



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: June 4, 2020

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

FROM: Dr. Scott M. Koenigsknecht, Deputy Superintendent
P-20 System and Student Transitions 

SUBJECT: Certification of the SE-4107 School Bus Inventory

This communication is to notify you of the certification of the SE-4107 school bus inventory. All districts and public school academies buying or leasing black and yellow school buses to transport students to and from school must report those buses on an annual basis.

The SE-4107 school bus inventory must be certified by July 31, 2020. This date is a one-time extension from the original certification deadline of June 30, 2020 as a result of the COVID-19 pandemic.

Please find information below on certifying school bus inventory or you may link to the detailed [instructions](#):

- Link to the [School Bus Inventory System](#) (SBIS) website, login and select "certify your data."
- Each district must certify its school bus inventory annually whether any additions, edits or deletion of buses are made.
 - If a district certifies its inventory and then later makes additional changes, the district will need to re-certify the inventory.
- Failure to certify the bus inventory will result in buses not being amortized and school districts not being reimbursed.

Reminder: The last date to make changes or to certify vehicles on the school bus inventory system is July 31, 2020.

If you have any questions, please contact Mr. Chris Kelley by email at KelleyC9@michigan.gov.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors

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