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The agenda slide has a tan background. In the top left corner, the word 'Agenda' is written in a large, black, sans-serif font. Below 'Agenda', there is a list of bullet points in a smaller black font. The list includes: '◦ Pupil Accounting Terminology', '◦ Creating a Plan', '◦ Pupil Accounting Requirements', and '◦ Disclaimer: This presentation includes information based on current legislation and guidance provided by the Michigan Department of Education as presented in the Pupil Accounting Manual'.

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# Pupil Accounting Terminology

1. State Level
2. Student Level
3. General

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# Pupil Accounting Terminology

## State Level

- **MDE** - Michigan Department of Education
- **ISD** - Intermediate School District (aka RESA - Regional Educational Service Agencies, ESA - Educational Service Agencies)
- **LEA** - Local Educating Agency
- **PSA** - Public School Academy
- **CEPI** - Center for Educational Performance and Information
- **MSDS** - Michigan Student Data System

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# Pupil Accounting Terminology

## Student Level

- **UIC** – Unique Identification Code
  - This is a unique 10-digit number assigned by CEPI to an individual
- **FTE** – Full Time Equivalency
  - A full time student = 1.00 FTE
- **IEP** – Individualized Education Program (ages 3 and up) (**Special Education**)
- **IFSP** – Individualized Family Service Plan (ages birth – 3) (**Special Education**)
- **IEPT** – Individualized Educational Planning Team (**Special Education**)
- **EDP** – Educational Development Plan (**General or Special Education**)

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# Pupil Accounting Terminology

## General

- **PAM** – Pupil Accounting Manual
- **PMAM** – Pupil Membership Auditing Manual
- **SIS** – Student Information System
  - PowerSchool, Skyward, MiSTAR, Synergy, etc.

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# Creating a Plan

1. References
2. Programs/Contacts
3. Communication
4. Identifying Special Population Students

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# Creating a Plan

## References

- Pupil Accounting Manual (PAM)  
[https://www.michigan.gov/documents/mde/2021\\_22\\_Pupil\\_Accounting\\_Manual\\_735936\\_7.pdf](https://www.michigan.gov/documents/mde/2021_22_Pupil_Accounting_Manual_735936_7.pdf)
- Pupil Membership Auditing Manual (PMAM)  
[https://www.michigan.gov/documents/mde/PMAM\\_2021-2022\\_ADA\\_737602\\_7.pdf](https://www.michigan.gov/documents/mde/PMAM_2021-2022_ADA_737602_7.pdf)
- [www.mpaaa.org](http://www.mpaaa.org)
- Local School Board Policy

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# Creating a Plan

## Programs/Contacts

- What programs does your District offer?
  - Special Education
  - English Learners
  - Early Childhood
  - Alternative Education students
  - Homebound/Homebased
  - Dual Enrollment
  - Early/Middle College
  - School of Choice
  - Virtual Learning
- Who are my contacts?
  - Find out who oversees your programs
  - Counselors
  - ISD Pupil Auditor
  - Directors
  - Principals
  - Business Office
  - Curriculum Office/Staff
  - School Secretaries
  - MPAAA

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# Creating a Plan

## Communication

- Regular meetings
  - When you identify who oversees your programs, set up a meeting to learn about how your program runs. Regular meetings (monthly, quarterly, etc.) are recommended to make sure all parties are up to date on any changes.
- Email & Calendar
  - Use email to update staff on any changes in rules/legislation. This allows them to update you with changes in programming as well. Enter all important dates on your calendar.
- Information sessions
  - Training/In-services with staff who are responsible for entering data that is submitted to CEPI

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# Creating a Plan

## Identifying Special Population Students

- How do you identify your special population students (Special Education, English Learner, Homeless Student, etc.)?
  - Enrollment form is **KEY**
  - What questions should you ask on your enrollment form/during enrollment process?
    - Legal Name & Date of Birth
    - Current Address
    - Grade Level
    - Parent/Guardian Name
    - Race/Ethnicity Survey
    - Home Language Survey
    - Permanent Housing Question
    - Suspension/Expulsion Information
    - Prior School District Attended
    - Country of Birth

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# Creating a Plan

## Identifying Special Population Students



### ENROLLMENT FORM (Mandatory for Enrollment)

2022-23 School Year

Student's Legal Name (as shown on birth certificate):

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex:  Male  Female Grade Entering: \_\_\_\_\_

Country of birth: \_\_\_\_\_ If born outside of the USA, year student first entered schol: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Previous School Attended: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

Is the primary language used in your home a language other than English?  Yes  NoIs the language most often spoken by your student a language other than English?  Yes  NoIs the language that your student first acquired a language other than English?  Yes  No

If you answered yes on any one of the above questions, please complete the home language survey form.

