



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 2, 2011

MEMORANDUM

TO: Intermediate/Local School District Superintendents and Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: **DS-4168, 2010-2011 Report of Days and Clock Hours of Pupil Instruction**

The DS-4168, 2010-2011 Report of Days and Clock Hours of Pupil Instruction, is now available on the Michigan Department of Education's web site. Districts may access the form at www.michigan.gov/mde. Select "keywords" on the toolbar along the top of the screen. This will bring up a list of options in alphabetical order. Click on "State Aid Forms" and then scroll down to "Actual Days and Clock Hours Report". The instructions for completing this form are also available at that site.

Download the form to your computer, fill in the required data, print off the form and have it signed and dated by the superintendent or authorized official. **Mail the completed and signed report to the intermediate school district** no later than **July 15, 2011**.

The intermediate school district should review this report for potential errors and request any necessary corrections. The intermediate school district should then mail a copy of the DS-4168 form to the Michigan Department of Education at the address below by **August 1, 2011**.

Michigan Department of Education
P. O. Box 30008
Lansing, Michigan 48909

Or, the intermediate school district may submit the report via e-mail to MillerK47@michigan.gov.

Any questions regarding this report may be directed to Karla Miller in the Office of State Aid and School Finance at (517) 373-3352.

cc: Michigan Education Alliance

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324