EEM Days and Clock Hours Application User's Guide

Questions?

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TABLE OF CONTENTS

INTRODUCTION

This guide is intended for all users of the Educational Entity Master (EEM) Days and Clock Hours. This guide explains the process of using the EEM Days and Clock Hours Application, as well as how to review and submit data via the EEM Days and Clock Hours Application.

Obtaining Access to the Educational Entity Master (EEM)

Obtaining access to EEM Days and Clock Hours is a two-step process:

1. Individuals must first subscribe to the application through their Single Sign-On (SSO) accounts.
2. Individuals must return the EEM Security Agreement to CEPI, signed by the user and the entity lead administrator. These forms are posted in the Security section of the CEPI Educational Entity Master EEM Web page.

Subscribing With a SSO Account

Note: If you do not already have an SSO account, you may register for one online at https://sso.state.mi.us/ by clicking the Register button and following the on-screen directions. For more detailed information please refer to the Single Sign-On User's Guide posted in the Security section of the CEPI Educational Entity Master (EEM) Web page.

To request access to the EEM, log in to the SSO application at https://sso.state.mi.us/ and follow these steps:

1. Click the Subscribe to Applications link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select CEPI in the first drop-down and Educational Entity Master (EEM) in the second. Click Next.
3. You will be taken to a subscription page for the application. Review the information and click Confirm.
4. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.

EEM Profiles and Roles

Each user will be assigned a profile, or profiles, which allow access controlled access into the Days and

- D/CH District/ISD/Building Submitter: Personnel responsible for reporting D/CH information throughout the year for a district. Submitter is responsible for reporting days where attendance fell below the 75% threshold and maintaining data throughout the year.

- D/CH ISD Certifier: ISD personnel responsible for auditing district D/CH data, and certification/submission of that data to the State.

- D/CH State User: State personnel with access to all collected data for the purpose of analysis and monitoring. State Users can review data throughout the year for any building, district, or ISD.

Submitting an EEM Security Agreement Form

After a subscription request has been submitted, a user must submit a signed EEM Days and Clock Hours security agreement.

To download a copy of the security agreement, click on the following link, EEM Security Agreement, or follow these steps:

1. Click on CEPI Applications from the CEPI home page www.michigan.gov/cepi.
2. Click on Educational Entity Master on the left navigation bar.
3. In the Update the EEM Box, click on Days and Clock Hours Security Agreement.
4. Follow the instructions on the security form and fax the completed form to CEPI at 517-335-0488.

Accessing the Educational Entity Master (EEM)

To access the EEM (authorized users only):

1. Log in to the SSO application at https://sso.state.mi.us/
2. Authorized users should see a link for the Educational Entity Master in the Applications Portal that will take them to the application.

GENERAL INFORMATION

Welcome to the Days and Clock Hours Application

This system replaces the paper form (DS-4168) previously used for collection of this data.

Each of the data components previously found in the paper form is represented here; the intent behind this system is to expedite collection and review of data by allowing it to be gathered and monitored throughout the year.

The main modules used in this system for collection of day and hour information are Events, Attendance, Calendar, and Summaries/Summaries-Edit pages. Throughout the year, ISD and district level staff will record information regarding events that affected instructional time and attendance. Then in June, staff will begin their final entry/audit of data, recording information such as professional development time, forgiven time, and rescheduled time.

This system provides levels of automation that were not available in paper form, including calculation verifications, audit trails, and a certification workflow that notifies the appropriate users of certification status changes that impact their reporting.

Resulting from this system will be a series of reports that allow users to access day and clock hour information pertaining to their districts in a uniform, electronic manner for years to come.

When are the Day and Clock Hour Reports Due?

Local school districts submit their DS-4168 data to the intermediate district office for review by July 15th each year. Intermediate districts will then review and submit their district data to the state by August 1st of the same year. Local districts should work with their intermediate district when coordinating their data entry

Why do districts submit this data?

The data is collected pursuant to Section 101(3) of the State School Aid Act. The Department uses with data for auditing the state aid allocations to districts and adjusting state aid payments as required by the State School Aid Act.

What information does the report include?

This report must show the instructional time that the district provided each group of pupils that were enrolled and counted for K-12 membership purposes including: special education, special education early childhood programs (SEEC), general education grades k-12, and alternative education programs (except seat-time waiver). A minimum of 1,098 hours of pupil instruction was required in 2010-2011 for grades 1-12, under section 101(3) of the State School Aid Act. These hours may consist of a combination of: actual pupil instructional hours provided; up to six days and equivalent hours of pupil instruction that were canceled due to circumstances beyond the control of the school authorities; up to an additional six days and equivalent hours of pupil instruction canceled after April 1st with written approval from the Department of Education; and, up to 38 hours of qualifying teacher professional development time.

How much time does the data entry process require?

The amount of time required depends on a few factors. The process will be quick if your district has had few events where instruction was canceled, few days where the district-wide attendance drops below 75%, and a district-wide calendar. If your district has multiple schools, the process for reporting your days and clock hours can be expedited by distributing data entry to officials at the building level. Districts who have taken some time to plan their data entry, or those who have entered their events as they occur, will require significantly less time when reporting data through the application. On average, we estimate that this process will require less than an hour of an individual's time for most districts.

When should districts start entering their day and clock hour information?

The application collection period will begin shortly after the start of the new school year, typically in late September. Users can choose to start entering their information as soon as the collection opens, or they can submit their data in one sitting. It is encouraged to enter data throughout the school year to help expedite the process and ensure that events are recorded accurately. District certification will typically occur in late-May or early-June, and will then be reviewed and certified by the intermediate district by August 1.

Are there restrictions as to when certain modules can be accessed?

Typically, the certification window will not open during a collection period until close to the end of a school year. This is done to ensure that information entered/certified during the final months of a school year does not need to be revisited several times, and so that users do not accidentally certify their data prematurely.

Users will be able to access all modules throughout a collection with the exception of the summary-edit module, where a finer level of data can be entered, which is only available once the certification window opens in late-May.

What happens when a district certifies their data?

When a district has finished their data submission, they will certify/submit their data to the intermediate district for review and final certification. When a district certifies their data, the intermediate district will receive an email notice to let them know that a district's data is ready for review.

What happens when an intermediate district decertifies a districts submission?

When the intermediate district reviews a district's submission, they can decertify that submission if an error is discovered. When the intermediate district decertifies a submission, the local district user will receive an email notice of the decertification so that they can review the data and make any necessary corrections. Once the district data is ready for resubmission, the local district user will recertify the data, and submit it to the intermediate district.

Is there a way to record messages through the application that are relevant to the data submission?

The system includes an audit mechanism that allows users to view when data was certified, and by which user. Users at both the local and intermediate district level can add comments to a submission through the audit mechanism.

How is the baseline number of hours and days being generated for a district?

The number of days is determined in statute; for 2011-12, the day threshold is no less than 165 days and in 2012-13, this threshold will increase to 170. The number of days required can also be affected by the number of days provided by the district in 2009-10. If a district provided more days during 2009-10 than is currently required by law, the district threshold then becomes the number provided in 2009-10. There could also be cases where a district is operating under a collective bargaining agreement that existed as of October 19, 2009, which required more or less days of instruction than required of law. In this case, the district would revert to that number of days until the agreement expired.

The number of hours required is also established through legislation. All districts are required to provide 1098 hours of instruction throughout the school year.

How do I report a problem?

Questions or concerns with the application can be answered by submitting the question to CEPI@michigan.gov. Please be sure to include your district information, the collection in question, and steps that can be followed to recreate the issue, as well as the question that you would like answered.

Accessing the Application

Before you are able to access the application, be sure that you have completed the Single Sign-On (SSO) registration process. All users who are accessing the Days and Clock Hours application for the first time will also need to first complete a new EEM Security Agreement. See the previous sections if you need assistance completing either of these processes.

