



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: July 28, 2016

TO: Intermediate School District and Local Educational Agency
Superintendents and Public School Academy Administrators

FROM: Susan Broman, Deputy Superintendent *SB*
P-20 System and Student Transitions

SUBJECT: Special Education Actual Cost Report Form SE-4096 for the
2015-16 School Year

This is to notify all intermediate school district (ISD) and local educational agency (LEA) superintendents and public school academy (PSA) administrators that the Special Education Actual Cost Report, Form SE-4096 has been posted to the Michigan Department of Education, Office of Special Education (MDE/OSE) web site at the link below.

[MDE SE-4096](#)

The posting of this form replaces the traditional mailing of the form to all ISDs, LEAs, and PSAs. The form and instructions have been revised to comply with the Americans with Disabilities Act of 1990 (ADA) accessibility requirements for Microsoft Word and Excel. If you are unable to access the form in the online format, please contact Deb Nowlen at NowlenD@michigan.gov. All LEAs and PSAs must obtain and complete the form to generate their Special Education Headlee Obligation payment under Section 51c of the State School Aid Act. ISDs must obtain and complete the form to generate their Special Education payment under Section 51 of the State School Aid Act.

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LEAs and PSAs need to complete and return the form to their ISD by September 16, 2016. If the LEA or PSA did not operate any special education programs or services during the 2015-16 fiscal year, they need to simply check the box, sign the bottom of the form and return it to their ISD. The ISD will return its own report and those of its constituent local districts to the MDE/OSE by September 30, 2016.

Section 18 of the State School Aid Act imposes a state aid penalty for the failure to submit the Special Education Actual Cost Report by the September 30 deadline.

Questions regarding the completion or filing of the SE-4096 Special Education Actual Cost Report should be directed to Dianne Easterling or Rene Richardson.

Ms. Easterling and Ms. Richardson may be reached by calling the OSE, Program Finance at 517-241-1235, or by email to Ms. Easterling at EasterlingD@michigan.gov or Ms. Richardson at RichardsonR2@michigan.gov.

cc: Michigan Education Alliance