



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

March 25, 2009

TO: Local and Intermediate School District Superintendents, Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: DS-4168-B, 2008-2009 District Report of Planned Number of Days and Clock Hours of Pupil Instruction

The DS-4168-B, Planned Number of Days and Clock Hours of Pupil Instruction, is a required form due to the Michigan Department of Education by April 15, 2009. This report is available via the internet. 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 long list of options in alphabetical order. Near the bottom of that list is "State Aid Forms". Double click on state aid forms and then scroll down to "Planned 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 their computer, print off the form, have it signed and dated by the superintendent or authorized official, and then mail the completed and signed report to:

Michigan Department of Education
State School Aid and School Finance
P. O. Box 30008
Lansing, Michigan 48909

Any questions regarding this report may be directed to Joellen Wonsey, in the Office of State Aid and School Finance at (517) 373-3350.

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