1. Open the SSO portal by clicking on the following link: https://sso.state.mi.us

2. Use your credentials to log into the SSO portal.

3. Select 'Educational Entity Master (EEM)'
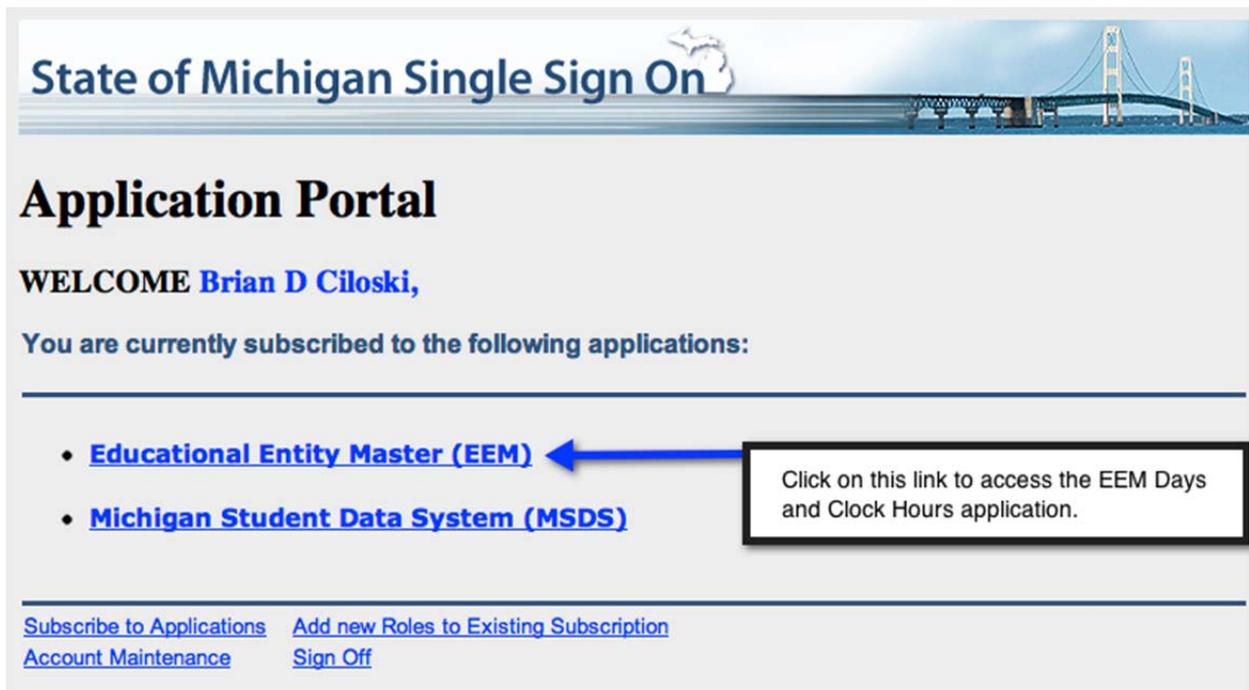
4. You should now be logged into the EEM main application. A window similar to the one shown below will display in your browser.

Please review the following screen captures to become familiar with the D/CH application layout and menus.

Days & Clock Hours Menus
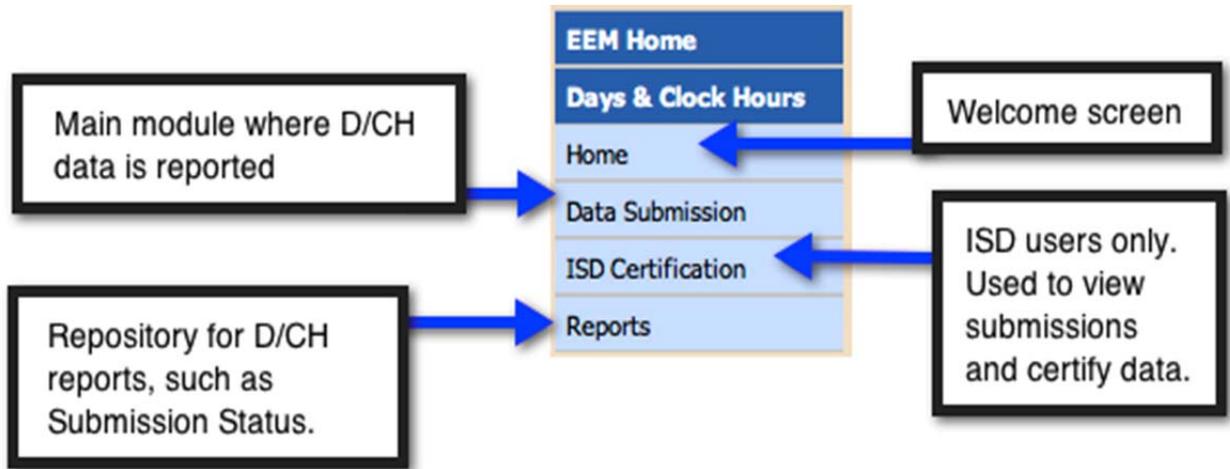
Basic Application Layout

DATA SUBMISSION

The data submission module of the Day and Clock Hours application allows district users provide information regarding days and/or hours of instruction provided in their school(s). The data submission module can be access throughout the school year as events happen, allowing users to record information at a time relevant to the event. Users can alternatively user the data submission module to report all of their district information during a single sitting.

The data submission module is divided into six main steps. During each step, users will provide data that is specific to their district that will help describe instructional time provided throughout school year. The steps are detailed below, along with a brief description of each step's function.

| Step	Description
Step 1: Start Page	This is the initial step that users will see when entering Data Submission. Users will select a collection and their district from drop-down menus to begin their report. This screen also includes the End User Policy, which details the legislative references where collection of this information is mandated. All users must agree to the End User Policy prior to beginning a collection.
Step 2: Events	This step is where district will record "events" that occurred during the school year that caused instruction to be shortened, delayed, or canceled. Users will also enter hours where instruction was rescheduled for a particular event.
Step 3: Attendance	This step allows users to record days where attendance fell below 75% of the number of students enrolled and scheduled for instruction district-wide for a particular day.
Step 4: Calendar	This step is where users will indicate the number of days and hours that were originally scheduled for a school year, as well as provide the number of days where professional development was provided.
Step 5: Summary	This step serves as a dashboard for the district, which will aid users in identifying potential reporting issues for the selected collection. This step also provides users will access to the summary-edit module, where users will enter detailed information relating to professional development hours, rescheduled days, and forgiven days and hours.
Step 6: Data Certification	Data certification is the final step in submitting your day and hour information. The certification process sends the data from the District user, to the ISD user for review. If there is an issue with the submission, the district can decertify the submission to make edits until an ISD user certifies the submission. When a submission is certified or decertified, appropriate users will receive an email notification of the progress.

Step 1: Start Page

The Start Page is the first page that users will encounter after selecting Days & Clock Hours from the left navigation. This page allows users to choose a collection for their data entry, as well as select the district for the data submission.

1. Begin by selecting 'Data Submission', located in the left navigation under 'Days & Clock Hours'.
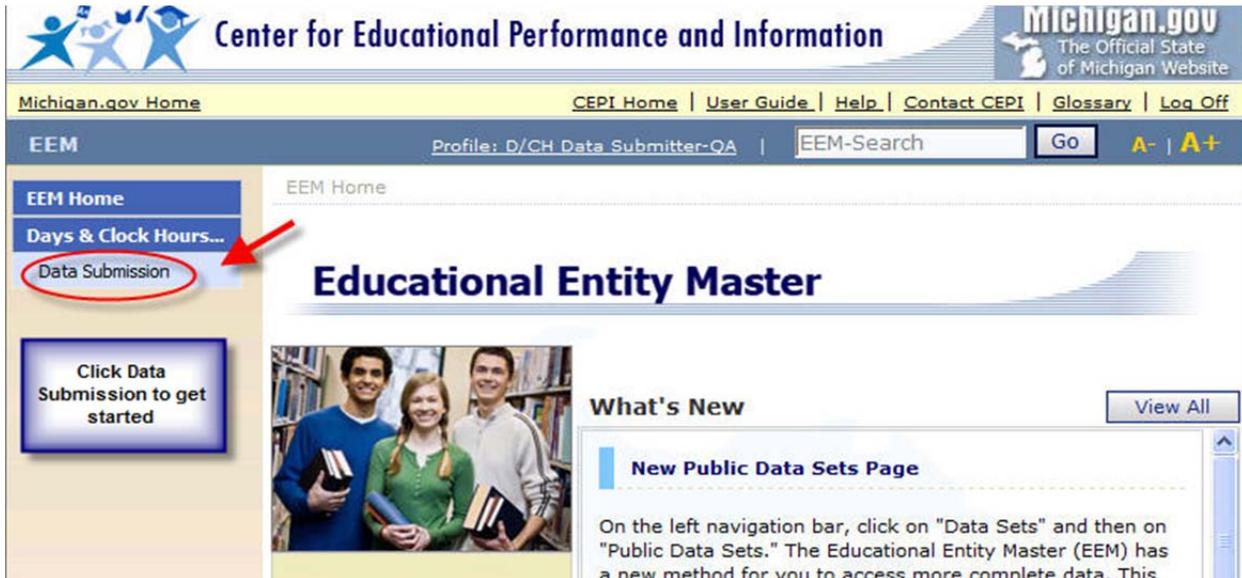