Is your student Hispanic or Latino?  Yes  No What is your student's race? (please select all that apply): American Indian/Alaskan Native  Asian  Black or African-American  Native Hawaiian or Other Pacific IslanderDoes your family reside in permanent housing?  Yes  NoAddress: \_\_\_\_\_  
HOUSE NUMBER: \_\_\_\_\_ STREET: \_\_\_\_\_ APARTMENT NUMBER: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ RESIDENCE: \_\_\_\_\_

### ENROLLMENT FORM (Mandatory for Enrollment)

2022-23 School Year

Military Service – Is either legal parent/guardian currently serving in the U.S. military?

Special Education Services – Does your student receive special education?  
If yes, what type of services does your student receive? (Check off that apply) Special Education Class  Speech  Occupational/Physical Therapy

## Suspension/Expulsion Information

Is your student currently suspended, expelled or otherwise excluded from school?

If Yes, why: \_\_\_\_\_

From what school or district: \_\_\_\_\_

Date of Suspension/Expulsion: \_\_\_\_\_ Duration: \_\_\_\_\_

The Lansing School District reserves the right to withdraw permission to \_\_\_\_\_



### ENROLLMENT FORM (Mandatory for Enrollment)

2022-23 School Year

## Permissions and Notifications

**Photo/Video Permission**  
I  do  DO NOT grant permission for the Lansing School District to use photographs or videotapes of my child for promotional purposes through broadcast or print publications. I understand that permission is granted for the duration of my child's enrollment in the Lansing School District, unless I withdraw permission in writing at a later date.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Virtual Class Enrollment**  
I  do  DO NOT agree that my student may be enrolled in one or more virtual classes during their enrollment with the Lansing School District.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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# Pupil Accounting Requirements

- All information in this portion of the presentation is based on the 2021-2022 Pupil Accounting Manual
- [https://www.michigan.gov/documents/mde/\\_2021\\_22\\_Pupil\\_Accounting\\_Manual\\_735936\\_7.pdf](https://www.michigan.gov/documents/mde/_2021_22_Pupil_Accounting_Manual_735936_7.pdf)
- The manual is updated annually

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## Section 1 – Required Documentation

- This section indicates the required content of certain documents that must be on hand for support of pupil membership counts. (Count Day)
- The district must provide all documentation requested by their auditor within 5 business days of the request. Failure do so may result in the loss of FTE.

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# Section 1 – Required Documentation

## District Level Requirements

- A district must maintain the following documentation for pupil membership purposes:
  1. District/Building/Program Calendar
    - Can use district-wide, building-level, program-level, or clustered calendar
    - Calendar must adhere to the ISD common calendar winter and spring breaks
  2. Attendance Policy
  3. Graduation Requirements
  4. List of Approved Courses
  5. Master Teacher Schedule
    - List of all teachers (including long-term subs) who were assigned as the teacher of record for one or more courses throughout the school year

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# Section 1 – Required Documentation

## Building/Program Level Requirements

- The following documentation must also be kept by the district, at the building/program level, for pupil membership purposes:
  1. Building/Program Schedules
    - Must include teacher's legal name, room number, course name & number, scheduled days/times of classes
  2. Building/Program Alpha List
    - Refer to page 1-2 of the Pupil Accounting Manual
  3. Lists of Pupils Participating in Non-Conventional Programs
    - Covered in Intro to Pupil Accounting II
  4. Attendance Records
    - Refer to pages 1-3 through 1-5 of the Pupil Accounting Manual
  5. Policy Defining Excused & Unexcused Absences
    - This is a district policy
  6. Excused Absence Documentation

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# Section 1 – Required Documentation

## Individual Pupil Level Requirements

- The district must maintain the following documentation for each pupil for membership purposes:
  1. Enrollment Records (Ca60)
    - Must include items such as immunization records, date of enrollment, proof of identity, proof of residency and Record of parent consent for virtual course enrollment if applicable
  2. Proof of Pupil Identity and Age
    - Birth certificate or other reliable proof as determined by the district along with an affidavit explaining why the parent/guardian cannot supply the birth certificate
    - Other reliable proof can include such items as baptismal records, court records, county, military or immigration records, doctor or hospital records with a sworn statement or life insurance policy
    - District shall not disclose any personally identifiable information contained in a student record to a law enforcement agency, except in compliance with FERPA (family education rights and privacy act)
  3. Pupil Class Schedules
    - "Placeholder" classes are not allowed on schedule on count days, must be replaced with actual course names prior to count day

