

**Questions and Answers – State Agency Panel  
MPAAA Fall 2008 Conference  
September 17, 2008**

Present: Dan Hanrahan, State Aid and School Finance; JoEllen Wonsey, State Aid and School Finance; Diana Bailey, Program and Placement Specialist with Career and Technical Ed.; Trina Anderson, CEPI

**QUESTIONS AND ANSWERS – MDE PANEL**

**Trina Anderson, CEPI:**

**1. How does the GAD handle an FTE less than .50? What building is responsible for a student claimed for .60 FTE in one building and .40 FTE in another building?**

Students are counted and tracked. If a student is claimed for .60 in one building and .40 in another building, they will go with the greater FTE unless it's a building that doesn't graduate students, such as a math and science center.

**2. The exit code of 08 is not listed in the GAD audit process, but is listed on the CEPI reconciliation process for auditor approval/denial. The data will over-rule the auditor's decision. Should the exit code 08 be listed in this process as MER?**

If the data is not there to support a transfer within state, you won't be credited for a transfer unless the student shows up in another district in the state. You should look into the student UIC to see if there should be a linking request. Districts will not have the option of selecting 08 in the GAD application next year.

**3. At Risk? Is it not being collected in the fall 2008 count?**

It was removed from SRSD and will be collected in MEGS in the aggregate. She will pass this question on to MDE to make sure there are additional communications regarding At-Risk.

**4. If I use the MSDS to check for Direct Certification and/or UIC information, I must first "enroll" the student in MSDS. If that student doesn't show up to start school, can we "un-enroll" the student so that we aren't adversely affected in the GAD?**

Yes, that is correct. You must enroll the student in MSDS in order to receive the information. As part of the enrollment schema, you will receive a UIC at that point. Yes, you can "un-enroll" the student by exiting the student out with the enrollment date. If they have not been in a district for a count period, they are included only in the state graduation rates—not in the district's rate.

**5. What qualifies a student as a migrant student? What would be the qualifying factor that would require the student to be reported as migrant in MSUC and/or MSDS? Is it just the migrant farm workers or migrant seasonal workers that apply?**

The Certificate of Eligibility that the family must file will qualify them for a migrant program. What would be the qualifying factor? If you reported them as a migrant student and there is a COE on file, CEPI would expect them to be reported with their migrant information. There are some disconnects out there, and they may know in a district's central office that the student is a migrant by the COE. CEPI is going to do some crosschecks and there will be some follow-up. Trina Anderson encouraged districts to call the MDE School Improvement office with specific questions regarding migrant programs.

**6. In the new SDS system, if I use the optional enrollment for new students on a frequent basis, how do I enroll a student in my district if another district has not dropped them? Will I be able to enroll the student if the student has not been dropped?**

Yes, you can enroll if the other district hasn't dropped them because there are legitimate cases where students could be attending more than one district. However, in Phase 2 if the other district hasn't released that status, a district will have to request the UIC and go through a resolution process.

**7. It has been clarified that supplemental nutrition will be collected, but what about the other information that we previously reported for 31A and Title I? Please clarify when and where this information is due?**

Trina deferred question to the Office of School Improvement for an answer.

**8. When will auditors be able to get at the 2008 GAD information to meet the 10/31 deadline for the auditors?**

CEPI's team is working aggressively on this. This is the auditor's outlier report for audits of districts that have higher than expected exit codes out of the UIC system (09 – out of state, etc.) There are reports built into the GAD system, including audit reports, expected to be released in the next few weeks.

**9. Can we upload a file from MSDS to the MI-CIS for the December 1 special education submission?**

You can't report from the SDS to MI-CIS. Next year you will be uploading from MI-CIS to the MSDS, but it won't happen this year.

**10. Does the UIC validation need to be done through MSDS before the count day submission is due?**

The UIC validation process is different than just getting a UIC. It is the request for a UIC in the SDS. You can include the UIC on your file. You will have to resolve any records that are not validated. Trina strongly encouraged everyone to take this step, because if you wait until the SDS submission is due, all of the records that need resolution will come up within a very compressed timeframe. You really need to do this process in the SDS to make sure that every UIC has been validated and resolved. As long as you take this step, you should have very few

UICs that need resolution during the submission window. After they switch over to the SDS, the ISDs and local districts will know through reports whether a districts has submitted a file to obtain and resolve UICs.