2. Select the appropriate cycle from the 'Collection' drop-down.

3. Select a district from the 'District' drop-down.
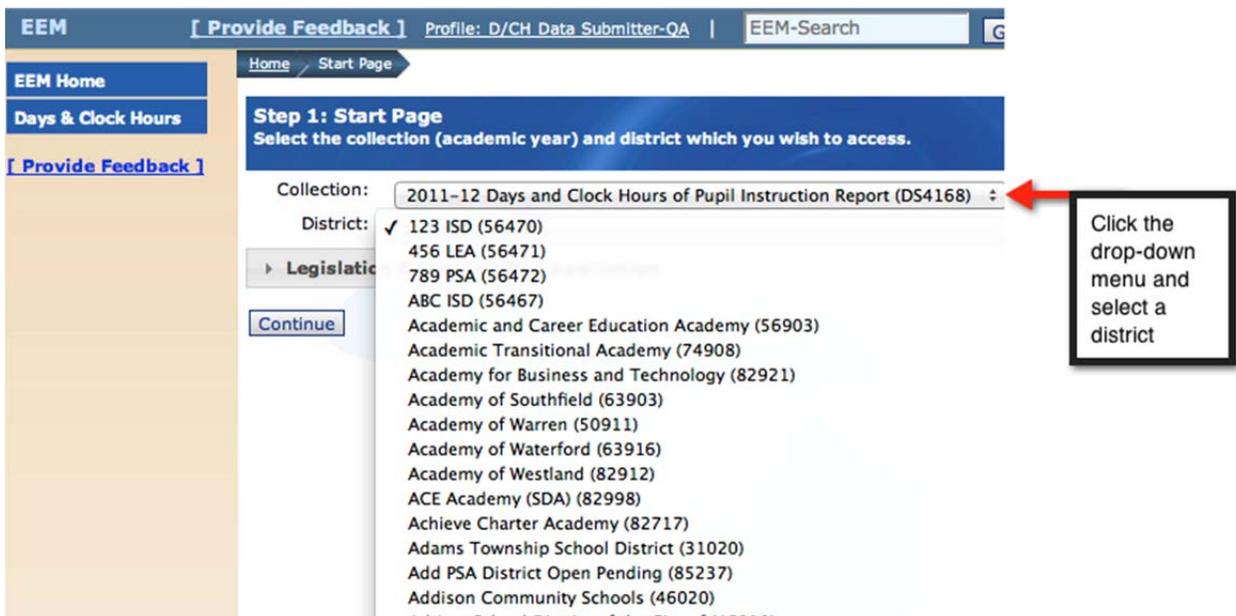
4. Click the 'Continue' button.

Note: If this is your first time accessing a collection, you will be prompted to agree to the End User Policy before you are allowed to proceed. Please read the legislation governing this form. Once you are ready to proceed, check the box next to 'I Agree', and then click the 'OK' button. Once you are returned to the Step 1 screen, click the 'Continue' button to proceed to the next step.
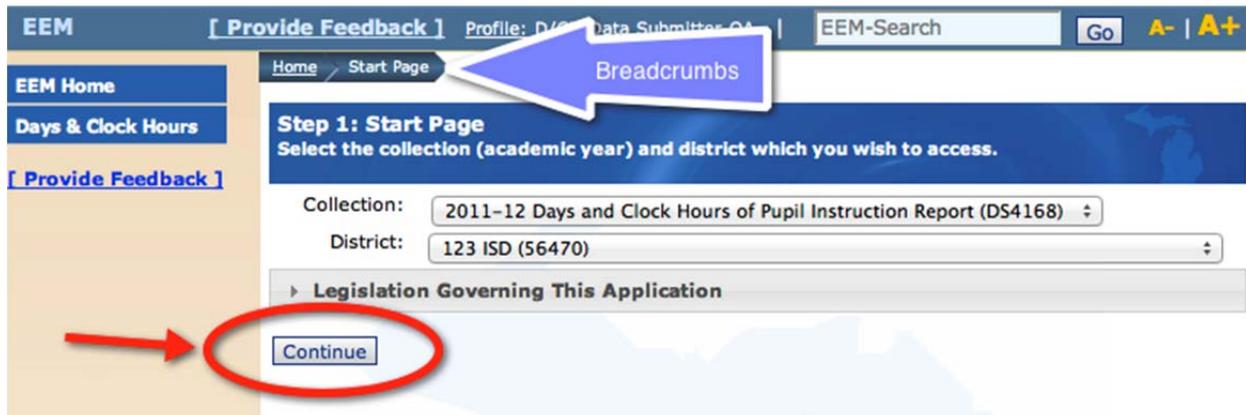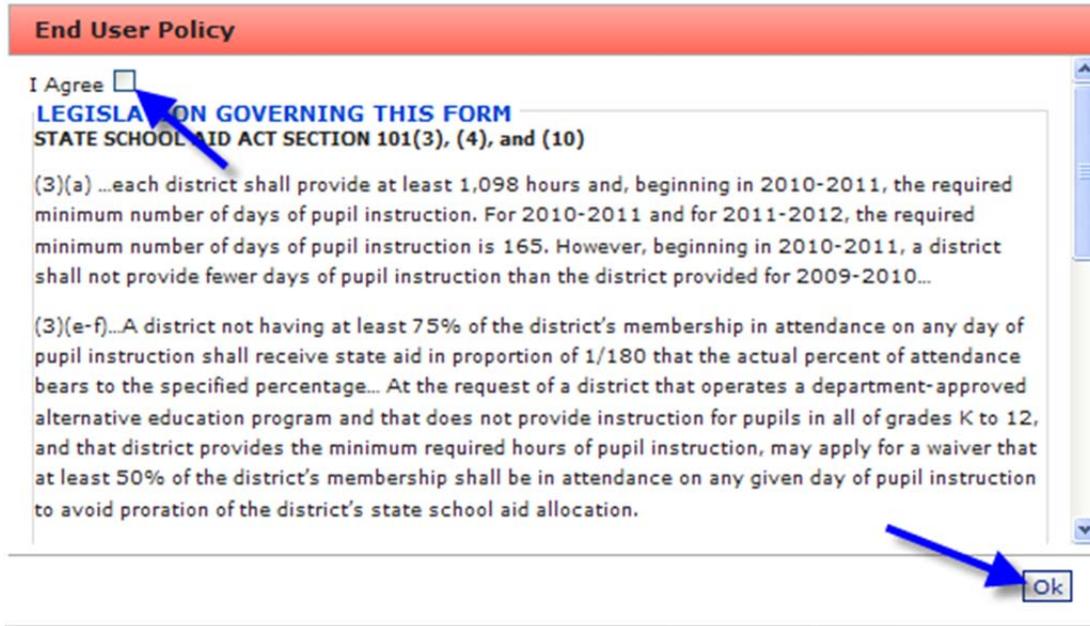
TIP: While using data the application, you have the ability to quickly navigate to previous steps by clicking on a previous step in the "breadcrumb" progress bar located at the top of the screen.

Step 2: Events

The Events module is used to record hours of instruction canceled due to an early release, school delay, or cancellation.

Entering a canceled hours.

1. Select 'Create New Event'.

Note: If no canceled hours need to be entered, click 'Continue To Attendance'.

2. Select the affected school(s) by clicking on them from the listing on the left, and then click the right arrow located in the divider between the selection listing to move the school(s) over to the 'Selected' listing on the right.

Note: To remove a school from the 'Selected' listing, select the school by clicking on it, and then click the left arrow that is located in the center divider to remove it. To select all of the schools within the district, use the double right arrow; to remove all schools from the 'Selected' listing, use the double left arrow.

3. Enter a date into the 'Date Canceled' field.
4. Select a 'Cancel Type' from the drop-down.
5. Select a 'Cancel Reason' from the drop-down.
6. Select how you want to record the canceled hours for the selected school(s). Selecting 'All' will provide you with a single 'Canceled' hours field, as well as a single 'Rescheduled' hours field. Only use this option if you have the same number of hours canceled and rescheduled for each selected school. Selecting 'Multi' allows you to enter the number of canceled and rescheduled hours for individual grades.
7. Enter a value into the 'Canceled' field. Values can be entered up to the second decimal place.
8. Click the 'Save' button to continue.
9. You will be taken

Reviewing Events

Once an event has been created, it will appear on the 'Step 2: Events' screen. Events are displayed according to the event date. On this screen, each event details such as the affected buildings, cancellation type and reason, and the grades affected, number of hour canceled, and the number of hours rescheduled will be displayed.