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# Section 2 – Day, Hour, and Attendance Requirements

- Section 101 of the State Aid School Act (MCL 388.1701) specifies the required minimum number of days and hours of pupil instruction in each fiscal year.
  - Also specifies the minimum daily attendance requirement that districts must reach for every scheduled day of instruction

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## Section 2 – Day, Hour and Attendance Requirement

### Days of Instruction

- Beginning with the 2016-17 school year, all districts must provide a minimum of **180 days** of instruction unless:
  - Kindergarten Instructional Days
    1. May be scheduled for a half-day, full-day, or an alternative-day and is therefore not required to meet a minimum number of days

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## Section 2 – Day, Hour and Attendance Requirement

### Hours of Instruction

- For a full-time equated membership (1.00 FTE), a district must schedule 1,098 hours of pupil instruction in grades K-12
- Pupils scheduled to receive less than 1,098 hours of instruction for the school year must have their FTE prorated based on the actual number of instructional hours provided

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## Section 2 – Day, Hour and Attendance Requirement

### Days and Hour Requirements for Special Education

- Districts shall adhere to the minimum day and hour requirements unless one or more of the following apply:
  1. Rule 340.1754 Early childhood special education programs require a minimum of 360 hours and 144 days of instruction. To claim 1.00 FTE, a minimum of 450 hours is required.
  2. Rule 340.1755 Early childhood special education programs require a minimum of 2 hours per week with no less than 72 total hours scheduled over 180 days. To claim 1.00 FTE, a minimum of 180 hours is required.
  3. Rule 340.1862 Early childhood special education programs require a minimum of 72 instructional hours over the course of 1 year. The 1-year timeline starts the date the district receives the parental consent. To claim 1.00 FTE, a minimum of 180 hours is required.

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## Section 2 – Day, Hour and Attendance Requirement

### Days and Hour Requirements for Special Education - Continued

4. Special Education Pupils placed by an IEP Team in less than a full day of instruction (IEP Reduced Schedule)
  - The IEP Team can shorten the student's instructional hours in a day for a medical or emotional reason and still count the student for 1.00 FTE. The medical/emotional reason should be in the student's record or IEP
  - Documentation must be provided from a licensed physician supporting the medical/emotional reduced hour placement. A licensed physician is any individual who is licensed under PA 368 of 1978, MCL 333.17001(1)
  - The documentation cannot be provided by a school social worker or school psychologist
  - Behavioral discipline problems, a reduced day due to the student working during part of the school day or a reduced day due to the student needing only a few credits to graduate **are not** qualifiers for an IEP Reduced Schedule to claim 1.00 FTE

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## Section 2 – Day, Hour and Attendance Requirement

### Days and Hour Requirements for Alternative/Innovative Program

- Districts are expected to adhere to the day, hour, and attendance minimum requirements unless the program, building, or district has a waiver from the State Superintendent
- Waivers under this exception allow deviation in the day, hour and attendance requirements

◦ <https://fs28.formsite.com/pf98Hd/tyijyvadf7/index.html?1619805836550>

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## Section 2 – Day, Hour and Attendance Requirement

### Attendance Requirement

- A minimum of 75% of pupils enrolled and scheduled for instruction must be in attendance for a given day
- A minimum of 60% of pupils enrolled and scheduled for instruction must be in attendance for a given day **if** the day is added to the end of the instructional calendar.

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## Section 2 – Day, Hour and Attendance Requirement

### Counting Instructional Hours Toward Membership

- Forgiven Time
  - The first 6 days (or equivalent hours) of scheduled instruction that are cancelled due to conditions not within the control of school authorities shall be counted toward the required 1,098 hours of instruction.
  - Examples of conditions not within control of school authorities include:
    1. Severe Storms
    2. Fires
    3. Health Conditions
    4. Infrastructure Issues
  - A district may request for up to an additional 3 days (or equivalent hours) from the State Superintendent if necessary.
  - <https://www.michigan.gov/mde/0.4615.7-140-6605-21534--,00.html#waivers>

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## Section 2 – Day, Hour and Attendance Requirement

