



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

March 24, 2011

MEMORANDUM

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

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: DS-4168-B, 2010-2011 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, 2011. This report is available via the internet. Districts may access the form at:

http://www.michigan.gov/documents/mde/DS-4168-B_08_227608_7.doc

The instructions for completing this form are also available at the following url:

http://www.michigan.gov/documents/ds4168b_86348_7.pdf

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:

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 Glenda Rader, in the Office of State Aid and School Finance at (517) 335-0524 or by email at RaderG@michigan.gov.

cc: Michigan Education Alliance

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS
DANIEL VARNER • EILEEN LAPPIN WEISER

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