**11. Will the student search indicate all the buildings/districts, etc., that a student has enrolled at or just the most recent enrollment?**

When the student history report is deployed it will give more information, but you won't have the right to this information in the student search feature. During enrollment you will see the most recent enrollment history.

**12. Is there going to be a downloadable report to review for district histories for checking exit codes, etc.**

You should be checking your own which is downloadable, but you can't download other districts' data. There will be some ability to download some history but the design hasn't been finalized yet.

**13. Please explain student enrollment and student exit upload.**

Again, the student enrollment upload is an optional collection. It provides you with the ability to make sure your student rosters are up-to-date primarily for your assessment office. The other thing is to have the ability to look up a student's direct cert status throughout the school year. Thirdly, it will give you the ability to look at student history reports, if the student is enrolled in your district.

Student exit is also optional throughout the school year, again, keeping roster up to date for testing purposes. It is required at the end of summer submission for the summer grads., due in Sept. following June graduation. You have until 8/31 to report a student as a graduate. They will then make sure the student is credited as being an on-time grad. They need a way to get this information submitted in order to be in compliance with federal requirements.

**14. How often are we going to be required to submit a file of our new enrollees and exits? This changes daily in districts.**

You don't have to submit any new enrollments. You can choose ultimately to only submit new enrollments in the FTE counts, but all of the benefits explained earlier wouldn't apply. With the exits, you would only need to submit once a year for summer grads. There will be more offices in the MDE looking at how they can use this information if it is kept up to date. What other processes can they streamline to provide better information back to districts if they have this information? Primarily, it's just the assessment office now.

**15. As a high school secretary and SRSD submitter for a district of approximately 600 students, I'd like to know how much more time the new system is going to consume of my time? I'd like to share it with my superintendent and principal to help them understand my work overload.**

CEPI is centralizing in MSDS some things that may have been dispersed to other people in the district before. Trina encouraged everyone to look at the collections and do some district analysis. Talk to your superintendent to explain that it is all coming through one system now.

**16. SDS will be available in early October. Will the SRSD system be available until that time to do student searches to create UIC numbers?**

Yes, absolutely. Continue using the SRSD as you have been using it. If you haven't been doing the request for UIC through the SRSD, there are some resources available online that provides instructions on creating the non-SRSD batch files

**17. For fall 2008, is the supplemental nutritional report that is due by 10/31 the same as the direct cert piece? Is it due by 10/31? Should this all be entered into SRSD or directly into MSDS?**

Supplemental nutrition is free and reduced. With the direct cert piece they are doing some error checking against that because they already know they are eligible for free lunch, but they don't know definitely who should be reporting them. Now if they are directly certified, there will be a check in the system when you are uploading the data. The report is due by 12/31. The report should be entered into SRSD or MSDS. You need to enter supplemental nutrition data into SRSD and you must also submit it to MSDS, if you wish to receive allocations for Section 31A. So both are required this fall.

**18. Originally it was stated that a UIC file must be transmitted to MSDS prior to transmission of the Fall 2008 SRSD file--all students in the district must be submitted with UICs. Is this still the process for verification?**

The process for verification is submitting that request for the UIC file to MSDS, which will validate all of the UICs. You do want to do this prior to submission.

**19. Will UIC resolvers from non-public schools be given the "super user" role in SDS?**

CEPI has been very cautious about granting non-public schools the ability to resolve any records. They need to submit their rosters to the state for direct cert, so they have a legitimate reason for being in the MSDS, however, the position that they heard from districts is that they don't have a vested interest in maintaining the longitudinal history on that student as a public school would. So they do not have the ability to resolve, and at this time they will not be granted super-user roles.

**20. Do you have any information on the MSDS on-demand web casts and SB-CEUs? How do we register?**

Tomorrow CEPI is going to record the training for the MSDS and it will be available online at no cost as a web cast. No registration is required. No SB-CEUs are available for it. The web cast may be viewed as many times as desired over next 12 months. Once the web cast is available, CEPI will send a notice out to everybody.

**Dan Hanrahan:**

**21. If the schools of choice window is closed for our district, we can't accept the student due to the window being closed. The student is living with grandparents. It just happened that she was sent to the grandparents'. Could we as a district with her living situation accept her as homeless?**

He is reluctant to say if this child is homeless. Work with district homeless liaison. Because she is living with a relative, the first step is to determine whether she is living there for the purposes of a suitable home. That might be the first course of action.

