2025-2026

Fall Count Day Training

Hopes and Wishes?
Fall Count Day Training

OCTOBER 1, 2025

Fall Count Day

OCTOBER 1, 2025

Agenda

MDE Updates
QCR Updates
Google Drive
Required Documentation
MSDS Upload
MSDS Reports
How to Balance Your Books

Agenda

Section 25e
GAD Audit

MDE Updates

Pupil Accounting Manual 25-26?

FULL EFFECT 2024-2025-Oct 1

Benefit? Penalty?

Pupil Accounting Manual 2024-2025

Until 25-26 PAM is released-follow the 24-25 Pupil Accounting Manual:

www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/State-Aid/Pupil-Accounting/Manual/Final-PAM-24-25.pdf?rev=854110f8006949cf810cac84dbec99c9&hash=E475383D5A22C0AC5602EA91C06669CE

QCR Update
    Summer 2026
    MDE chooses 2 districts

Data Quality

Requirements For Counting In Membership
UICs
Birth Certificates - Correct name entry
Special Ed FTE
Graduation of Seniors
Residency

Residency
Tax Mapping

Huron County

- https://app.fetchgis.com/?currentMap=huron&switchingMaps=false&centerLng=-83.04696857864722&centerLat=43.866037186765205&mapZoom=11&pageSize=letter&pageOrientation=landscape&pageTitle=Huron%20County%20GIS&subTitle=&northArrow=1&rptPIN=0&rptLayer=&rptMap=1&rptPic=1&rptTax=1&activeControl=layerControls&activeLayers=undefined&partialLayerGroups=undefined&opacity64=&buff64=undefined&printLegendLayers=

Truancy Update

Scott Zaleski

Truancy Services Coordinator

Skyward Access

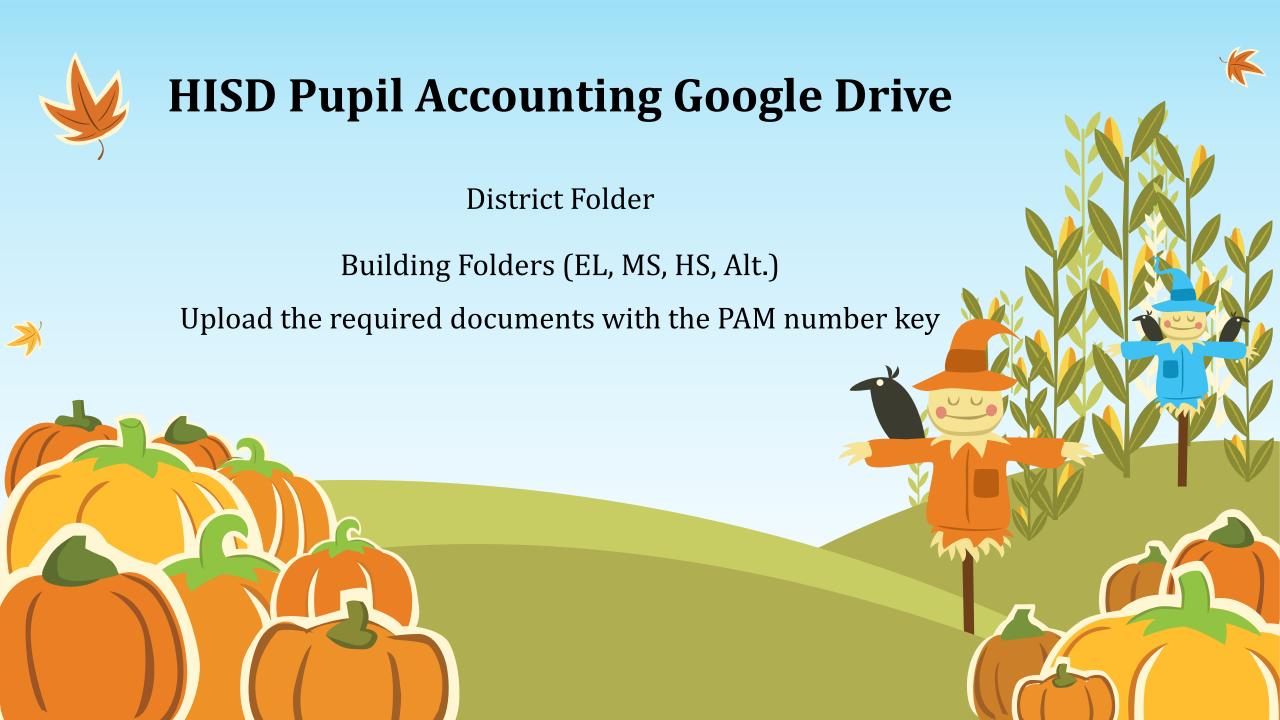Student Information

Accumulative Absence Report

Skyward Training

November 19-20, 2025

Amway Grand – Grand Rapids

HISD Pupil Accounting Google Drive

District Folder

Building Folders (EL, MS, HS, Alt.)

