these warnings to ensure data accuracy prior to submission. The fields required for certification will display below the warnings.

A screenshot of the certification form. At the top, there is a 'Contact Information' section labeled '(Required)'. It contains three input fields: 'Name', 'Phone (Ext.)' (with a dropdown for area code), and 'Email'. Below this is a 'Comments' section with a large text area. At the bottom is an 'Attachments' section with a table. The table has two columns: 'Name' and 'Actions'. The first row contains the text 'Add New Report Server Configuration to Castle.sql' and two buttons: 'Download' and 'Delete'. Below the table is a file upload area with a 'Choose File' button, the text 'No file chosen', and an 'Upload Attachment' button.

Next, enter the contact information (Name, Phone Number and Email Address) of the person responsible for this data submission. This person will be contacted by MDE OSE if necessary and will receive email notifications of status changes.

Any additional comments and attachments the district believes are relevant to the submission can be supplied through this page. If you have already attached documents on the Board of Ed or Direct O&M screens, you do not need to reattach them here.

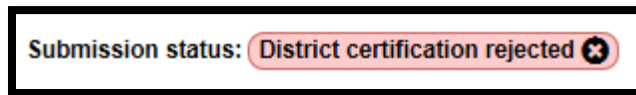
To allow the ISD to make further modifications to your data, you must check the "My ISD may edit the data I have submitted" box. If this box is not checked, the ISD will only have view-only access to your data.

Once "Complete Submission" is clicked, a confirmation dialogue will be displayed. Once confirmed, the data will be certified and submitted to the ISD.

The submission status can be viewed on the top of the Home menu. After certification, the submission status will change as seen below.



If the ISD rejects the submission, an email will be generated containing the items that need to be resolved. The submission status will display the submission has been rejected, as seen below.



At any time, you may click on the submission status message to see a history of the actions taken and the associated comments.

Action	Date	User	Comments
District Decertified	4/02/2019 12:51 PM		this should remove everything

Once the ISD reviews and approves the submission, the data will be sent to MDE OSE for their review. At this point, the submission status will be as seen below.



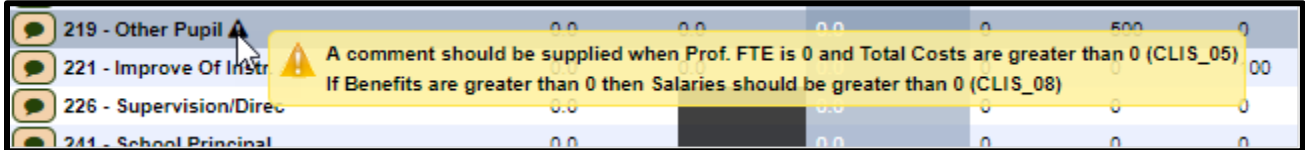
Once MDE has approved a district's submission, the submission status will be updated as seen below.



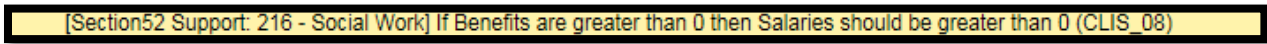
## Data Entry Warnings

As you enter data, warnings may display alerting you of potentially inaccurate data. These warnings will display in two locations: the line item itself or the district certification page.

On the line item, a warning icon may display next to the line title once the data are saved. To see a description of the warning, hover the mouse icon over the warning symbol.



On the district certification page, the warnings will display at the top of the screen and will be in the format below:



The warning tells you the page, section and line that generated the warning. In the case above, it is the Section 52 data entry page, Support Costs section, line 216 - Social Work. Warnings from any of the data entry screens will display here.

## Import Data From FID

If your district has already submitted the FID collection, data that are applicable to the SE-4096 submission can be imported by selecting "Go" next to "Import data from FID."



Data will then be imported, and you will have an option to print out the data that was imported.

