



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** June 10, 2021

**TO:** Local and Intermediate School District Superintendents and  
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

The Michigan Administrative Code ([R 388.379 \(Rule 9\)](#)), requires all intermediate school districts (ISD) and local educational agencies (LEAs), both traditional public school districts and public school academies (PSAs), that are buying or leasing black and yellow school buses to transport students to and from school to record those buses on the school bus inventory system (SE-4107).

The school bus inventory (SE-4107) must be completed and certified by June 30, 2021.

Please find information below on the process to certify the school bus inventory:

- Districts should access the [School Bus Inventory System](#) (SBIS) website to login, record, and certify the data.
- Each district must certify its school bus inventory annually whether any additions, edits, or deletions of buses are made.
  - If an ISD or LEA certifies its inventory and then later makes changes, it will need to re-certify the inventory.
- Failure to certify the bus inventory will result in buses not being amortized and the ISD or LEA not being reimbursed.

**The last day to make changes or to certify vehicles on the school bus inventory system is Wednesday, June 30, 2021.** The system will close on Thursday, July 1, 2021. The system cannot be re-opened or updated once it is closed.

If you have any questions, please contact Mr. Chris Kelley by email at [KelleyC9@michigan.gov](mailto:KelleyC9@michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors

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