### Failure to Meet Minimum Requirements

- There are 3 different deductions that can be applied to a district if the minimum requirements for days, hours and attendance are not met
  1. Failure to meet minimum day requirement
    - Pages 2-8 through 2-9 of the Pupil Accounting Manual
  2. Failure to meet minimum hour requirement
    - Pages 2-9 through 2-11 of the Pupil Accounting Manual
  3. Failure to meet minimum attendance requirement
    - Pages 2-11 through 2-12 of the Pupil Accounting Manual

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## Section 3 – Pupil Membership Count Requirements

- A district's state aid is based on enrollment, age, residency, class schedule and attendance of eligible pupils legally enrolled on or before the legislated count days.
- Fall Count is the 1<sup>st</sup> Wednesday in October
  - 2022 Fall Count Date – **October 5, 2022**
- Spring Count is the 2<sup>nd</sup> Wednesday in February
  - 2023 Spring Count Date – **February 8, 2023**
- **Instruction must be scheduled on count days**

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## Section 3 – Day, Hour and Attendance Requirement

### Failure to Meet Minimum Requirements

- The following requirements apply to pupils regardless of under which section of the Pupil Accounting Manual is enrolled. A district or ISD may count a pupil for membership if all of the following are met:
  1. Pupil Enrollment
  2. Pupil Age Requirement
  3. Verification of Identity and Age
  4. Pupil Residency
  5. Class Schedule
  6. Pupil Attendance
  7. Teacher Certification
  8. Pupils With a Certified Teacher & Instruction is Taking Place

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 1. Pupil Enrollment

- Student must be enrolled on or before count day
- Enrollment means the actual appearance, in person, at a school at any time during the current school term with the intent to attend school
- The enrollment/registration process constitutes the act of becoming a pupil in the district
- Children experiencing homelessness **must be enrolled immediately once the student's status is validated.** The student may enroll in the school of origin or the district in which they are residing
- A child whose custodial parent who is assigned to active military duty may enroll in the resident district of the non-custodial parent or individual who was given rights under a military power of attorney. Student may also continue in the district in which they were enrolled while residing with their custodial parent

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 1. Pupil Enrollment – Continued

- A foreign student residing in the district is considered a resident and is entitled to enroll in the district.
  - Student must meet same residency requirements as any other student entering the school system
  - If the student is under the age of 18 and is living with a parent/guardian or relative for the purposes of a suitable home, the student is considered a resident
  - If the student is unaccompanied, the student is considered homeless
- A foreign student who is enrolling through an exchange program cannot have a school completion status in another country.
- Michigan law requires a public school, when enrolling a transfer student, to request a copy of the student's school records from his/her previous school within 14 calendar days after enrolling the transfer student. The sending school must forward a copy within 30 calendar days of the request. Section 1135(4) of the Revised School Code (MCL 380.1135)

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 2. Pupil Age Requirement

- Kindergarten Age Requirement – child must be 5 years old by September 1<sup>st</sup> of the school year, unless the child turns 5 by December 1<sup>st</sup> of the school year and the parent notifies the district in writing that he/she intends to enroll the child in kindergarten.
- Student cannot be 20 years old prior to September 1<sup>st</sup> of the current school year, unless:
  - The student is less than 22 years of age as of September 1<sup>st</sup>, has experienced extreme barriers to education and is enrolled in an Alternative Education program as indicated in the EEM (Educational Entity Master-see next slide).
  - The student is less than 26 years of age as of September 1<sup>st</sup>, has an IEP, and has not achieved a high school diploma (met all requirements to be considered a graduate). Special Education certificates of completion do not count as a high school diploma for purposes of this requirement.

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### EEM Settings – Alternative Education Program

Grades Authorized (Summary)	Educational Settings Authorized (Summary)
9-12 //	Alt,SchlChoice,PCE,SuppVirt
Grades Actual (Summary)	Educational Settings Actual (Summary)
9-12 //	Alt,SchlChoice,PCE,SuppVirt
School Emphasis	Alternative Education Programs for Suspended/Expelled Students
Alternative Education	The school/Unique Education Provider provides alternative education programs to suspended and/or expelled students from the home district only.

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 3. Verification of Identity and Age

- The school district must verify the identity and birth date of every pupil enrolling in the district for the **first time**. This may be verified through the following:
  1. Birth Certificate
  2. Baptismal certificate (indicating date and place of birth)
  3. Court records
  4. Governmental records (county, military, passport, immigration)
  5. Doctor or hospital records with a sworn statement
  6. Family records (e.g. Bible)
  7. Life insurance policy
- The student must be reported to MSDS with their legal name on his/her birth certificate. Their preferred gender can be reported in MSDS. So, if a female at birth identifies as a male, you can report the male gender in MSDS.