Please note the following:

- Your district's FID collection must be in submitted status for the import to successfully complete. If your FID collection is not in submitted status, the system will generate an error and will not import any data.
- After the import is complete, if you choose not to print the results of the import, you will be unable to do so later unless you re-import data.
- The special education expenditures in the FID collection must adhere to the [State Aid & IDEA Part B, Section 611 Allowable Costs](#) guide. Non-allowable costs will not be imported. A specific list of allowable combinations is available in Appendix A.
- After the import, you must carefully review the data that was imported prior to certifying your data. Inaccurate data will negatively impact funding.
- The following data cannot be imported from FID and must be manually entered:
  - Professional FTE (each applicable line item)
  - Reimbursed Aides FTE (each applicable line item)
  - Capital Outlay expenditures
  - Michigan School for the Deaf Tuition (ISDs only)
  - LEA District itinerant costs (for applicable ISDs)
  - Federal Grant expenditures
  - Attachments
    - Board of Ed
    - Direct Operations & Maintenance
    - Others as needed to explain data anomalies

## SE-4096 ISD-Level Access

Much of the ISD-Level access is the same as above. Additional choices include the ability to view the constituent district list and the ISD summary report.

**Current District: Clinton County RESA (19000)**

Submission status: **District Not Yet Certified**

Welcome to the SE-4096 Data Submission home page. Below is a list of tasks that need to be completed in order to complete your submission.

Whats Next ?	Quick Actions	Reports
The district is working on completing the submission and will submit to the ISD when complete.	<a href="#">Go</a> View SE-4096 Instructions	<a href="#">Go</a> State User Reports
	<a href="#">Go</a> View Statewide District Listing	<a href="#">Go</a> ISD Summary Report
	<a href="#">Go</a> View Constituent district list for Clinton County RESA	<a href="#">Go</a> District Summary Report
	<a href="#">Go</a> Modify Section 52 Data	<a href="#">Go</a> Statewide Listing by Function and Object
	<a href="#">Go</a> Modify Section 53a Data	
	<a href="#">Go</a> View Submitted Attachments	
	<a href="#">Go</a> Certify District Data	
	<a href="#">Go</a> Certify District Data (No Data To Report)	
	<a href="#">Go</a> Import data from FID	

ISDs may view the data for constituent districts in two ways. The first is to select the district from the "Constituent District" drop-down. In the menu items at the top of the page, ISDs will see an option for "Constituent District." Selecting the drop-down button for this will allow the ISD to select specific districts in their ISD and examine their data.

School District: 56000 Midland County Educational Service Agency

Constituent District: Midland County Educational Service Agency (56000)

School District: 56000 Midland County Educational Service Agency

Constituent District: Midland County Educational Service Agency (56000)

- Windover High School (56901)
- Midland Academy of Advanced and Creative Studies (56902)
- Midland Public Schools (56010)
- Bullock Creek School District (56020)
- Coleman Community Schools (56030)
- Meridian Public Schools (56050)
- Academic and Career Education Academy (56903)

The second method is through the Constituent District List.

## Constituent District List

The Constituent District List displays the submission status of districts within the ISD (including the ISD itself). ISDs may view the details of a district’s submission, reject a submission, and certify a submission to the state.

District Submission has been approved.

District	Status	Actions
Alleghen Area ESA (03000)	District not yet certified ⇄	Details Reject Certify
Outlook Academy (03902)	District is certified ✓ ISD pending review ⇄	Details Reject Certify
Plainwell (03010)	District submitted to state ✓ ISD review completed ✓	Details Reject Certify
Otsego (03020)	District not yet certified ⇄	Details Reject Certify

Districts that have certified data ready for ISD review will have a green notice stating “District is certified” with a blue notice stating “ISD pending review.” Once the ISD certifies a district’s submission, the status will change to two green notices stating, “District submitted to state” and “ISD review completed.” Click on the submission status to see the history of the submission and any related comments, as shown below.

Submission History			
Action	Date	User	Comments
ISD Certified	6/07/2016 03:53 PM	Matt Drake (State)	This is the certification message
District Certified	6/02/2016 03:07 PM	Joel Thiele (State)	

### Details

When the “Details” button is clicked, the ISD user can review the data forms certified by the districts. These pages will be view-only unless the districts have given permission for the ISD to edit the submission.