**22. When a student is suspended on count day and your Board policy indicates the absence is unexcused, does the 45-day window to return to classes apply or must the 10-day rule apply to these students? Does it matter whether these students are general or special ed.?**

This is in reference to language in section 6 that was added a few years back. It supersedes both the 10 and 30-day rules. Whether excused or unexcused, you would be able to count a suspended student, regardless of whether he is special education if the suspended student returns within 45 days of the count date.

**23. What is the status of the Pupil Accounting Rules, the effective date, and when will a clear (not red-lined) version be available?**

MDE should know by the end of the day or tomorrow whether the Rules were approved. If so, the Rules would take effect immediately. MDE will post the status on MPAAA's website.

NOTE: The Pupil Accounting Rules have been approved and were effective beginning September 22, 2008. They are on the MDE website under the Office of State Aid and School Finance.

**24. There are some Michigan schools that continue to refuse to send student records, transcripts, IEPs, to a "new enrolling" district. Is there no penalty for those refusing to comply with the 30-day "requirement?" Some new enrolling districts, non-public, out-of-state, home schools, do not request the "prior enrolled" district's student record. Is word of mouth allowable for GAD reporting? Districts are required to "tag" – contact law enforcement. Law enforcement's reply, "What do you want me to do with this missing child's information?" What shall a district do next?**

There isn't a penalty that he is aware of in the State Aid Act or School Code. He suggested that districts follow the chain of command in the sending district, as suggested earlier by Becky Rocho. She also suggested that the parent could request the records through a FOIA request

**25. What level of compliance is a district required to follow in parent custody matters if a parent's rights have not been terminated? What about those whose parental rights have been terminated? How will a district secure this information without requiring a court order?**

You should request the court order that terminates a parent's rights. If the parent cannot produce it, the district is bound to provide information to the other parent.

**26. Is the Legislature looking at reducing funding in the future to eliminate or reduce DK programs so the State will not fund the two-year programs?**

Dan Hanrahan doesn't think this is the objective. DK students are 5 by Dec. 1, <sup>but</sup> not expected to advance to the first grade the second year of kindergarten. The only change for 2010 is that they would have to be educated for 1,098 hours in order to count for a full FTE.

**27. It is my impression that a charter school is its own district and, therefore, does not fit the 105 – 105c definition. Therefore, there should not be a requirement for a cooperative agreement when dealing with a special education student.**

Section 105 and 105C do not apply to charter schools. However, Section 51a(15), says that a charter school district must reach an agreement with the resident school district of a special education student, if the student is residing in a different ISD than that of the charter school district.

**28. Since charter schools basically have the entire state as their home school or resident district, are they allowed to deny registration to a student? Local districts cannot deny registration.**

Charter schools are required to enroll students who reside within the boundaries of their authorizer.

**Kathy Weller:**

**29. Please identify what auditors would consider "acceptable documentation" to back up the enrollment of a non-resident student under Section 6(6)(f), who claims to be a victim of sexual or other serious crimes. Required documentation is not listed in the pupil accounting manual: written complaint, or notice from resident district.**

The subject is addressed in the Pupil Accounting Manual, but it doesn't identify required documentation. She talked to another ISD auditor who knew of a resident district who prepared a document for the student to take to a new district.

**30. Why are Pupil Accounting Rules and Guidelines in place and expected to be followed only to have their finding overruled by MDE? Example: Seat-time waiver for a 2007-08 program that received FTE adjustments.**

If the MDE grants a waiver, then the district is entitled to the waiver. If they are talking about her overruling of an auditors' decision, it would be based on law.

**31. It is the ISD auditor's responsibility to hold districts accountable for the FTE they claim. If an auditor deducts FTE based on the pupil accounting rules and guidelines, only to have MDE grant a "waiver" for a district or program to re-claim**

**the deducted FTE, should the auditor go back to each of their districts that received the same penalty (FTE deduction) and allow their FTE to be re-claimed?**

No, a ruling in favor of District A doesn't apply to the other districts the auditor is auditing.

**32. What are the "essential" pieces of a CA-60?**

MDE has never come up with a rule on the essential elements of a CA-60, but there is a Retention and Disposal of Records Schedule (Bulletin 522) posted on MDE's website, Office of State Aid and School Finance that will tell you what you need to retain. It doesn't tell you what need to be there though.