Upload the required documents with the PAM number key

Required Documentation

1-A Required Document List
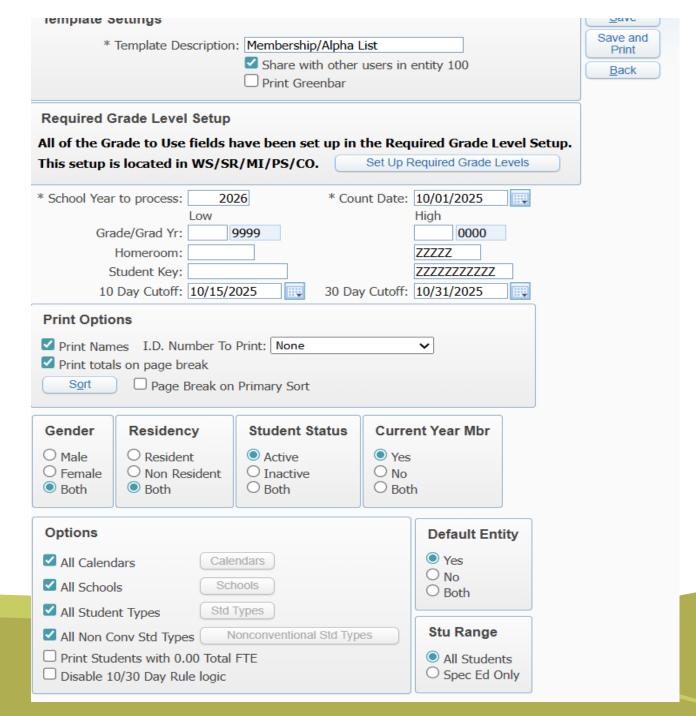
1-C
Skyward Membership Report

Template Settings

* Template Description: Membership/Alpha List

☑ Share with other users in entity 100
☐ Print Greenbar

Save and Print
Back

Required Grade Level Setup

All of the Grade to Use fields have been set up in the Required Grade Level Setup.
This setup is located in WS/SR/MI/PS/CO.   Set Up Required Grade Levels

* School Year to process:	2026	* Count Date: 10/01/2025
	Low	High
Grade/Grad Yr:	9999	0000
Homeroom:		ZZZZZ
Student Key:		ZZZZZZZZZZ
10 Day Cutoff:	10/15/2025	30 Day Cutoff: 10/31/2025

Print Options

☑ Print Names   I.D. Number To Print: None ▼
☑ Print totals on page break

Sort   ☐ Page Break on Primary Sort

Gender	Residency	Student Status	Current Year Mbr
○ Male	○ Resident	● Active	● Yes
○ Female	○ Non Resident	○ Inactive	○ No
● Both	● Both	○ Both	○ Both

Options

☑ All Calendars   Calendars
☑ All Schools   Schools
☑ All Student Types   Std Types
☑ All Non Conv Std Types   Nonconventional Std Types
☐ Print Students with 0.00 Total FTE
☐ Disable 10/30 Day Rule logic

Default Entity
● Yes
○ No
○ Both

Stu Range
● All Students
○ Spec Ed Only

Alpha List

On Count Day K-12

Upload to Google Drive, dated 10/1/2025

Federal/State Reporting
Reports
Membership Report

1-F Elementary Absence Sheet

1-F: COUNT DAY ABSENCE FORM (ELEMENTARY SCHOOL)

District		School Year		
Building – Program		Count Date	Fall	
			Spring	

I certify that this is a true and accurate list of all eligible FTE reported for pupils absent on count day.