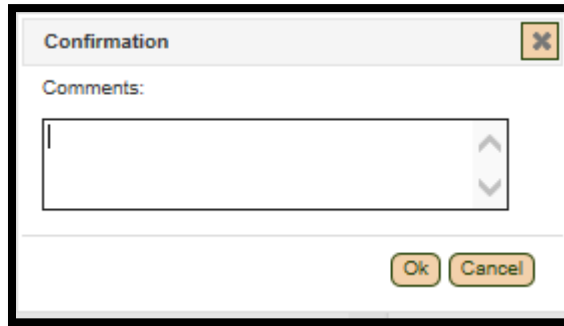
### Reject

If the ISD reviews a district’s submission and finds issues that need to be addressed by the district prior to submission to the state, they may reject the submission back to the district. To do so, click the “Reject” button from the constituent district list. In the pop-up confirmation box, enter a comment describing the issues that need to be resolved, then click OK to complete the process. (**Please note:** comments are required and must be at least 10 characters.) The district user

will receive an email that contains the comments as well as the contact information of the ISD user.

## Certify

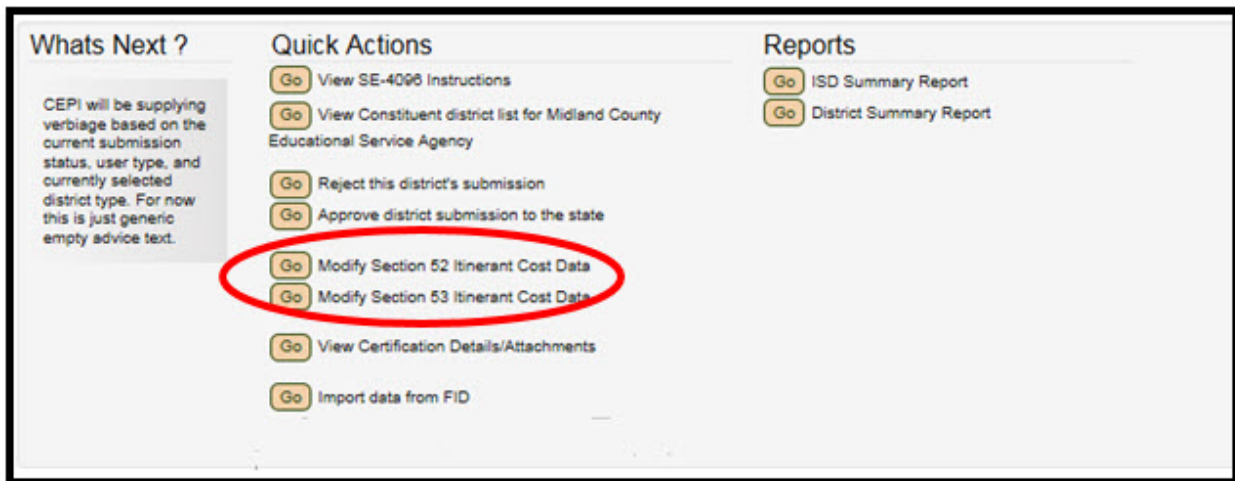
If the ISD reviews a district's submission and no issues are found, they may certify the district's submission to the state. To certify a district's submission, click the "Certify" button from the Constituent District List. A confirmation box will pop up. Enter a comment related to the approval and then click OK to complete the certification process. The district will receive email notification that their data were submitted to the state.



## Section 52/53 Itinerant Cost Data

ISDs that employed itinerant staff who transferred from a constituent LEA district must submit itinerant cost data. ISDs may access these pages in two ways:

- From the home screen after selecting the district from the constituent district drop-down, or
- From the Constituent District List page: click "Details" and then select to submit either Section 52 or Section 53 Itinerant Costs (whichever is appropriate).



Constituent Districts for Ionia ISD (34000)

Entity Type: All EntityTypes

District Status: All Statuses ISD Status: All Statuses State Status: All Statuses

District Name	District Code	Status	Actions
Belding Area School District	34080	District Not Yet Certified	Details Reject Certify
Berlin Township S/D #3	34140	District	
Easton Township S/D #6	34340	District	
Ionia ISD	34000	District	
Ionia Public Schools	34010	District	Details Review Section 52 Review Section 53a Review Federal Grants Submit Section 52 Itinerant Costs Submit Section 53a Itinerant Costs
Ionia Township S/D #2	34360	District	
Lakewood Public Schools	34090	District	
Portland Public Schools	34110	District	
Saranac Community Schools	34120	District Not Yet Certified	Details Reject Certify

