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LANSING



CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

THOMAS E. HOWELL
DIRECTOR

MEMORANDUM

TO: Dropout Recovery Program Funding Claimants

FROM: Robert Dickinson, CEPI Data Collections Manager

SUBJECT: Claiming FTE for Students in Dropout Recovery Programs

On December 22, 2012, the governor signed into legislation Public Act No. 465, Section 6(4)(ff) and Section 23a which allows districts the opportunity to claim 1/12 of a full-time equivalency (FTE) for each month a student is attending a dropout recovery program. You may review a copy of the legislation at <http://www.legislature.mi.gov/documents/2011-2012/publicact/pdf/2012-PA-0465.pdf>. Only students who meet the requirements as outlined in legislation may be claimed for Section 23 FTE.

Beginning March 1, 2013, districts may begin submitting data to CEPI to claim FTE for students in a dropout recovery program for the remainder of the 2012-2013 school year. This will be a 2-step process. A detailed checklist for following this process is provided separately.

1. Submit an enrollment record in the district's Student Record Maintenance (SRM) Collection in the Michigan Student Data System for each dropout recovery student being claimed for Section 23 FTE.
2. Complete and submit a claim spreadsheet containing data regarding the students being claimed for Section 23 FTE.

After the initial March submission, begin reporting students on a monthly basis. For example, the April submission should include students attending a dropout recovery program in March, and the May submission should include those students attending a program in April. Funding for these students will be one month in arrears due to State Aid disbursement schedules.

The 2-step process of reporting students in a dropout recovery program is an interim process for the remainder of the 2012-2013 school year. We are looking into the possibility of fully incorporating this process into the SRM Collection for future school years.

If you have any questions, please send an email message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and select option 3. Please provide your name, telephone number (including area code and extension), district code and district name along with your message.

Thank you.