Authorized Representative Signature	**Title**	**Date**

INSTRUCTIONS: List each pupil absent on the count day. Note the grade of the pupil, the type of absence (AM and/or PM), and the date the pupil returned to school (both AM and PM return dates are required if absent the entire day, otherwise if absent on AM or PM, return for that portion is needed**). Determine the FTE based upon whether the pupil returned within the appropriate time frame. Some districts may not keep both AM and PM attendance, in which case AM will indicate their full day. **Please enter "N/R" if pupil does not return.** *A SIS list may be submitted in lieu of completing this form as long as you attach this signed form to the SIS Report.*

Pupil Legal Name			Indicate E=Excused U=Unexcused		Date Returned		
Last Name	First Name	Grade	AM	PM	AM	PM	FTE
Smith	Joe	1	E	E	10/2/25	10/2/25	1.00
Doe	Jane	2	U		10/2/25		1.00
Smith	Sam	3		E		10/2/25	1.00
Smith	Jose	3	U	U	N/R	N/R	0.00

1-F MS/HS Absence Sheet

1-F: COUNT DAY ABSENCE FORM (Middle/High School)

District		School Year		
Building - Program		Count Day	Fall	
			Spring	

I certify that this is a true and accurate list of all eligible FTE reported for pupils absent on count day.

Authorized Representative Signature	Title	Date

INSTRUCTIONS: List, in grade then alpha order, each pupil absent on the count day. Note the number of classes the pupil is scheduled for, grade, type of absence, mark each period the pupil was absent for and the date the pupil returned to that class. Determine the FTE based upon whether the pupil returned within the appropriate time frame. A student must return within 10 school days if unexcused or 30 calendar days if excused. **Please enter "NR" if pupil does not return.** *A SIS list may be submitted in lieu of completing this form as long as you attach this signed form to the SIS Report.*

Pupil Legal Name		Grade	# of classes/day pupil is	Absence Type (E)xcused (U)nexcused	Class Period Absent - Class Period Returned																FTE Membership Reported		
Last Name	First Name MI				1st		2nd		3rd		4th		5th		6th		7th		8th		GE	SE	Total
		10	8	E					X	10/1	X	10/1	X	10/1	X	10/1	X	10/1	X	10/1			
Doe	John	8	7	E	X	10/3	X	10/3	X	10/3	X	10/3	X	10/3	X	10/3	X	10/3			1.00		1.00
Doe	Jane	9	6	E					X	10/2	X	10/2	X	10/2	X	10/2					0.70	0.30	1.00
Smith	Jon Doe	9	6	U	X	N/R	X	N/R	X	N/R	X	N/R	X	N/R	X	N/R					0.00		0.00

Attendance

10 School Day Rule- Unexcused

30 Calendar Day Rule- Excused

45 Calendar Day Rule- Suspensions

Field Trip
on
Count Day?

What is your plan?

1-G Add Record

Information to include in excel sheet:

        Student ID

        UIC

        Student Last Name

        Student First Name

        Middle initial

        Grade

        Gender

        Start Date

        D.O.B.

        GE, SE, SOC, 105C

        Transferred from

*<u>Using this feature in Skyward will not include all students.</u>

1-G Drop Record

Information to include in excel sheet:

Student ID

UIC

Student Last Name

Student First Name

Middle initial

Grade

Gender

Exit Date

D.O.B.

GE, SE, SOC, 105C

Transferred to

*<u>Using this feature in Skyward will not include all students.</u>

1-H Electronic Notebook Certification Form

Signed in ink

1-H: PUPIL ACCOUNTING ELECTRONIC NOTEBOOK CERTIFICATION PAGE

This document must be uploaded in your pupil accounting notebook with actual signatures (not typed) and dates.
All yellow boxes must be completed.

COUNT DATE: _____

DISTRICT NAME: _____

DISTRICT CODE: _____

BUILDING NAME: _____

BUILDING CODE: _____

I HEREBY CERTIFY THAT THE PUPIL ACCOUNTING FORMS AND SUPPORTING DATA UPLOADED IN THE ELECTRONIC PUPIL ACCOUNTING NOTEBOOK IS TRUE AND ACCURATE.

_____   _____
                                                                          DATE

SIGNATURE BUILDING PUPIL ACCOUNTANT
RESPONSIBLE FOR ELECTRONIC NOTEBOOK

_____   _____
SIGNATURE OF BUILDING PRINCIPAL   DATE

_____   _____
                                                                          DATE

SIGNATURE OF SUPERINTENDENT (optional)

1-I Electronic Pupil Attendance Certification Form

Teacher signatures in ink

Each attendance week
(Include date range)

"week before the count date, the count week, and the four (4) weeks following the count week"

1-I: PUPIL ACCOUNTING ELECTRONIC ATTENDANCE CERTIFICATION PAGE

This document must be uploaded into the electronic pupil accounting notebook with actual signatures (not typed) and dates. All yellow boxes must be completed.

