



MICHIGAN DEPARTMENT OF EDUCATION

MICHAEL P. FLANAGAN
SUPERINTENDENT OF PUBLIC
INSTRUCTION

STATE OF MICHIGAN
RICK SNYDER, GOVERNOR

CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

THOMAS E. HOWELL
DIRECTOR

February 20, 2014

MEMORANDUM

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

FROM: Carol Wolenberg, Deputy Superintendent *Carol*
Michigan Department of Education

Thomas Howell, Director *Thomas Howell*
Center for Educational Performance and Information
Michigan Department of Technology, Management & Budget

SUBJECT: Section 25e of the State School Aid Act, (MCL 388.1625e, Public Act
60 of 2013) Pupil Membership Transfer Reporting

District Reporting Deadline for Initial Pupil Transfer Membership Requests

Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013) states: "If a pupil counted in membership for the pupil membership count day transfers from a district or intermediate district to enroll in another district or intermediate district after the pupil membership count day and before the supplemental count day and, due to the pupil's enrollment and attendance status as of the pupil membership count day, the pupil was not counted in membership in the educating district or intermediate district, the educating district or intermediate district may report the enrollment and attendance information to the center through the pupil transfer process within 30 days after the transfer or within 30 days after the sixth Wednesday after the pupil membership count day, whichever is later."

It is imperative that districts follow the pupil transfer process provided under Section 25e to avoid loss of membership. It is the responsibility of the district to be attentive to changes in enrollment, which includes reporting enrollments that occur between the pupil membership count day and supplemental count day in a timely manner (if the district will be claiming membership under Section 25e).

Pupil transfers that are reported after the prescribed timeframe may be reported by the district using a modified first date of attendance that complies with the timeframe prescribed by the legislation. In doing so, the membership for the pupil will be prorated according to the modified first date of attendance reported.

Proration of Membership for Partial Pupil Attendance under Section 25e

The membership reported for pupil transfers under Section 25e is based on the enrollment and attendance data for the pupil. The district will follow the language in Section 6(8) of the State School Aid Act (MCL 388.1606) when calculating the Full Time Equivalency (FTE) for pupils under 25e. The amount of FTE reported is then prorated through a Michigan Student Data System process that calculates the number of days attended of the 105-day period between count dates, using the first date of attendance reported for the pupil. The resulting product is added to the fall membership totals for the district.

In accordance with Section 6(8) of the State School Aid Act, a pupil who does not attend all of his or her scheduled classes on the first date of attendance is allowed 30 calendar days from the first date of attendance to attend the classes in which the pupil was absent if the absence was excused. A pupil who does not attend all of his or her scheduled classes on the first date of attendance is allowed 10 consecutive school days from the first date of attendance to attend the classes in which the pupil was absent if the absence was unexcused. A pupil that fails to attend the previously unattended classes within the timeframe for an excused or unexcused absence, as it would apply, shall have his or her membership prorated to reflect his or her actual attendance.

Questions regarding the Section 25e legislation should be directed to Brian Ciloski at CiloskiB@michigan.gov or 517-373-3352.

District Resubmission Deadline of Intermediate School District (ISD) Auditor Denied Transfer Requests

Section 25e transfer requests that have been denied by the ISD auditor may be resubmitted with corrected information (as directed by the ISD auditor) until Wednesday, March 12, 2014. This applies only to transfer requests that include an 'As of Date,' Enrollment Date,' and 'First Day in Attendance' that are prior to February 12, 2014. In addition, the initial request must have been submitted on or before February 11, 2014.

Questions regarding the resubmission window may be directed to CEPI at CEPI@michigan.gov, or by calling 517-335-0505, option 3. When emailing a question, please provide your name, district code and district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your email address, and your specific questions.

cc: Michigan Education Alliance