

DS-4168 Rev. 05/07
 COMPLETION: required
 PENALTY: Failure to file will
Result in withholding of
state aid funds per Section
152 of PA 94 of 1979

**MICHIGAN DEPARTMENT OF EDUCATION
 OFFICE OF STATE AID AND SCHOOL FINANCE
 P. O. Box 30008
 Lansing, Michigan 48909**

Direct questions regarding this form to
Joellen Wonsey at (517) 373-3352
 FAX# 517-241-0196

2006-2007 Report of Days and Clock Hours of Pupil Instruction

Educational Agency	Legal Name of School District	District Code Number	Telephone (include area code)
	Address	City	Zip Code

MAILING INSTRUCTIONS

Local School District - Submit two (2) copies by **July 18, 2007** to the intermediate school district office.
Intermediate School District – Submit one (1) reviewed copy by **August 1, 2007** to the State Address indicated above.

(Use as many pages 2-4 as are needed to complete your district's report.)

LEGISLATION GOVERNING THIS FORM

STATE SCHOOL AID ACT SECTION 101(3), (4), and (10)

(3)(a) Except as otherwise provided in this section, each district shall provide at least 1,098 hours of pupil instruction. Except as otherwise provided in this act, a district failing to comply with the required minimum hours of pupil instruction under this subsection shall forfeit from its total state aid allocation an amount determined by applying a ratio of the number of hours the district was in noncompliance in relation to the required minimum number of hours under this subsection.....Hours lost because of strikes or teacher's conferences shall not be counted as days or hours of pupil instruction.

(3)(b-c)...A district not having at least 75% of the district's membership in attendance on any day of pupil instruction shall receive state aid in proportion of 1/180 that the actual percent of attendance bears to the specified percentage...Beginning in 2005-2006, at the request of a district that operates a department-approved alternative education program that does not provide instruction for pupils in all of grades K to 12, and that district provides the minimum required hours of pupil instruction, may apply for a waiver that at least 50% of the district's membership shall be in attendance on any given day of pupil instruction to avoid proration of the district's state school aid allocation.

(4)...The first thirty (30) 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 as defined by the city, county, or state health authorities, shall be counted as hours of pupil instruction. Beginning in 2003-2004 with the approval of the Superintendent of Public Instruction, the department shall count as hours of pupil instruction for a fiscal year not more than thirty (30) additional hours for which pupil instruction is not provided in a district after April 1st of the applicable year due to unusual and extenuating occurrences resulting from conditions not within the control of school authorities such as conditions described in this subsection. Subsequent such hours shall not be counted as hours of pupil instruction.

(10) A district may count up to **38** qualifying professional development hours for teachers... as hours of pupil instruction. However, if a collective bargaining agreement that provides more than 38 but not more than 51 hours of professional development for teachers was in effect for employees of a district as of **August 15, 2006** and is still in effect, the district may count up to 51 hours until the expiration of that collective bargaining agreement. A district that elects to use this exception shall notify the department of its election.

Exceptions for kindergarten – STATE SCHOOL AID ACT SECTION 6(4)(r) and SECTION 101(5)

6(4)(r) Full-time equated memberships for pupils in kindergarten shall be determined by dividing the number of class hours scheduled and provided per year per kindergarten pupil by a number equal to ½ the number used for determining full-time equated memberships for pupils in grades 1-12.

101(5) A district shall not forfeit part of its state aid appropriation because it adopts or has in existence an alternative scheduling program for pupils in kindergarten if the program provides at least the number of hours required for full-time equated membership for a pupil in kindergarten as provided under section 6(4)(r).

PART I-B: 2006-2007 Report of Days and Clock Hours of Pupil Instruction (continued)

EDUCATIONAL AGENCY	Legal Name of School District/Building(s)	District Code Number	Telephone Number (include Area Code)
	Address	City	Zip Code

B1	B2	B3										B4	B5
Date that pupil instruction was canceled, delayed, or pupils were released early.	Entire Day Canceled – reason Start of Day Delayed – reason Students Released Early – reason	Hours Canceled for each grade level grouping (Did your district receive a waiver from the Department of Education to count additional canceled hours as pupil instruction? Be certain to include those on Part A in column A9.)										Date School Rescheduled	Hours Rescheduled
		a.m. K	p.m. K	Alt. K									

CERTIFICATION: I certify that the information submitted on this report is true and correct to the best of my knowledge.

DATE: _____ SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL _____

Contact Person: _____ Telephone Number (Area Code/Local #): _____

PART II: 2006-2007 Report of Days Pupil Instruction Fell Below 75% Attendance

Complete Part II if there were any days of pupil instruction during the 2006-2007 school year on which less than 75% of the scheduled membership was in attendance. Check the "Not Applicable" below if your district did not have any days that pupil attendance fell below the minimum 75% attendance requirement. Sign and date this page.

District Name or Building Name(s)	District/Building Code	Telephone (include Area Code)
Address	City	Zip Code

DATE – Give the date pupil attendance was below 75%.
NUMBER ENROLLED AND SCHEDULED FOR ATTENDANCE – Report the number of pupils who were enrolled in the district on this date and were scheduled to attend school.
NUMBER IN ATTENDANCE – Report the number of pupils in attendance in the district on this date.
PERCENTAGE IN ATTENDANCE – Report the percentage of attendance by dividing column 3 by column 2.
 NOT APPLICABLE

DATE (1)	NUMBER OF PUPILS SCHEDULED TO BE IN ATTENDANCE (2)	NUMBER OF PUPILS IN ATTENDANCE (3)	PERCENTAGE IN ATTENDANCE (4)	DATE (1)	NUMBER OF PUPILS SCHEDULED TO BE IN ATTENDANCE (2)	NUMBER OF PUPILS IN ATTENDANCE (3)	PERCENTAGE IN ATTENDANCE (4)

CERTIFICATION: I certify that the information submitted on this report is true and correct to the best of my knowledge.

_____ (signature) _____ (date)