COUNT DATE:

District Name: District Code:

Building Name: Building Code:

I HEREBY CERTIFY THAT OUR ELECTRONIC ATTENDANCE RECORDS IN OUR DISTRICT'S STUDENT INFORMATION SYSTEM ARE TRUE AND ACCURATE.

PRINT NAME	SIGNATURE	DATE
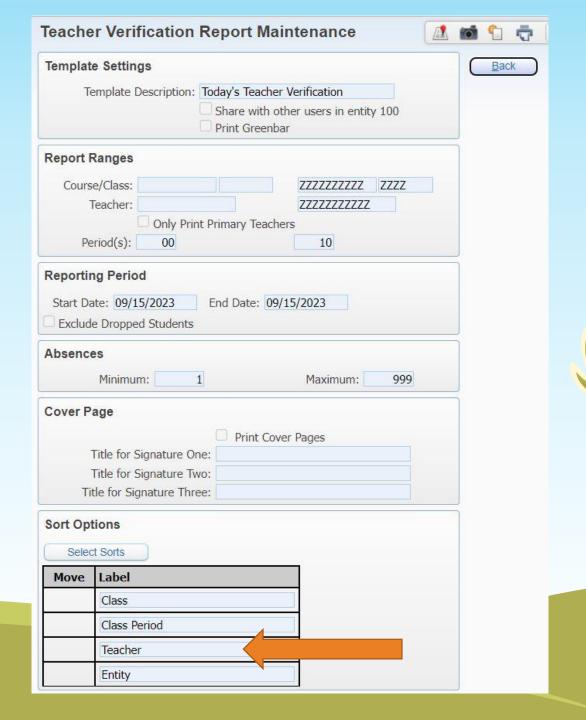
Teacher Verification Attendance Report

PDF

Each attendance week
(Include date range)

"week before the count date, the count week, and the four (4) weeks following the count week"

Sort by Teacher

Teacher Verification Report

Teachers must verify their attendance
Sign the form in ink

2-C Graduation Requirements

2-D District Course Catalog – Board Approved K-12
upload to website, easily <u>accessible</u>
(within a couple clicks)

2-E Master Teacher List

Must include all:

      Teaching staff

      Substitutes

      Virtual teachers

Must match REP & TCVR
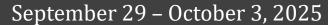
3-A Count Day Attendance Weeks

one week before
week of
four weeks after
count

September 22 – September 26, 2025

September 29 – October 3, 2025

October 6 – October 10, 2025

October 13 – October 17, 2025

October 20 – October 24, 2025

October 27 – October 31, 2025

Teacher Verification Report-Sort by Teacher

Two-way Interaction Attendance Weeks

Wednesday to Tuesday

October 1 – October 7, 2025

October 8 – October 14, 2025

October 15 – October 21, 2025

October 22 – October 28, 2025

Detailed – Content Specific

The student and I discussed….

