



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

February 9, 2010

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Public School Academy Superintendents, Public Universities and Community Colleges, Public School Academy Authorizers and other interested parties

FROM: Mike Flanagan, Superintendent of Public Instruction 

SUBJECT: DS-4898 – PSA Preliminary Pupil Membership Count
Requirements for Public School Academies (PSAs)

In an effort to reduce paperwork, the Michigan Department of Education (MDE) has revised its policy related to the submission of form DS-4898. In the future, this form will be required only during the first two years of a PSA's operation, or as additional grade levels are added.

For fall 2010 and each year that follows, you must provide timely notification to the PSA Program of any schools that are opening or adding grade levels. MDE staff will then ensure that DS-4898 forms are issued to those academies for completion.

Please note that there has been a name change to the DS-4898, the new form name is as follows: 1st or 2nd Year Public School Academy Preliminary Pupil Membership Head Count for September 30, 2009 (Enrollment and Attendance).

We hope this procedure is helpful to you. Please contact Stephanie Van Koevering, Public School Academy Program, at (517) 373-0454, or vankoeverings@michigan.gov if you have further questions.

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