**33. Can the UIC transfers be made mandatory when school records are requested, mandate that the UIC be transferred also.**

She thinks they are looking for a requirement to include the UIC in school records. Some districts are including it in the CA-60, but there are others that feel it is a violation of FERPA to do so. If this group feels strongly about it, it would be beneficial for the MPAAA Legislative Committee to become involved.

**JoEllen Wonsey:**

**34. Military power of Attorney: I am aware of the new right of children of active military personnel (MCL 3.1041-3.1042) to enroll in non-resident districts, but have you heard of the "Early Up" concept – 17-year old student enlists in military and brings paperwork, insisting he is able to enroll in your school as a non-resident.**

The new law has nothing to do with a kid enrolling in a district and finishing a high school diploma. It is only for a child whose parent is on active military duty. The child has to be placed in a home with someone. Ten states have signed this Act, Michigan being one. It doesn't matter where the kid was residing before, if they have a power of attorney that says this parent has been assigned to active duty, you must honor it and enroll the student.

**35. Court placed students – Many times these students have several UICs. Should we try to link them all or just link to one? (no answer recorded)**

**36. At the New Pupil Accountants' session yesterday it was said that the new MME curriculum couldn't be taken by shared time/home school students. At the Veterans Pupil Accountant Roundtable it was said that it had not been decided yet and that core still consists of science, math, language arts, and social studies. So can we offer to shared time pupils foreign language, computer, and other classes as electives to shared time/home schooled students?**

Yes, the MME curriculum doesn't apply to nonpublic schools and, therefore, it wouldn't apply to home schools either. Therefore, there is no change in classes considered to be nonessential.

**37. In regards to Seniors (as a whole class) ending their school year sooner than other high school students: If a senior doesn't go until the end of the school year, does this impact the building's 1,098-hour requirement?**

The building has to provide 1,098 hours. Not every student has to go 1,098 hours, just expect they should have been scheduled and enrolled. Pupil Accounting Rule 340.10(4) states that once pupils have met their graduation requirements, they can be considered to also have met the hours requirement.

**38. A home-schooler is enrolled at a CTC as a 12<sup>th</sup> grader and only takes the CTC program full time the first half of the school year, and takes the rest of his coursework at end of the school year. How does student get coded in SDS or GAD?**

If he is full-time, he is not home-schooled. That is not nonpublic. It is a part-time student.

**39. A student is court ordered to earn their GED. The student achieved GED. What recommendation would assist districts in this situation? The district may not claim the student for FTE. The student cannot afford to attend community college. There is no adult education locally for adult high school completion. The Michigan Department of Education publicly stated that the school district should be "more amenable" and allow the student to complete their high school diploma. That being said, budgets are strained. Is it the position of MDE that districts educate GED achievers free of charge? In this situation the student would not be able to enlist in certain military divisions nor achieve a job to be self-supporting. What options does the student have?**

The individual cannot be counted for membership. The only possible option is to find a high school completion program or GED program in the surrounding area for the student. If they are a resident you can't charge them, but Joellen suggests finding a local area adult education program.

**Diana Bailey provided the following updates:**

Work-based learning: No changes to the Pupil Accounting Manual over the past year. Changes were made to the Pupil Auditing Manual to align it with the Pupil Accounting Manual. She noted that waivers could be requested for any of the Administrative Rules.

There are several work-based learning workshops on October 28 and 29; same content each day. Registration information will be posted to MPAAA's website.

CTE: She announced monitoring visits that will be conducted throughout the year. CTE has also instituted a desk audit review.

Also, they are very cognizant and supportive of the alternative deliveries, such as dual enrollment, virtual learning, seat time waivers vs. competency-based instruction, a whole new curriculum setup for CTE and getting away from minutes to segmenting and assessments. They understand that this can be a real burden for all of us. Please let them know if things could be done better.

Their office is very involved with UIC resolution and they are working with SRSD and SDS system so they are talking together.

**Kathy Weller announced the following updates:**

She asked everyone to go back to their business managers and tech. directors to warn them that eRate records will be scrutinized for supporting documentation.

Kathy Weller also mentioned that the Office of Inspector General is addressing the issue of tracking students receiving supplemental education services due to a building failure of AYP.