Back Home

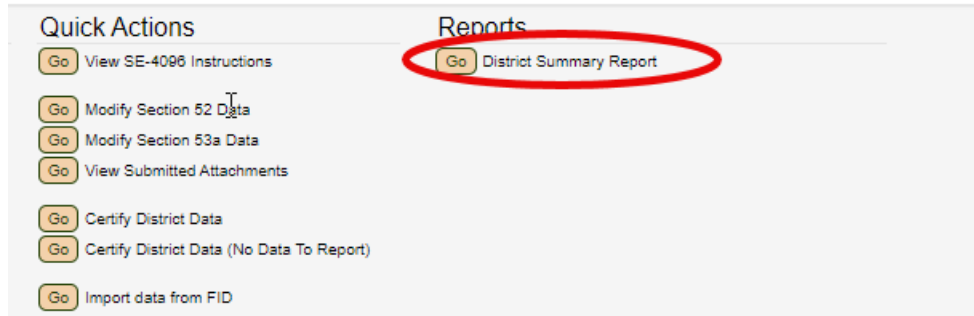
**Please note:** Only the following ISDs are expected to report itinerant cost data:

- 09000 – Bay Arenac
- 13000 – Calhoun
- 23000 – Eaton
- 34000 – Ionia
- 41000 – Kent

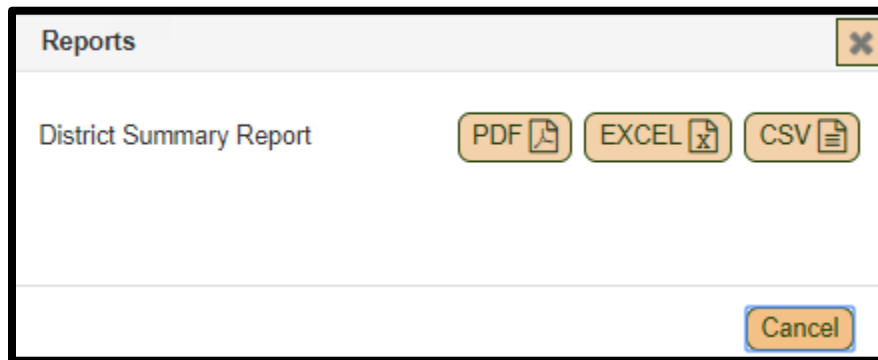


## Reporting

Reports may be selected from the Home menu for the SE-4096. These reports can be exported in PDF, Excel or CSV. To run a report, click the Go button next to the report.



Another screen will appear, allowing you to select the desired format.



The following reports are available:

**District Summary Report:** This report displays the following data for the currently selected district:

- Page 1: Section 52 data
- Page 2: Section 53 data
- Page 3: Summary of expenditures and a list of federal grant expenditures

**ISD Summary Report:** This report has the same layout as the District Summary Report, but contains comprehensive totals for all districts within the ISD (including the ISD itself). Only ISD users have access to this report

District/ISD Summary Report: Summary of Special Education Expenditures (page 5):

## Appendix A: SE-4096 Import Allowable Combinations

NOTE: All FID expenditures must be reported with either grant code 202x (Section 52) or 203x (Section 53a) in order to be imported.

### Instructional Costs:

Instruction	Fund Code	Function Code	Object Code	Program Code
LRE Aide	7, 11, 22	122	See below	196
Mild Cog Imp	7, 11, 22	122	See below	110
Mod Cog Imp	7, 11, 22	122	See below	120
Sev Cog Imp	7, 11, 22	122	See below	130
Emotional Imp	7, 11, 22	122	See below	140
Learn Disab	7, 11, 22	122	See below	150
Hearing Imp	7, 11, 22	122	See below	160
Visual Imp	7, 11, 22	122	See below	170
Physical Imp	7, 11, 22	122	See below	180
Sev Mult Imp	7, 11, 22	122	See below	190
E Child Prog	7, 11, 22	122	See below	191
Sev Lang Imp	7, 11, 22	122	See below	192
Autistic Imp	7, 11, 22	122	See below	193
Resource Prg	7, 11, 22	122	See below	194
Section 24	7, 11, 22	122	See below	NA