Event Screen Actions:

Details – when clicked the user will be taken to the detail screen of the particular event. Users can then edit the details of an event, or click the 'Cancel' button within the event to return to the event summary screen.

Delete – the delete button allows the user to permanently remove an event.

Split – This button will only display on events where multiple buildings have been assigned. The 'Split' button allows the user to disassociate a school/building from a multi-building event, and create a new event for that school alone.

Step 3: Attendance

The attendance module is used to report days where attendance dropped below 75% district-wide for the portion of students who were enrolled and scheduled to attend for that day. Attendance issues are reported using the highest level of attendance for any given day where an attendance issue exists. District users should be sure to use the number of students who were enrolled on that day and scheduled for instruction. This number can differ from the headcounts collected on the student count dates.

Note: If you do not have any attendance issues to report, click the 'Continue' button to proceed to the next step. You can return to this step later if necessary.

Entering attendance issues.

1. Click the 'Create New'.

2. Enter the date where attendance fell below 75% district-wide.
3. Enter the number of students enrolled and scheduled for instruction.
4. Enter the number of students present who were scheduled for instruction.

Step 3a: Attendance Charlotte Public Schools (23030)
Complete for any day during the school year that the scheduled membership in attendance fell below 75%

Pupil Attendance

* Date below 75%   [   ]   Date when attendance fell below 75% district-wide.

* Number of Pupils Scheduled   [0]   Number of pupils enrolled and scheduled for instruction on date.

* Number of Pupils Present   [0]

[Save] [Cancel]

Number of pupils present who were enrolled and scheduled for the affected date.

5. Click the 'Save' button.

Reviewing Attendance Issues

Once attendance issues have been reported, they will appear in the Step 3: Attendance screen.

Note: If attendance issues are reported, but the resulting present in attendance is 75% or greater, there will be no adjustment issued against your state aid payments.

Step 3: Attendance Charlotte Public Schools (23030)
The Attendance Page is used to document days when enrolled attendance fell below 75% for those pupils who were scheduled for instruction on that day district-wide.

[Create New] [Continue] [Back] [Go To Audit]

Date Below 75%	Number of Pupils Scheduled	Number of Pupils Present	Percent in Attendance	
7/3/2012	10	7	70%	[Edit] [Delete]

[Create New] [Continue] [Back] [Go To Audit]

The 'Edit' button will return the user to the attendance issue detail screen and allow the record to be viewed or edited as necessary.

Date of attendance issue.

Number of students scheduled for instruction

Number of students present.

Precent of students scheduled who were present.

The 'Delete' button will permanently remove the record.

The attendance summary provides users with a list of attendance issues by date of occurrence. Each issue includes the date of the issue, the number of students enrolled and scheduled for instruction, the number of students present for instruction, and the resulting percent in attendance.

Attendance Screen Actions:

Edit – Used to edit attendance issue details. Users can also view existing records without making changes to the record by clicking the 'Cancel' button to exit the attendance issue without making changes.

Delete – the delete button allows the user to permanently remove an attendance issue.

Step 4: Calendar

The calendar module allows the user to specify the number of days and hours that were originally scheduled for the district / building / grade. Districts are provided with a calculation of their day and hour thresholds for the school year. This module also collects information regarding factors that may affect the day threshold calculation, such as an existing collective bargaining agreement, as well as details about the number of professional development days provided to all teachers during the school year.

Depending on the district, calendars may be consistent across all building, may vary by building, or may vary within a building at the grade level. This module will assist users in preparing a calendar for each situation.

Creating the Calendar

1. Review the information contained in the message bar regarding your district's day threshold.
2. Answer YES or NO depending on if the district had a collective bargaining agreement in effect that would influence your district calendar.
   2.1. If YES, answer the follow-up question by providing the number of days of instruction allowed under the agreement.
3. Answer YES or NO if your district operated under a district-wide calendar. ***Note:*** *Selecting NO will give the user the option of entering the number of scheduled days and hours at the building level, or grade level if desired (as shown below). If YES is selected, the user will be prompted to provide days and hours at the district level only.*

The information bar contains information pertaining to the selected district's days and hours baseline. These figures were derived using the baseline calculation as indicated.

Step 4: Calendar Charlotte Public Schools (23030)
The Calendar Page is used to document the number of days and hours originally scheduled for the district. Calendars can be established district-wide, by the building, or by building/grade level.

ⓘ *Please note this year's minimum requirements based on your district information*
Minimum Days: 171 *(from 2009-2010 Days)*
Minimum Hours: 1098.00
Baseline Calculation (Click to Show...)
If a collective bargaining agreement existed as of October 19, 2009, and provided for less days than required by Section 101, then collective bargaining agreement provides the day threshold; if 2009-10 days provided are greater than current threshold provided by Section 101, then 2009-10 days provided; if 2009-10 days provided are less than current threshold provided by Section 101, use current threshold.

* I report that my district operated under a collective bargaining agreement in effect as of October 19, 2009, that requires fewer than 165 instructional days in the active school year. No ⦿ Yes ○

* I use a district wide Calendar No ⦿ Yes ○

* Total Days of Professional Development Provided to All Teachers [   ]

Building		Days	Hours
Charlotte Adult Education (07863)	...		
Charlotte Middle School (00649)	...		
Charlotte Senior High School (00648)	...		
Charlotte Upper Elementary (00774)	...		
Parkview Elementary School (05797)	...		
Washington Elementary School (04386)	...		
Weymouth Child Development Center (09959)	...		
Youth Facility/Day Treatment (07757)	...		

[Continue And Save] [Back] [Go To Audit]

1. Did the district operate under a collective bargaining agreement during the current year that went into effect 10/19/2009 and has not year expired?

Selecting YES will generate a secondary question where the user will be asked to provide the number of days specified in the agreement.

2. Does this entire district operate with the same number of days and hours for each building?

Selecting YES will adjust the calendar entry fields to allow for a district-wide calendar to be completed.

3. Provide the number of professional development days provided to all teachers?

4. For each building listed, provide the number of days scheduled.

5. For each building listed, provide the number of hours scheduled.

This button allows for a grade-level calendar to be entered for a specific building.

4. For the last question, enter the number of professional development days that will be provided to all teachers throughout the year.

5. In the lower section of the screen, fields will be displayed where the user can enter the number of days and hours scheduled for the school year. The level of detail allowed in this section (district, building, grade) will depend on your answer to whether or not your district operates under a district wide calendar.

6. Enter the number of days scheduled for the district/building/building-grade. *Note: To access the building-grade entry, click the button next to the appropriate building name labeled '...'.*

7. Enter the number of hours scheduled for the district/building/building-grade. *Note: To access the building-grade entry, click the button next to the appropriate building name labeled '...'*

8. Once complete, click 'Continue And Save'.

Step 5: Summary

The Summary module is used to review your current Days and Clock Hours submission. If a warning is present, the affected building will be highlighted in red, and a Warnings Present flag will appear next to the building in question. Users will use this module to edit their final report of days and hours before certifying their submission.

Reviewing a Submission

1. Review the building listed, making note of those with warnings present.
2. For any building with an approved waiver, click the YES radio button.

Editing a Submission

Note: The Summary Edit screen is divided into two halves. The top half displays the hour information, and the second half (bottom) of the screen displays the day information for the selected building.

1. Next, review each building submission by clicking the Edit button.
   1.1. Building with potential day and/or hour issues will be shown in red highlighting. These buildings will also have the Warnings Present flag present. *Note: Building with this flag may not have an actual issue present, or may have been short days or hours. All buildings need to be reviewed; for each building, PD hours, forgiven days and hours, canceled days, and rescheduled days need to be reported regardless of the warning flag being present.*

Step 5a: Summary Edit DeWitt High School (00912)
The Summaries Page serves as a mechanism to warn users of potential day/hour issues, as well as provides a place to edit waiver statuses, and a detailed accounting of day and hour information.

Please note this year's minimum requirements based on your district information
m Days: 173 *(from 2009-2010 Days)*
m Hours: 1098.00
e Calculation *(Click to Show...)*

Current building being edited.

Grade column

The Summary Edit screen is divided into two haves. The top half is dedicated to reporting hours for a building.

Number of originally scheduled hours column. This is pulled from what was reported in the Calendar module.