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 4. Pupil Residency

- District may enroll resident and non-resident pupils alike but the district of residence must be determined for reporting purposes
- Districts may require reasonable verification that a pupil meets the residency requirements
- Examples of proof of residence include, but are not limited to:
  1. Rent receipt
  2. Utility bill
  3. Property Tax Bill
- A student who is homeless does not need to provide proof of residence, completion of a homeless (McKinney-Vento) document is suffice

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 5. Class Schedule

- The student's class schedule in effect on count day is used to determine FTE
- Schedules must be maintained through the count period
- A record of each student's schedule as of count day must be kept on record

#### 6. Pupil Attendance

- Local board policy dictates what counts as excused/unexcused
- Attendance is tracked based on student's schedule. If a student is in a self-contained environment for the day (traditional elementary classroom) then attendance need only be taken once a day for count purposes. If the student rotates between classes (traditional secondary setting) then attendance needs to be taken in each class period.

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

#### 6. Pupil Attendance – Continued

- If the student was not present in all classes on count day (secondary) or missed the entire day of instruction (elementary), then the student can still be counted if:
  1. If the absence was **unexcused**, the student has **10 school days to return**
  2. If the absence was **excused**, the student has **30 calendar days to return**
  3. If the absence was due to **suspension or expulsion**, the student has **45 calendar days to return**

#### 7. Teacher Certification – **NEW rules for 22-23 school year!!!**

- Instruction must be provided by a certificated teacher or legally qualified substitute teacher
- If the above provision is not met, a loss of FTE for any pupil FTE associated with the teacher will occur. In addition, a school aid adjustment deduction equal to the salary paid during the period of non-certification or illegal employment will occur
- Teacher certification is reviewed by your ISD auditor

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## Section 3 – Pupil Count Requirements

### Pupil Eligibility Requirement for Membership Purposes

8. High School Diploma or GED Certificate
  - The pupil cannot be counted in membership if they have met all of the requirements to be eligible to receive a high school diploma or GED
9. Pupils and a certificated teacher or legally qualified substitute teacher are together, and instruction is taking place
  - Depending on the section in which the pupil is enrolled, the pupil and teacher may be separated by time, location, or both (see Section 5-O-D of the Pupil Accounting Manual)

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## Section 4 – Pupil Residency

- District of Residence – defined as the district in which the custodial parent or legal guardian resides.
- There are several exceptions to the definition above, which are outlined in this section of the Pupil Accounting Manual
- We will cover:
  1. Resident Pupils
  2. Non-Resident Pupils

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## Section 4 – Pupil Residency

### Resident Pupils

- It is the district's responsibility to determine if a pupil is a resident of the district or if a nonresident pupil meets specific criteria that would allow them to be counted as a resident of the district for count purposes
- A school district or ISD may count a pupil as a resident pupil if they have evidence that the pupil meets one of the following criteria:
  1. **Traditional Resident Pupil** - Pupil under the age of 18 – parent/guardian resides in a dwelling in the district. If the pupil's parents/guardians reside in different school districts, either district may enroll the pupil as a resident, regardless of which person has custody of the pupil
  2. **Suitable Home Pupil** - Pupil lives with a relative other than a parent/guardian in dwelling within the district for purpose of securing a suitable home and placement is not solely for educational purposes. A relative is defined as a parent, grandparent, brother, sister, stepparent, step-grandparent, stepsister, stepbrother, uncle, aunt, first cousin, great aunt, or great uncle by marriage, blood, or adoption

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## Section 4 – Pupil Residency

### Resident Pupils

- A school district or ISD may count a pupil as a resident pupil if they have evidence that the pupil meets one of the following criteria (continued):
  3. **Emancipated Minor** – pupil is an emancipated minor or 18+ years of age and resides in your district
  4. **Licensed Home Pupil** – pupil resides in a licensed home, placed by a court order or child-placing agency. Pupil is considered a resident of the district where the home is located.
  5. **Foreign Student** – pupil has been issued a visa and resides in the district, or the pupil has been issued a J-1 visa and resides in the district with a host family, or the pupil resides within the district but is undocumented
  6. **Homeless Pupil** – pupil is experiencing homelessness pursuant to the McKinney-Vento Homeless Assistance Act, 42 USC 11431
  7. **Incarcerated Pupil** – a pupil who is incarcerated in a county jail becomes a resident of the district where the county jail is located.

