



2023-2024 SE-4747 Final Cost Report

Michigan Department of Education Office of Special Education
April 2024

Request for Reimbursement for the Net Increase 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 August 9, 2024.**

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 Email Address
(Area Code/Local No.)

Mailing Instructions

District: Email electronic copy to MDE McLaughlinS@Michigan.gov and the intermediate school district (ISD) by **August 9, 2024**. Retain ONE copy. OSE would like to remind districts that to help preserve student privacy, student information, including names, may **not** be sent via email or fax to the department.

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

LEAPFILE link: [LEAPFILE portal](#)
Send to: MDE-OSEProgramFinance@Michigan.gov

Postal mail send to:

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

Directions

Submit a separate cost report for each staff member that was approved for funding by the department. Costs reimbursed under Section 51a(6) may not be reported for reimbursement on the SE-4096.

Section 51a(6) Final Cost Report 2023-2024

Part-Time Staff Information

Part-time staff is defined as working part of the day whether all the school year or part of the school year.

District Information

Name of LEA

LEA Code No.

Name of ISD

ISD Code No.

Staff Information

Name of Staff Person

Rule No.

Enter the number of days employed

Enter the number of days employed due to new rules

Percent of days employed due to new rules %

Enter the salary and fringe benefits paid to the last person hired * \$

Reimbursement amount before part-time proration \$

Enter percent of the school day employed due to new rules %

Reimbursement amount for part-time staff member \$

Enter other costs (if applicable, explain below) \$

Amount to be reimbursed by the department \$

Explain other costs

* Salaries of staff funded under Section 51a(6) must be at the level of the last person hired in a similar position, even if the individual is transferred into a Section 51a(6) funded position.

Name of Staff Person

Rule No.

Enter the number of days employed

Enter the number of days employed due to new rules

Percent of days employed due to new rules %

Enter the salary and fringe benefits paid to the last person hired * \$

Reimbursement amount before part-time proration \$

Enter percent of the school day employed due to new rules %

Reimbursement amount for part-time staff member \$

Enter other costs (if applicable, explain below) \$

Amount to be reimbursed by the department \$

Explain other costs

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Enter percent of the school day employed due to new rules %

Reimbursement amount for part-time staff member \$

Enter other costs (if applicable, explain below) \$

Amount to be reimbursed by the department \$

Explain other costs

* Salaries of staff funded under Section 51a(6) must be at the level of the last person hired in a similar position, even if the individual is transferred into a Section 51a(6) funded position.

Full-Time Staff Information

Full-time staff is defined as working all day whether all the school year or part of the school year.

District Information

Name of LEA

LEA Code No.

Name of ISD

ISD Code No.

Staff Information

Name of Staff Person

Rule No.

Enter the number of days employed

Enter the number of days employed due to new rules

Percent of days employed due to new rules %

Enter the salary and fringe benefits paid to the last person hired * \$

Reimbursement amount for full-time staff member \$

Other costs (if applicable, explain below) \$

Amount to be reimbursed by the department \$

Explain other costs

* Salaries of staff funded under Section 51a(6) must be at the level of the last person hired in a similar position, even if the individual is transferred into a Section 51a(6) funded position.

Name of Staff Person

Rule No.

Enter the number of days employed

Enter the number of days employed due to new rules

Percent of days employed due to new rules %

Enter the salary and fringe benefits paid to the last person hired * \$

Reimbursement amount for full-time staff member \$

Other costs (if applicable, explain below) \$

Amount to be reimbursed by the department \$

Explain other costs

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Name of Staff Person

Rule No.

Enter the number of days employed

Enter the number of days employed due to new rules

Percent of days employed due to new rules %

Enter the salary and fringe benefits paid to the last person hired * \$

Reimbursement amount for full-time staff member \$

Other costs (if applicable, explain below) \$

Amount to be reimbursed by the department \$

Explain other costs

* Salaries of staff funded under Section 51a(6) must be at the level of the last person hired in a similar position, even if the individual is transferred into a Section 51a(6) funded position.