Number of PD hours provided to all teachers in building/ grade

Number of forgiven hours used in building/ grade

Total of the rescheduled hours reported through the Events module.

Total of the canceled hours reported through the Events module.

Grade validation icon. This is populated by grades reported with FTE in MSDS.

Total Hours Provided. This field automatically recalculates when other fields are changed.

Grade	Number Of Original Hours	Total Hours Canceled	Total Hours Rescheduled	Hours Forgiven	Total PD Hours	Total Hours
a.m. K	1100	4.00	0.00	0.00	0.00	1096.00
p.m. K	1100	4.00	0.00	0.00	0.00	1096.00
Full Day K	1100	0.00	0.00	0.00	0.00	1100.00
1st	1100	5.00	0.00	0.00	0.00	1095.00
2nd	1100	5.00	0.00	0.00	0.00	1095.00
3rd	1100	5.00	0.00	0.00	0.00	1095.00
4th	1100	6.00	6.00	0.00	0.00	1100.00
5th	1100	6.00	6.00	0.00	0.00	1100.00
6th	1100	6.00	6.00	0.00	0.00	1100.00
7th	1100	6.00	6.00	0.00	0.00	1100.00
8th	1100	6.00	6.00	0.00	0.00	1100.00
9th	1100	6.33	0.00	6.33	0.00	1100.00
10th	1100	6.33	0.00	6.33	0.00	1100.00
11th	1100	6.33	0.00	6.33	0.00	1100.00
12th	1100	6.33	0.00	0.00	0.00	1093.67
Spec Ed EC	1100	0.00	0.00	0.00	0.00	1100.00
Alt Ed	1100	6.33	6.33	0.00	0.00	1100.00
Other	1100	0.00	0.00	0.00	0.00	1100.00

This half of the form contains information regarding days.

Number of days originally scheduled. Number is pulled from the Calendar module.

Report the number of forgiven days used here.

Report the number of days that were rescheduled here. Note: 1 day can be reports for any day, partial or full, where instruction was scheduled and provided.

Total days canceled. The application calculates this number based on the number of full days that were canceled and reported in the events module.

Grade	Number Of Original Days	Total Days Canceled	Total Days Rescheduled	Days Forgiven	Total Days
a.m. K	173	1	0	0	172
p.m. K	173	1	0	0	172
Full Day K	173	0	0	0	173
1st	173	1	0	0	172
2nd	173	1	0	0	172
3rd	173	1	0	0	172
4th	173	1	0	0	172
5th	173	1	0	0	172
6th	173	1	0	0	172
7th	173	1	0	0	172
8th	173	1	0	0	172
9th	173	1	1	0	173
10th	173	1	1	0	173
11th	173	1	1	0	173
12th	173	1	0	0	172
Spec Ed EC	173	0	0	0	173
Alt Ed	173	1	0	0	172
Other	173	0	0	0	173

Save   Back

2. Starting with the top half of the screen, review each grade reported for the building.
3. Enter values for each grade that had hours forgiven.
4. Enter values for each grade that had PD hours.
5. Now move onto the day portion of the screen. Review each of the reported grades for accuracy.
   Note: Each grade is validated against information reported in MSDS. Grades that have FTE associated with them for the current building will have a school building icon displayed to the left of the grade. This indicator shows which grades we are expecting a report for but should not prevent you from reporting for a grade if the indicator is not present. If you believe there is an error with the indicator, contact your district MSDS user for more information.
6. If necessary, edit the Total Days Canceled fields for the reported grades.
7. Enter the Total Rescheduled Days for the affected grades.
8. Enter Days Forgiven for applicable grades.
9. Once your Summary Edit form is compete, click Save.

Using Quick Fill

The Summary Edit module has several columns that utilize a quick fill box that allows the user to quickly fill in values for each of the field below the box. This is helpful if you have more fields within a column that require the same value than those that differ. *Note: Using this feature will overwrite existing information within the fields below the quick fill box. Please use this feature with caution.*

1. Click into the quick fill box above the column that will be updated.
2. Enter a value into the quick fill box.
3. Once you exit the quick box field (by clicking in another field), all values below the quick fill will be updated.
4. Edit any of the grades that should contain a different value than those populated by the quick fill box.
5. When finished editing the form, click save.

Where present, quick fill boxes can be used to populate all of the fields below the quick fill with a value.

Grade	Number Of Original Days	Total Days Canceled	Total Days Rescheduled	Days Forgiven	Total Days
			1		
Spec Ed EC	173	0	1	0	174
a.m. K	173	1	1	0	173
p.m. K	173	1	1	0	173
Full Day K	173	0	1	0	174
Alt Ed	173	1	1	0	173
1st	173	1	1	0	173
2nd	173	1	1	0	173
3rd	173	1	1	0	173
4th	173	1	1	0	173
5th	173	1	1	0	173
6th	173	1	1	0	173
7th	173	1	1	0	173
8th	173	1	1	0	173
9th	173	1	1	0	173
10th	173	1	1	0	173
11th	173	1	1	0	173
12th	173	1	1	0	173
Other	173	0	1	0	174

Save   Back

Step 6: Data Certification

Data certification is the final step in submitting your day and hour information. The certification process sends the data from the District user, to the ISD user for review. If there is an issue with the submission, the district can decertify the submission to make edits until an ISD user certifies the submission. When a submission is certified or decertified, appropriate users will receive an email notification of the progress.

Certifying a Submission

1. Once in the certification module, the following screen appears. This screen provides users with a final review of their data, alerting them to any flagged records (warnings) present.

2. To review a building submission in greater level, click the Details button to access the Summary Edit module for that building.
3. The certification process will complete the submission for the entire district. Once ready to certify the report, click the Change Certifications button.
4. The Modify Certifications dialog box will appear. Click Certify.

5. The system will display the following window while the certification is being processed. This step could take several minutes; do not exit your browser until the process completes.
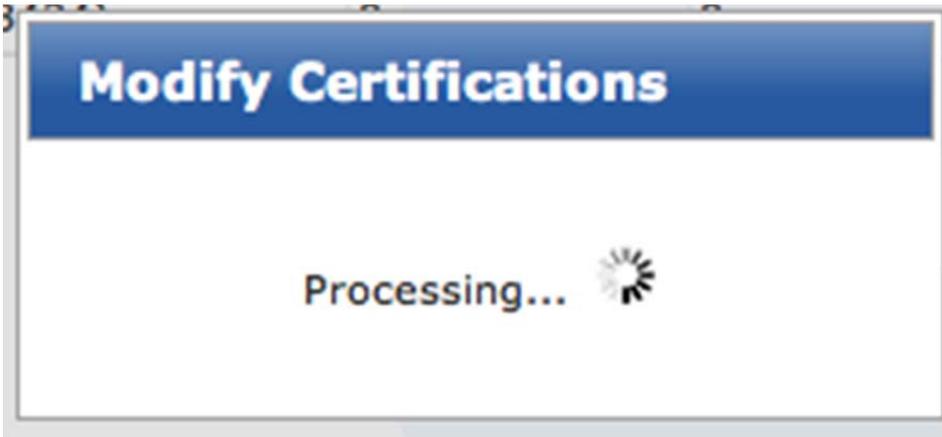
6. Once complete, the following window will display.
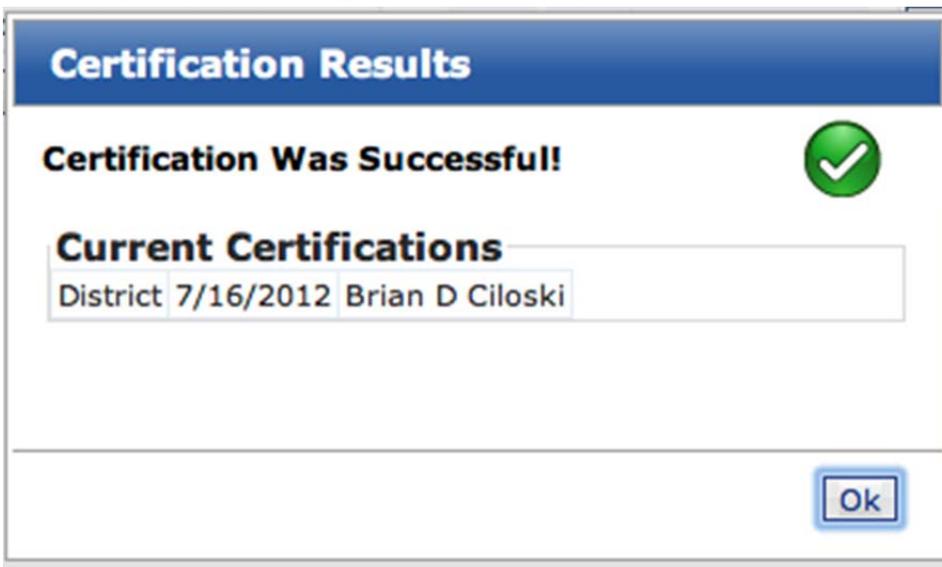
7. Click OK
8. You will be returned to the Certification module. The Certifications status should now reflect the recent district certification.

