



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** June 23, 2016

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

**FROM:** Susan Broman, Deputy Superintendent *SB*  
P-20 System and Student Transitions

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

This is a reminder that all districts using and reporting black and yellow buses on their 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 2015-16 SE-4094 Transportation Expenditure Report. Below are the instructions to certify the inventory from the School Bus Inventory System (SBIS).

**Certify the Bus Inventory**

The new feature to the SBIS is 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.**

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The below link will take you to the SBIS login screen. Go to the Certify Bus Screen; on the left side of the screen, click on "certify" to certify all the vehicles used by the district. [SBIS Loginscreen](#)

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