



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


RICK SNYDER  
GOVERNOR

SHEILA A. ALLES  
INTERIM STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** June 7, 2018

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

**FROM:** Shulawn Doxie, Interim Deputy Superintendent   
P-20 System & Student Transition Division

**SUBJECT:** Certification of the SE-4107 School Bus Inventory

This is a reminder that all districts using and reporting black and yellow buses on the SE-4107 School Bus Inventory must certify the inventory on an annual basis prior to June 30 of each year. The certified inventory is one of the data requirements for reporting costs on the upcoming 2017-18 SE-4094 Transportation Expenditure Report. Below are the instructions to certify the inventory from the School Bus Inventory System.

**Certify the Bus Inventory**

The new feature to the SBIS (School Bus Inventory System) is the feature to certify your data. Each district must certify their school bus data annually. Failure to certify the bus data will result in buses not being amortized and school districts not being reimbursed. Districts must certify the bus data annually whether or not they make any additions, edits and deletion of buses. If you certify your data and then later need to make additional changes, you may do so, but then you must re-certify the data after the changes are made.

You may certify your bus data at any time during the school year. However, it is good practice to certify the bus data at the end of the school year in June to ensure all changes have been made and the data is an accurate picture of the vehicles that the district uses to transport pupils to and from school. **Please remember that the last day to make changes or to certify vehicles on the School Bus Inventory System is June 30 of each year.**

The information in this memorandum helps support Goal 4, Strategy 4.3, of MDE's Top 10 in 10 Initiative by providing a coordinated approach to transportation.

Go to the Certify Bus Screen on the left side of the screen and click on certify to certify all the vehicles used by the district. If you have any questions, please contact Debbie Nowlen by email at [NowlenD@michigan.gov](mailto:NowlenD@michigan.gov), or by calling (517) 241-1723.

cc: Michigan Education Alliance

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788