



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

JENNIFER M. GRANHOLM
GOVERNOR

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: Ensuring Timely Access to Federal Formula Funds for New and Expanding Public School Academies (PSAs)

Pursuant to federal statute and regulation, the Michigan Department of Education (MDE) is responsible for ensuring that public school academies (PSAs) that open for the first time or significantly expand their enrollment receive the proportionate amount of federal formula funds to which they are entitled.

To receive funds, the PSA or its authorized public chartering agency must **notify MDE, in writing, at least 120 days in advance of the date the school is scheduled to open or significantly expand.** In many instances, this notification is not occurring in a timely manner. This makes it difficult for MDE to appropriately allocate necessary funds and may result in payment delays.

You are therefore reminded that notification of a fall PSA opening or expansion must be made in writing on or before the preceding May 1. This notification should include the anticipated number of new or additional pupils to be enrolled, and an estimate of the number of those pupils (based on local census or other data) that will qualify for federal formula funds.

It is most appropriate for this notification to come from the authorized public chartering agency which is responsible for approving new and amended charter contracts. Even if the board of the authorizing body has not taken formal action to authorize the PSA, it is still necessary and appropriate for MDE to receive this notification, so that funds can be set aside.

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As a reminder, MDE has established criteria for defining a "significant expansion of enrollment." To increase allocations for the federal and state programs, PSAs must show that there has been a substantial increase in the free meal count from the previous October to the current October AND that they have increased the grade span served by the addition of grade level(s) or a new building or campus. For our purposes, a substantial increase has been determined to be 50 or more students eligible for free lunch.

Please submit your notifications to:

Michigan Department of Education
Office of Education Improvement & Innovation
Public School Academy Program
608 West Allegan Street
PO Box 30008
Lansing, MI 48909

Thank you for your continued attention to this matter. Please contact Stephanie Van Koevering, Public School Academy Program, at (517) 373-0454, or vankoeverings@michigan.gov if you have further questions.

cc: William Mayes, MASA
David Martell, MSBO
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