Decertifying a Submission

1. If you need to edit a submission that has not been certified by the ISD, click the Change Certifications button.

2. When the Modify Certifications dialog box appears, click Decertify.

3. When returned to the Certification module main screen, the Certifications status will now reflect that no certifications are present.

ISD CERTIFICATION

As an ISD user, you will review the days and clock hours submissions for all of your districts. Once a submission has been reviewed and is ready for submission to the Department, the ISD will certify the district submission. Once the ISD certifies the submission, the district user cannot update their submission unless the ISD decertifies the report.

Data Certification Listing

1. Click on the ISD Certifications menu from the left navigation
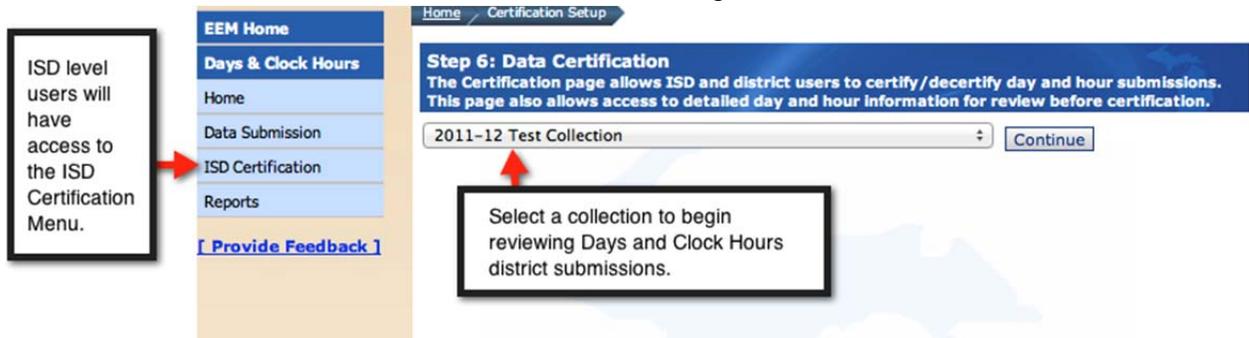
2. Select a collection from the drop-down
3. Click Continue
4. The Data Certification window displayed below will appear.
5. The Certifications column will display 'District' wherever a district user has submitted their report for ISD review.
6. If any flagged records (warnings) are present, a value greater than zero will appear in the Flagged Buildings column.
7. Before you can review a district record, you will need to accept the End User Agreement for that district. Click the Accept Agreement button.

ISD Review and Certification

1. To review a submission that has been submitted by the district, click the Details button on the district record. This will allows the user to view the Summary listing for the district, as well as access the Summary Edit screen for each building to verify that all information is accurate.
2. Once the submission is accurate, click the Change Certifications button.
3. The Modify Certifications dialog box will appear.
4. Click Certify.

AUDIT TRAIL

The audit module is used by local district and intermediate district users to add their comments regarding a data element contained in a collection, or review a history of actions and comments associated with a collection. This tool allows local and intermediate district users document their concerns or rationale for data elements in question.

Adding Comments

The 'Go To Audit' button is located on the bottom of the screen within the data entry modules in the D/CH application.

1. Click the 'Go To Audit' to view the audit trail for the selected district and collection.

2. Click the 'Add Item' button to input a new comment.

3. Enter a comment regarding the current collection submission.
4. Click 'Add'
5. The new comment will appear.
6. Click the 'Back' button to exit the audit record.
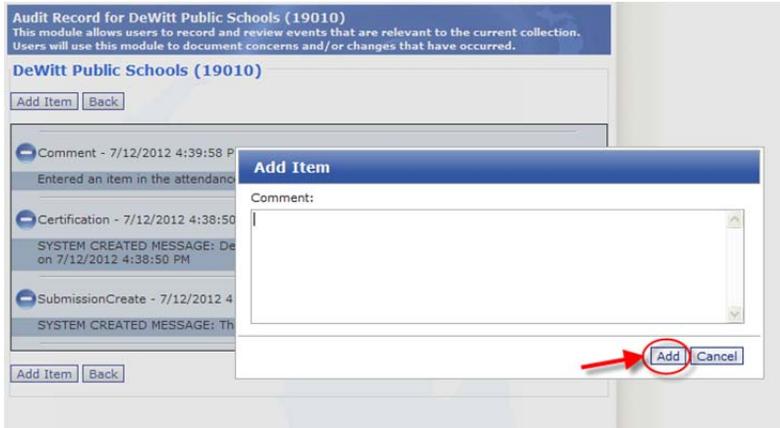
Reviewing Comments

1. Click the 'Go To Audit' to view the audit trail for the selected district and collection.
2. The audit record is displayed. Each entry will provide information regarding the user, date and time, and action that created the record in the audit record.
3. Click the "plus" symbol for an audit record.to view the records expanded detail.
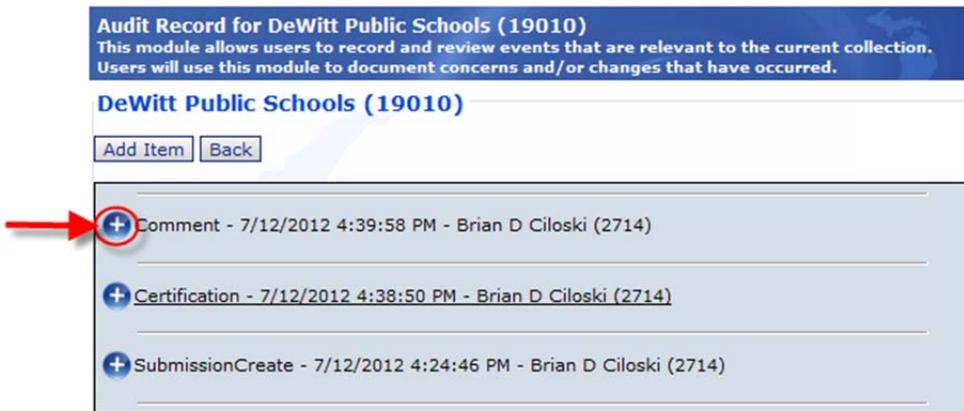
4. Click the "minus" symbol to minimize the audit record detail being displayed.
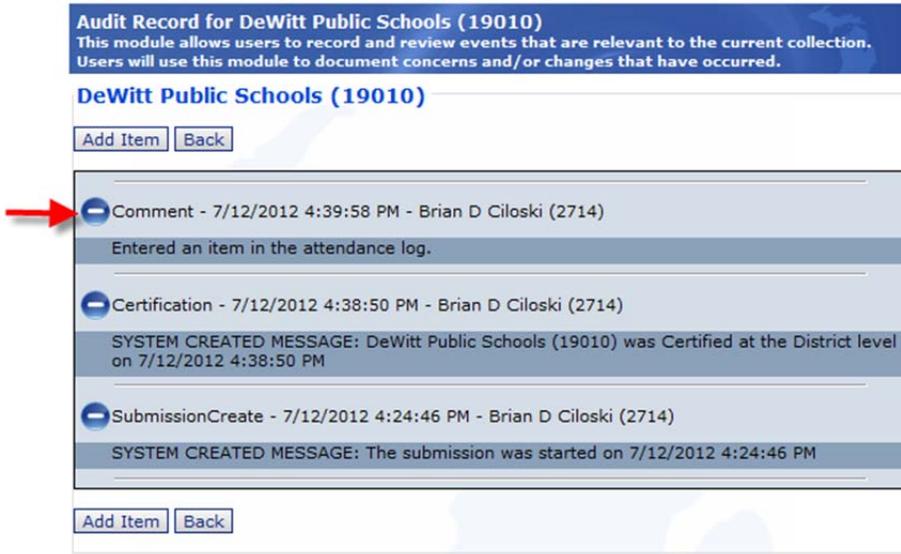
5. Click the 'Back' button to exit the audit record.

