



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** September 7, 2017

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Kyle L. Guerrant, Deputy Superintendent *KG*

**SUBJECT:** 2017-18 Budget Transparency Guidance

The Michigan Department of Education has updated its Budget Transparency guidance for 2017-18. While there were no legislative changes made to the Budget Transparency requirements for 2017-18, the Department has created a new Budget Transparency icon. This new icon allows for improved accessibility.

The new icon is available in multiple versions to better fit a website's design requirements. When using the version without text, the text "Budget & Salary/Compensation Transparency Reporting" must accompany the icon using means suitable for the website platform and current technical standards.

Please visit the [Department's website](#) to download the updated Budget Transparency guidance and new icon. Please replace the previous icon with this new icon by **December 1, 2017**.

The following Budget Transparency icon requirements have not changed:

- For statewide consistency and public visibility, all districts must use the icon developed by the Department
- The icon must be positioned so it is immediately viewable after your Main Home Page has loaded
- The size of the icon must measure at least 150 x 150 pixels

Early reviews of Budget Transparency websites are available again this year. Compliance reviews begin December 1, but you don't have to wait for your website to be reviewed. For an early review with immediate feedback, please contact Chad Urchike after your website has been updated.

Questions related to Budget Transparency and early website review requests should be directed to Chad Urchike at [UrchikeC1@michigan.gov](mailto:UrchikeC1@michigan.gov) or 517-335-1261.

cc: Michigan Education Alliance

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