



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

SHEILA A. ALLES  
INTERIM STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** June 20, 2019

**TO:** Local and Intermediate School District (ISD) Superintendents,  
Public School Academy Directors

**FROM:** Dr. Scott M. Koenigs knecht, 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 June 30, 2019.

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 their school bus inventory annually whether any additions, edits or deletion of buses are made.
  - If you certify your inventory and then later make additional changes, you 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 **June 30, 2019**.

The information in this memorandum helps support Goal 4, Strategy 4.3, of the Michigan Department of Education's (MDEs), Top 10 in 10 by providing a coordinated approach to transportation.

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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