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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

September 13, 2012

**MEMORANDUM**

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

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/ Chief Academic Officer

SUBJECT: 338.1618 Online Learning Report Requirements

When the Michigan Legislature passed the State School Aid Act for 2012 in June 2012, it included an online learning cost reporting requirement of public school districts, public school academies, and intermediate school districts:

Section 388.16.18 (11)

(11) Not later than October 1, 2012, if a district or intermediate district offers online learning, the district or intermediate district shall submit to the department a report that details the per-pupil costs of operating the online learning. The report shall include, on a per-pupil basis, at least all of the following costs:

- (a) Textbooks, instructional materials, and supplies, including electronic instructional material.
- (b) Computer and other electronic equipment, including internet and telephone access.
- (c) Salaries and benefits for the online learning employees.
- (d) Purchased courses and curricula.
- (e) Fees associated with oversight and regulation.
- (f) Travel costs associated with school activities and testing.
- (g) Facilities costs.
- (h) Costs associated with special education.

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The legislation requires the Department to collect, summarize, and report this data by December 31, 2012:

Section 388.16.18 (12)

(12) Not later than December 31, 2012, the department shall issue a report to the legislature including the following:

- (a) A review of the data submitted under subsection (11).
- (b) A comparison with costs of substantially similar programs in other states and relevant national research on the costs of online learning.
- (c) Any conclusions concerning factors or characteristics of online learning programs that make a difference in the costs of operating the programs.

To facilitate district and department reporting, we established the following Google Form survey to collect the information required in this section:

- <http://www.tinyurl.com/388-1618-11>

**It is strongly recommended that every district complete the online learning report survey by October 1, 2012. The department will leave the survey open for district reporting until October 29, 2012.**

For more information on how to complete the survey, please visit [www.TechPlan.org](http://www.TechPlan.org). Department staff has also scheduled weekly webinars throughout September and October to provide district staff with the information on how to complete the survey.

- 11:00 a.m. Thursdays, September 20 and 27, 2012
- 3:00 p.m. Fridays, September 21 and 28, 2012
- 10:00 a.m. Thursdays, October 4, 11, and 18, 2012
- 2:00 p.m. Fridays, October 5, 12, and 19, 2012

Interested parties can access the webinars through Adobe Connect<sup>®</sup>:

- <http://remc.adobeconnect.com/techready>

The audio conference will be accessible through the following number:

- **Call-in Number: 215-861-0692, access code: 8828859#**

For more information, contact department staff at [stwapp@michigan.gov](mailto:stwapp@michigan.gov).

cc: Michigan Education Alliance