GLOSSARY

"Attendance" The presence of a pupil on scheduled school days under the guidance and direction of a certified teacher either at or away from school.

"Building/Program Alpha List" An alphabetized listing by grade of all pupils in each building who are eligible for membership.

"Day of Instruction" A day when pupils and certificated teachers (either district-wide or in a particular building/program) are present and instruction is scheduled for the entire pupil membership and provided to no less than 75% of the total pupil population that was scheduled for instruction.

"Department" means the department of education.

"District-Wide Calendar" A school calendar that has days of operation that are universal to all buildings and programs within the district. Individual building or program hours of operation on those universal days may vary for activities such as parent/teacher conferences and staff development.

"Enroll" The act of a pupil appearing in person at a school at any time during the current school term with intent to attend the school.

"Event" A day when instruction was canceled.

"Extended school year" means an educational program conducted by a district in which pupils must be enrolled but not necessarily in attendance on the pupil membership count day in an extended year program. Each pupil shall complete the mandatory clock hours not more than 365 calendar days after the pupil's first day of classes for the school year prescribed. The department shall prescribe pupil, personnel, and other reporting requirements for the educational program.

"Fiscal year" means the state fiscal year that commences October 1 and continues through September 30.

"Full Time Equated (FTE)" An individual pupil's pro rata share of membership. In no case may a pupil generate more than 1.00 FTE.

"Intermediate school district" means that term as defined in section 4 of the revised school code, 1976 PA 451, MCL 380.4.

"Pupil" A person in membership in a local or intermediate school district providing instruction to pupils in grades K through 12, special education, or alternative education.

"School district" means that term as defined in section 6 of the revised school code, 1976 PA 451, MCL 380.6, a local act school district as defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5, or a public school academy as defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5.

"Special Education Early Childhood Pupils" Pupils through age five who have an identified need for specialized educational services.

ABBREVIATIONS AND ACRONYMS

AI = Autistic Impaired

CEPI = Center for Educational Performance and Information

CTE = Career and Technical Education

D/CH or DCH = Days and Clock Hours

DS-4168 or DS4168 = Days and Clock Hours form

EEM = Educational Entity Master

EI = Emotionally Impaired

FTE = Full Time Equivalency/Equated

H/H = Homebound/Hospitalized

HI = Hearing Impaired

IEP = Individualized Education Program

IEPC = Individualized Educational Planning Committee

ISD = Intermediate School District

LD = Learning Disabled

LEA = Local Education Agency

MD = Medical Doctor

MDE = Michigan Department of Education

MSDS = Michigan Student Data System

POHI = Physically or Otherwise Health Impaired

SASF = State Aid and School Finance

SEEC = Special Education Early Childhood

SLI = Severely Language Impaired

SSO = Michigan Single Sign-On

SXI = Severely Multiply Impaired

VI = Visually Impaired

FAQS

75% Attendance Rule		
1.	Q:	May the alternative education program be exempt from the 75% attendance rule?
	A:	The alternative education program is part of K12 system; therefore, attendance must be taken and the pupils in this program are a part of the 75% attendance requirement. However, pupils in a self-paced, off-site, alternative education program under a seat-time waiver are exempt from the 75% attendance requirement. Also, a district that operates an alternative education program and does not provide instruction in all of grades K-12 may apply to the Superintendent of Public Instruction for a waiver to meet a 50% attendance requirement as specified in Section 101(3)(c) of the State School Aid Act.
2.	Q:	One elementary building had to be closed for the entire day due to a water main break. Pupil attendance was 75% for the day. May the district count this day as a day of pupil instruction?
	A:	Yes, the district can still count the day; however, the hours would not apply to the one building that was closed. Days of pupil instruction are no longer a requirement; however, pupil attendance on any given day must reach 75% to avoid a reduction in state school aid for that day. The hours of pupil instruction would apply to the minimum required 1,098 hours for each of those buildings that remained open. The hours would not apply to the one building that was closed. If the percentage of pupil attendance in those buildings that remained open is less than 75%, the district would receive a reduction in the state school aid for that day. If the sum of pupil attendance for all of those building that remained open reached 75%, there would not be a reduction in state school aid for that day.
3.	Q:	May the alternative education program be exempt from the 75% attendance rule?
	A:	The alternative education program is part of K12 system; therefore, attendance must be taken and the pupils in this program are a part of the 75% attendance requirement. However, pupils in a self-paced, off-site, alternative education program under a seat-time waiver is exempt from the 75% attendance requirement. Also, a district that operates an alternative education program and does not provide instruction in all of grades K-12 may apply to the Superintendent of Public Instruction for a waiver to meet a 50% attendance requirement as specified in Section 101(3)(c) of the State School Aid Act.
4.	Q:	The district read, in the Pupil Accounting Manual, that pupil attendance is required for one week prior to the count period, during the count week, and for thirty calendar days following the count date. The pupil accounting auditor is requesting that pupil attendance be kept for the entire year. Is the district required to keep attendance for six weeks or for the entire year?
	A:	The district must keep attendance each day of operation for the entire fiscal year. Pupil attendance is necessary to determine that the 75% pupil attendance requirement has been met by the district each day of operation. If the district does not keep individual teacher attendance books, then the district may want to print a weekly report as a backup to ensure availability of record documentation when attendance records are requested. The pupil accounting auditor may require that automated records are printed and signed for the entire year.
Counting The First 30 Hours 6 Days Or Equivalent Number Of Hours Of Canceled Pupil Instruction		

5.	Q:	What is the maximum number of "forgiven" hours that a district has available. We have been told that it all depends upon the district's location in the state.
	A:	Section 101(4), of the State School Aid Act, grants all districts in the State of Michigan the right to count up to the first 30 hours6 days or equivalent number of hours of canceled pupil instruction for situations beyond the control of school authorities such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions. Anything in excess of 30 hours6 days or equivalent number of hours of canceled pupil instruction would have to be rescheduled. Section 101(4) also allows a district to apply to the superintendent of public instruction for a waiver to count up to an additional 30 hours 6 days or equivalent number of hours of canceled pupil instruction for situations that happen after April 1$_{st}$ of the applicable year when pupil instruction must be canceled due to conditions that are beyond the control of the school authorities. Those conditions would be of the same nature as for the first 30 canceled hours of pupil instruction. Also, keep in mind that each kindergarten session and other programs that operate for fewer than 1,098 hours must pro-rate the 30 "forgiven" hours.
6.	Q:	District plans 38 hours of teacher professional development time to be counted toward the minimum required 1,098 hours of pupil instruction. Two days (12.6 hours) of teacher professional development were canceled because of a snowstorm. Does the district get to count those canceled hours as part of the 30 hours that the district is allowed to count as pupil instruction?
	A:	No, Section 101(4), of the State School Aid Act, reads in part: "Except as otherwise provided in this subsection, the first 30 hours6 days or equivalent number of 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,…" Section 101(10), of the State School Aid Act, reads in part: "A district may count up to 38 hours of professional development for teachers, including the 5 hours of online professional development provided by the Michigan virtual university under section 98, as hours of pupil instruction…" Section 101(4) does not state that teacher professional development hours canceled due to conditions beyond the control of the school authorities may be counted. Section 101(10) implies that those teacher professional development hours have to be held in order to count. Therefore, canceled teacher PD time does not apply to the first 30 hours of canceled pupil instruction that may be counted toward the 1,098 hours requirement.
7.	Q:	Section 101 (3) (a) states "Beginning in 2012-2013, the required minimum number of days of pupil instruction is 170. However, the law also states that beginning in 2010-2011, a district shall not provide fewer days of pupil instruction than the district provided for 2009-2010." Do the minimum days equal 170 or the greater of days provided in 2009-10?
	A:	The requirement will be the greater of 170 or what was provided in 2009-10.
Counting Pupil Instruction For Individual Pupils		
8.	Q:	According to the Pupil Accounting Manual, each student must have 1,098 hours of instruction with a certified teacher to qualify for state aid without penalty. If our middle school building was to implement a type of "responsibility room" where a pupil could be scheduled into the room for an hour depending upon his/her behavior, could this be counted as contact time? Would the room be considered instructional?

