



2023-2024 SE-4747 Application Certification

Michigan Department of Education Office of Special Education
November 2023

Request for Reimbursement for the Net Increase in Necessary Costs for Implementing the July 1, 1987 Special Education Rules

Direct questions regarding this form to the Michigan Department of Education (MDE), Office of Special Education (OSE), Program Finance, Sean McLaughlin at 517-897-2261.

Authority: Section 51a(6) of Act 94, PA 1979 as amended. **Completion:** Voluntary.

Educational Agency

Legal Name of School District District Code Phone (Area Code/Local No.)

Address City Zip Code

Purpose

To verify expenditures for 100% reimbursement of the net increase in necessary costs incurred by a district in implementing the revision in the Administrative Rules for Special Education that become effective July 1, 1987. Due date, on or before, **December 15, 2023**.

Certification

I certify that the information submitted on this report is true and correct to the best of my knowledge. This report was prepared in cooperation with the business staff and the costs reported are proper charges to special education. All records and schedules (including time reports supporting proration of personnel) used in the preparation of this report will be kept for three years for audit purposes.

Superintendent or Authorized Official Signature Date

Contact Person Phone (Area Code/Local No.) Email Address



Mailing Instructions

District: Mail **original** to the intermediate school district (ISD).

Intermediate School District: The ISD completes the ISD section of the form within 15 working days of receipt. The ISD submits **original** to MDE OSE, returns **one** copy to the local district, and retains **one** copy for ISD records. OSE would like to remind districts that to help preserve student privacy, student information, including names, may not be sent via regular email or fax to MDE.

To send Section 51a(6) student information electronically:

LEAPFILE link: [LEAPFILE Portal](#)

Send to: MDE-OSEProgramFinance@Michigan.gov

Or traditional postal mail at address below:

Attn: Sean McLaughlin
Michigan Department of Education
Office of Special Education
PO Box 30008
Lansing, MI 48909

Directions

Read the attached “Criteria and Procedures for Reviewing Claims under Section 51(a)6 of the State School Aid Act” regarding net increased costs of implementing the July 1, 1987 rules.