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## Section 4 – Pupil Residency

### Resident Pupils

- A school district or ISD may count a pupil as a resident pupil if they have evidence that the pupil meets one of the following criteria (continued):
  8. **Military Family Pupil** – a child from a military family who has been placed in the home of a non-custodial parent or a person serving in loco parentis under a special power of attorney while the custodial parent has been assigned to active duty. The pupil shall be enrolled in the district where the non-custodial or loco parentis resides or may continue in the district they were previously attending.

**Note:** Power of attorney paperwork does not, by itself, establish residency.

**Note:** If a pupil who is currently attending a district becomes homeless, residency code reported in MSDS does not change. If a pupil was a resident of a district, became homeless, relocated outside of the district's boundaries, and continue to attend school in the district, the residency code reported in MSDS does not change

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## Section 4 – Pupil Residency

### Non-Resident Pupils

- A nonresident pupil is a pupil who resides outside of the school district boundaries and does not meet any of the criteria under "resident pupil". The educating district must have approval from the pupil's resident district unless one of the exceptions listed below applies.
- **District of Residence Approval Not Required:**
  1. **Non-Public Part Time Pupil** – a non-public part time pupil enrolled in nonessential elective courses in accordance with Section 166b of the State Aid School Act (MCL 388.1766b). You can only count the FTE for the portion of time the pupil is enrolled in approved courses. (Section 5-E of PAM)
  2. **Part-Time Pupil** – A pupil who attends the resident district for part of the day and a second district for part of the day but not as part of a cooperative agreement. The sum of FTE at both districts may not exceed 1.00 full FTE.
  3. **Public School Academy (PSA) Pupil** – a pupil enrolled in a public school academy shall be counted in the public school academy without approval from the pupil's resident district.

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## Section 4 – Pupil Residency

### Non-Resident Pupils

- **District of Residence Approval Not Required (continued):**

4. **Section 105 and 105c Schools of Choice Pupils** – Pupils enrolled in a district other than the district of residence in accordance with Section 105 or Section 105c of the State School Aid Act (MCL 388.1705 or MCL 388.1705c)
5. **Criminal Sexual Assault or Serious Assault** – A pupil who has made an official written complaint to law enforcement and to school officials of the pupil's resident district that he or she has been a victim of criminal sexual assault or other serious assault. The assault may have happened on or off school property at a school function or was committed by a pupil or employee of the pupil's resident district. The pupil may enroll in another district and be counted.
6. **Pupil Moved Out of the District** – A pupil whose district of residence changed after the pupil membership count date and before the supplemental count day and who continues to be enrolled on the supplemental count day may continue in the attending district through the remainder of the school year. This pupil must be reported as a nonresident.

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## Section 4 – Pupil Residency

### Non-Resident Pupils

- **District of Residence Approval Not Required (continued):**

7. **Alternative Education Pupil** – A pupil enrolled in an alternative education program and who qualifies under one of the following (Section 5-A of PAM):
  - Suspended or expelled from previous district
  - Pupil who has previously dropped out of school
  - Pupil who is pregnant or a parent
  - Pupil who has been referred to the program by the court
8. **Michigan Virtual High School Pupil**
9. **Child of an Employee**
10. **Pupils Expelled from Other Districts** – An expelled pupil who has been denied reinstatement by the expelling district may be counted by a district that reinstates the pupil according to Section 1311 or 1311a of the Revised School Code (MCL 388.1311 or MCL 388.1311a) (Section 5-N of PAM)

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## Section 4 – Pupil Residency

### Non-Resident Pupils

- **District of Residence Approval Not Required (continued):**

- 11. **Early/Middle College Pupils**

- 12. **Pupils in Olympic Training** – a pupil who is enrolled in a district other than his/her resident district and attends an U.S. Olympic Education Center may be counted in the district where the Center is located

- 13. **Pupils Placed in Foster Care**

- 14. **Cooperative Education Programs**

- 15. **Pupils Educated at the Michigan Schools for the Deaf and Blind**

- 16. **Special Education Center Program** – pupils educated in a special education center program shall be counted by the district or ISD operating the center program.

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## Q & A

Ask away! Don't be shy!

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## References

- [https://www.michigan.gov/documents/mde/2021\\_22\\_Pupil\\_Accounting\\_Manual\\_735936\\_7.pdf](https://www.michigan.gov/documents/mde/2021_22_Pupil_Accounting_Manual_735936_7.pdf)
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