



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

June 3, 2009

**MEMORANDUM**

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

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: **DS-4168, 2008-2009 Report of Days and Clock Hours of Pupil Instruction**

The DS-4168, 2008-2009 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](http://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.

Districts may complete the form electronically. Download a completed version of the form to your computer, print off the form, have it signed and dated by the superintendent or authorized official, and **mail the completed and signed report to the intermediate school district no later than July 17, 2009.**

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, 2009.**

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

Or, the intermediate school district may submit the report via e-mail to [wonseyj@michigan.gov](mailto:wonseyj@michigan.gov).

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

cc: William Mayes, MASA  
David Martell, MSBO  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCA

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