

2015-16 Special Education Actual Cost Report

Direct questions regarding this form to the Michigan Department of Education, Office of Special Education Program Finance at 517-241-1235.

AUTHORITY: Act 94, PA 1979 as amended. **COMPLETION:** Required for a district to collect state categorical aid.

EDUCATIONAL AGENCY

Legal Name of School District	District Code No.	Phone – Area Code/Local No.
Address	City	Zip Code

Districts that do not operate any special education programs or services, check this Box , sign, and return this page to the ISD.

CERTIFICATION

I certify that the information submitted on this report is true and correct to the best of my knowledge. This report was prepared in cooperation with the business staff and the costs reported are proper charges to special education. All records and schedules (including time reports supporting proration of personnel) used in the preparation of this report will be kept for three years for audit purposes.

Superintendent or Authorized Official Signature

Date

Contact Person

Phone (Area Code/Local No.)

Email Address

MAILING INSTRUCTIONS

DISTRICT: Return ORIGINAL and ONE copy by September 16, 2016 to the intermediate district. Retain ONE copy.

ISD: Review the form and return ORIGINAL by **September 30, 2016** to the Michigan Department of Education, Office of Special Education, P.O. Box 30008, Lansing, MI 48909. Retain ONE copy for your records. **Failure to return the form by September 30 will result in the withholding of the district's ENTIRE state aid payment.**

INSTRUCTIONS

1. Every school district operating a special education program must file a certification page and a page 1, "Summary of Special Education Expenditures." Total allowable expenditures for special education reported on page 1 must agree with the official accounting records of the school district.
 - a. File this form by the above due date. **If later audited figures change the data reported for a program, file an amended report immediately.**
2. Please review the enclosed instructions before completing the form.
3. School districts expending federal funds for special education will report them on page 1 ONLY.
4. Every school district operating a special education program must file a SE-4096, Section 52 (pages 2 and 3). Pages 2 and 3 will be used for the distribution of funds under Section 51a and Section 51c, as well as, for monitoring and program fiscal reviews.
5. Every school district that operates a program for Section 53a eligible pupils as defined in the instructions must file a separate SE-4096, Section 53a report (pages 5 and 6). Pages 5 and 6 will be used for distribution of Section 53a funds, as well as, for monitoring and program fiscal reviews.
6. School districts operating both Section 52 and Section 53a programs must file both Section 52 and Section 53a of the SE-4096 form.
7. **For 2015-16, school districts or intermediate districts who employed itinerant staff whose staff positions in 2003-04 were in another school district or intermediate district must complete page 4 for Section 52 and/or page 7 for Section 53a. A separate page 4 and/or page 7 must be completed for each district where the itinerant staff were employed in 2003-04.**