

Dear Public School Academy Administrator:

To ensure that the Department utilizes the most accurate information for the initial state aid payments of the upcoming school year, public school academies in their first or second year of operation, as well as academies that have added a new grade level, must complete the Preliminary Pupil Headcount Report (DS-4898) by Friday of the second to last week of September.

PSA administrators will report to the Department a simple headcount of the pupils enrolled and in attendance for a single day during the second week of September, or the following week if the district is not scheduled for instruction during this week.

The preliminary headcount data reported through the DS-4898 substitutes for prior year count data when no previous data has been collected in the Michigan Student Data System (MSDS), as well as when prior year data inaccurately represents current year enrollment. Once current year data is available in MSDS following the district's submission for the Fall General Collection, the preliminary count data that has been provided in this report is replaced, and the state aid payment schedule is adjusted to reflect the actual membership claimed.

To help prevent large fluctuations in the payment schedule, the date selected for the preliminary headcount data should closely represent what the district believes will be reported during the October count.

Questions concerning this report may be directed to Brian Ciloski, Office of State Aid and School Finance, at 517-373-3352 or ciloskib@michigan.gov.