	A:	A district measures an individual pupil's FTE count based upon the sum of the actual instructional minutes that the pupil is scheduled to receive instruction from a certificated teacher each day. If the "responsibility room" is actually spending time in the office as an office aide to the secretary, this is in-school placement and is part of the work-based program. Work-based is not allowed for middle school pupils. If the responsibility room is a study hall or seminar, then other requirements are applied. Seminars require a certificated teacher present, not more than 35 pupils scheduled for that class, and must be academic in nature. Study halls require an additional 90 hours be added to the building schedule.
9.	Q:	The district's alternative education program uses Plato software for math instruction and assessment. Is it permissible to staff the computer lab with a parapro during pupil instructional class time, and then have a certified teacher of record issue the student credit and grade?
	A:	No. Plato is material available for pupils to use but is not a teacher-pupil interaction. A certificated teacher is required to be present and ready to assist the pupil(s) during the instructional period.

Passing Time

10	Q:	The district utilizes block scheduling. Four days a week the district runs a normal A or B schedule. Each Monday the district runs "skinnies" (all eight blocks). Due to the physical size of the building and passing through all eight classes, the high school uses more than 30 minutes of passing time on Mondays. The pupil accounting manual states that a maximum of 30 minutes per day of passing time may be counted unless a building administrator is able to demonstrate the need for additional passing time. Does the size of the building and the class schedule qualify for more than 30 minutes per day? Does this need to be documented?
	A:	It is suggested that a representative investigate to make certain, for example, that six minutes rather than four minutes are required in order to get from first period to second period on Mondays. If the high school administrator can demonstrate to the pupil accounting person that it reasonably takes more passing time than is allowed on Mondays, then document that for the records for auditing purposes. If the district cannot document the need for the extra passing time, the district may choose to schedule more passing time than necessary and not count that time toward membership.

Lunch Time

11.	Q:	One third of the high school population has five minutes less of pupil instruction each day than the remaining two thirds of the high school pupils. Do we do a weighted average to calculate the pupil instructional time for the high school?
	A:	No. The five minute per day could add up to 15 hours per year (5 min. X 180 days = 900 minutes/ 60 min = 15 hours). This could mean that one third of the high school pupils would be short the minimum required pupil instructional hours. Most frequently, the reason behind one group being five minutes short each day compared to the rest of the high school population is that the lunch period occurs in the middle of a class period. A passing time is not allowed in this instance since one passing time was counted at the beginning of the class and one passing time was counted at the end of this class. The actual instructional time for this group of students must be reported separately from the other two groups. If additional time is not scheduled in order for this group to meet the minimum required hours, the membership for this group of pupils must be a prorated FTE. There would be a school aid adjustment.

12.	Q:	A certificated teacher monitors the lunch period. The district wants to count this lunch period as instructional time for the special education pupils claiming the goals and objectives are to teach feeding skills. May the district count the lunch period toward the minimum required instructional hours for this group of pupils?
	A:	Generally, lunch periods are not countable as instructional time. However, the lunch period may be counted for some special education pupils. The goals and objectives must be a part of the individual pupil's IEP and must specify how the lunchtime activity relates to the individual pupil's educational needs. The special education certificated teacher also must be with the pupil(s) during the lunch period.
Using Teacher Professional Development Time		
13.	Q:	The district wants to use the 38 hours of teacher professional development time toward the minimum required hours for some pupils but not for all pupils. Can you explain to me how this is done?
	A:	Section 101(10), of the State School Aid Act, allows a district to apply up to 38 hours of qualifying teacher professional development time toward the minimum required hours that the district must provide all pupils in grades 1-12. A program that operates fewer than 1,098 hours may count a prorated number of those 38 hours. Qualifying professional development is defined in section 101(10) as meeting certain criteria. Those hours are applied to the district as a whole, to a specific building, or to a specific grade level; not to a specific pupil. Only the minimum number of hours that all teachers of the specified group of pupils were provided may be counted toward the 1,098 hours for that specified group. If the district is applying 20 hours of PD time toward the 1,098 hours for grades 9-12, two things must happen, all teachers for grades 9-12 must have been provided a minimum of 20 hours of PD and a full-time pupil in grades 9-12 would have to be scheduled for a minimum of 1,078 hours (1,098 – 20).
Release Time		
14.	Q:	A local church approached the district about the possibility of released time for some pupils. Administrative Rule 340.2(3) allows a pupil to attend religious instruction for "not more than 2 class hours per week, off school property during school hours..." without affecting a pupil's enrollment as 100% FTE. Please clarify what "not more than 2 hours" means. Does the travel time count toward those two hours?
	A:	What the administrative rule 340.2(3) means is that the pupil may be released up to two hours per week to attend religious instruction without the district having to pro-rate the pupil's FTE count for membership purposes. However, this request must come in writing from the pupil's parent(s), guardian, or loco parentis (foreign exchange student). The church cannot make such a request. Two hours is exactly that – two hours. For example: if school is released at 3:30 p.m. every day and if the pupil leaves at 1:30 every Wednesday to attend catechism class; that meets the criteria. The district does not have to adjust the pupil's FTE count by 72 hours (2 hours x 36 weeks). The time needed for the pupil to travel to attend catechism can be part of those two hours.
Legal Holidays		
15.	Q:	Our district was in session on Monday, January 2nd. We exceeded the 75% attendance requirement. May we count this as a day of pupil instruction?
	A:	No. Revised School Code 380.1175(1) is very specific that January 1, New Year's Day, is a public holiday. If January 1 falls on a Sunday, then school is not to be in session on that following Monday, January 2.

16.	Q:	Our district had scheduled pupil instruction for Monday, January 2nd. Upon learning that legislation requires that school districts observe a legal holiday on Monday if that legal holiday falls on Sunday, our district converted January 2nd from pupil instruction to a teacher professional development day. May the district now count those teacher PD hours toward the minimum required pupil instructional hours?
	A:	Revised School Code 380.1175(1) states that school cannot be in session on a legal holiday (or on those Mondays that are to be observed as legal holidays). School being "in session" is perceived as requiring pupils and certificated teachers to be present and instruction taking place. In this situation, the pupils were not present. Section 101(10) of the State School Aid Act permits a district to count up to 38 hours of teacher professional development toward the minimum required hours of pupil instruction. The department has required that PD time occur at a time when pupils are not present and receiving instruction. Thus, these PD hours can be applied toward pupil instruction as part of the 38 hours.

Starting Prior To Labor Day

17.	Q:	May a district schedule professional development days prior to Labor Day?
	A:	Revised School Code 380.1284b does not prohibit a school district, intermediate school district, or a public school academy from offering or requiring professional development for its personnel that is conducted before Labor Day. These professional development hours may apply toward the minimum required 1,098 hours of pupil instruction if they are part of the school calendar.

Using PD And Forgiven Time

18.	Q:	A pupil had an "unexcused" absence on the count day and must return within 10 school days following the count day. If the school district scheduled a teacher professional development day during the ten days following count day, and if the district is counting those teacher PD hours toward the 1,098 hours requirement, does that teacher professional development day count as one of the ten days following the count day?
	A:	The ten-day rule applies to the first ten days that pupils are scheduled to be in attendance and receiving instruction following the count day. The pupil must return within the first ten pupil-scheduled days. Although the hours for the teacher professional development may be counted as pupil instruction and applied to the 1,098 hours requirement, the ten-day rule is actual hours that pupils are scheduled to attend. Pupils cannot be scheduled to attend when that teacher professional development is taking place or the PD hours would not apply to the minimum required 1,098 hours of pupil instruction.

Waivers

19.	Q:	Our district applied for and received a waiver, from the Department, to operate the alternative education program less than the minimum required days and hours of pupil instruction. However, some of the pupils are enrolled for fewer classes than are necessary to meet the waiver. How do we measure the FTE for those pupils?
	A:	The waiver granted specifies the minimum number of days and the minimum number of hours that the program must operate. Assuming that the district met the waiver requirements, the FTE for a pupil enrolled and attending this alternative education program would be based upon those hours agreed upon in the waiver in order to be a full FTE. For example, if the terms of the waiver were for 878 hours and a pupil in that program is enrolled and attends four 55-minute classes with five minute passing time between classes that would total 705

		hours. That pupil would equal .8 FTE (705/878=.8).
20.	Q:	District A has decided to operate an alternative education program for all pupils in the intermediate district area who have been expelled for disciplinary reasons. If district A provides 2 one-hour sessions per pupil, can the district count these pupils for a full FTE?
	A:	Pupils expelled under the state mandatory expulsion language who are educated for two nonconsecutive hours in a one-on-one setting with a certificated teacher are eligible to be counted for a full FTE. However, if these pupils are being educated in a classroom setting, the FTE must be prorated on the actual hours provided as compared to the minimum required 1,098 hours of pupil instruction. The FTE for a pupil who has been expelled under school district policy must be prorated. See sections 5C and 5N of this manual for more information on this topic.