### Allowable object codes for instructional costs:

Column	Object Codes
Salaries	1240, 1620, 1630, 1690, 1860, 1870, 1880
Benefits	2100, 2410, 28xx, 2920
Purchased Services Staff	3110, 3190
Purchased Services Non-Staff	3210, 3450, 3610, 4120, 4220
Supplies	5110, 5210, 5310, 5410
Other Expenditures	7410

**Support Costs:**

- A program code is required for the TC rows (function code 218). For other rows under support costs, program code is optional.
- The rows under Table 1 below list the allowable object codes for Salaries and Purchased Services Staff. The following object codes may also be used:
  - Benefits – Object Codes 2100, 2410, 28xx, 2920
  - Purchased Services Non-Staff – Object Codes 3210, 3450, 3610, 4120, 4220
  - Supplies – Object Codes 5110, 5210, 5310, 5410
  - Other Expenditures – Object Code 7410

Table 1:

<b>Support</b>	<b>Fund Code</b>	<b>Function Code</b>	<b>Object Code (Salaries)</b>	<b>Object Code (Purch Serv Staff)</b>	<b>Prog Code</b>
Health Serv	7, 11, 22	213	1160, 1410, 1450, 1470, 1480, 1490, 1620, 1630, 1860, 1880	3110, 3130, 3190	01x
Psychological	7, 11, 22	214	1430, 1620, 1630, 1860, 1880	3110, 3130, 3190	02x
Spch & Audiol	7, 11, 22	215	1280, 1490, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	03x
Social Work	7, 11, 22	216	1440, 1620, 1630, 1820, 1880	3110, 3130, 3190	041
Visual Aid	7, 11, 22	217	1270, 1290, 1620, 1630, 1860, 1880	3110, 3130, 3190	05x
TC/Cog Imp	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	061
TC/Emot Imp	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	062
TC/Learn Dis	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	063

<b>Support</b>	<b>Fund Code</b>	<b>Function Code</b>	<b>Object Code (Salaries)</b>	<b>Object Code (Purch Serv Staff)</b>	<b>Prog Code</b>
TC/Hear Imp	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	064
TC/Vis Imp	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	065
TC/POHI	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	066
TC/Aut Imp	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	067
E Child. Home	7, 11, 22	218	1250, 1620, 1630, 1820, 1860, 1880	3110, 3130, 3190	27x
Physical Educ	7, 11, 22	219	1490, 1620, 1630, 1860, 1880, 1890	3110, 3130, 3190	075
Other Pup Sup	7, 11, 22	219	1490, 1620, 1630, 1860, 1880, 1890	3110, 3130, 3190	076
Improv of Instr	7, 11, 22	221	1250	3110, 3120, 3190, 3220	NA
Superv/Direct	7, 11, 22	226	1120, 1160, 1170, 1620, 1880	3110, 3190	081, 082
Sch Principal	7, 11, 22	241	1160, 1620, 1880	3110, 3190	NA

Table 2 (Supp Serv Cent and Supp/Comm rows only):

<b>Support</b>	<b>Fund Code</b>	<b>Function Code</b>	<b>Object Codes</b>	<b>Prog Code</b>
Supp Serv Cent	7, 11, 22	28x	Salaries – 1180, 1510, 1620, 1880 Benefits – 2100, 2410, 2800, 2920 Purch Serv Staff – 3120, 3160, 3190 Purch Serv Non Staff – 3220, 3450 Other – 7410	083, 084, 085
Supp/Comm	7, 11, 22	29x, 331	Purch Serv Non Staff – 3220, 4190	NA

**Miscellaneous Costs:**

<b>Miscellaneous</b>	<b>Fund Code</b>	<b>Function Code</b>	<b>All Object Codes</b>
Board of Ed	7, 11, 22	231	3170, 3180, 3190
Direct O&M	7, 11, 22	261	Salaries - 1550, 1620, 1640, 1670 Benefits - 2100, 2410, 2800, 2920 Purch Serv Staff - 3110, 3190 Purch Serv Non Staff - 3210, 3450, 3610, 38xx, 39xx, 41xx, 42xx, Supplies - 59xx
MSD Tuition	7, 11, 22	431	3710

If Section 53a cost data are entered in the SE-4094, these data will be imported into the Pupil Transportation row, Other Expenditures (7000) column.