



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

GLENN M. MALEYKO, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: January 29, 2026

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

FROM: Delsa D. Chapman, Ed.D., Deputy Superintendent
Division of Assessment, School Improvement, and Systems Support 

SUBJECT: Ensuring Timely Access to Federal Formula Funds for New and Significantly Expanding Public School Academies

Per the U.S. Department of Education General Administration Regulation [EDGAR 34 CFR Part 76 Section 76.788](#), the Michigan Department of Education (MDE) must ensure public school academies (PSAs) that open for the first time or significantly expand their enrollment receive the proportionate amount of federal formula funds for which they are eligible.

To be eligible to receive funds at the beginning of the school year, the PSA or its authorized public chartering agency must notify MDE in writing at least 120 days in advance of the date the school is scheduled to open or significantly expand. That notification must include a cover letter that identifies the new or expanding PSA(s), along with the first two pages of the fully completed charter contract checklist for each new or significantly expanding PSA. To adhere to the 120-day timeline, MDE must receive notification on or before May 1 of the current calendar year.

It is acceptable for this notification to come from the authorized public chartering agency responsible for approving new or amended PSA contracts. If the board of the authorizing agency has not taken formal action to authorize the PSA or to approve an amendment to an existing charter contract, please include these entities in the notification. MDE must receive this notification to budget and allocate the appropriate amount of federal formula funds to the school.

MDE has established criteria for defining the "significant expansion" term: PSAs must show that there has been a substantial increase in the number of students eligible for free or reduced lunch from the previous October to the current October and that they have increased the grade span served by the addition of grade level(s), new programming, or a new building/campus. A substantial increase has been determined

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to be 50 or more new students eligible for free lunch for these purposes. Both criteria must be met to increase allocations for the federal formula grant programs.

New and significantly expanding PSAs should submit the need for changes to their authorizer. The authorizer will compile and submit the documentation to the PSA unit at MDEPSAGrant@michigan.gov. Please contact Tammy Hatfield at HatfieldT@michigan.gov or 517-488-8191 with any questions.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Educational Departments