3-B 75 % Report

District 000 Report
First day of school through
10/1/2025

75 % Report

Federal State Reporting
Reports
Percent Attendance Report

3-C Pupil Schedules
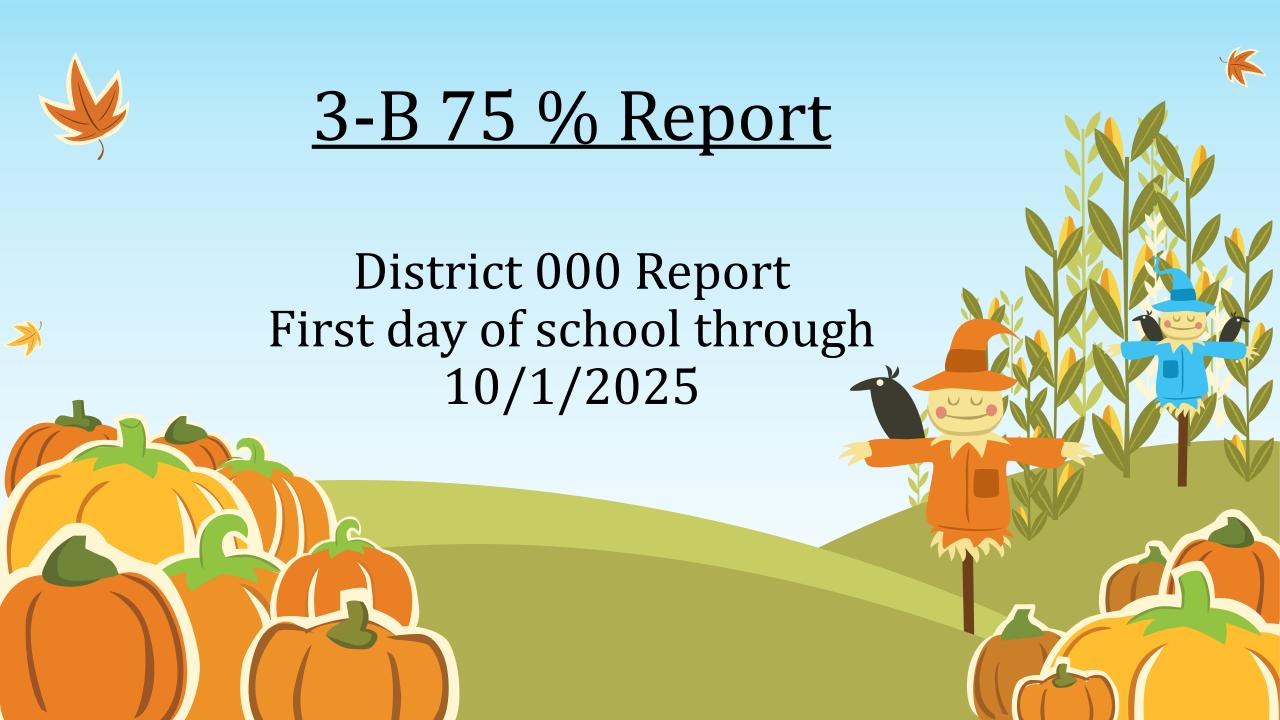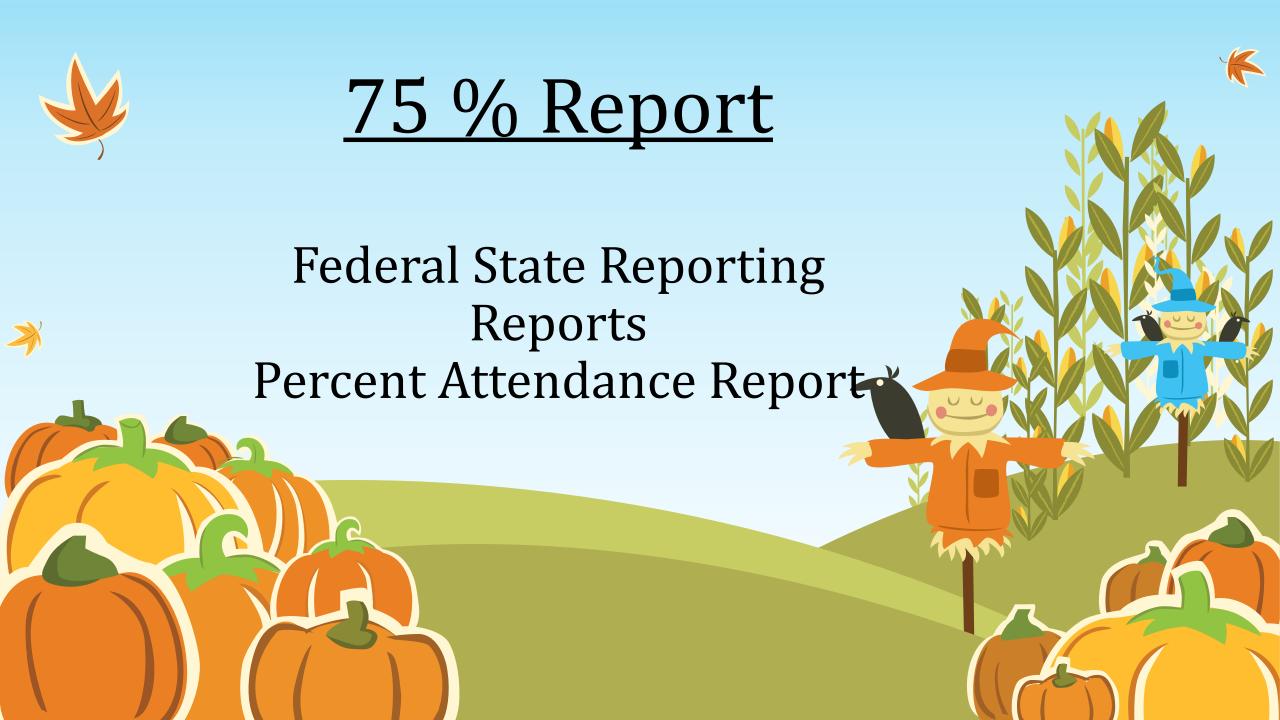
On Count Day K-12
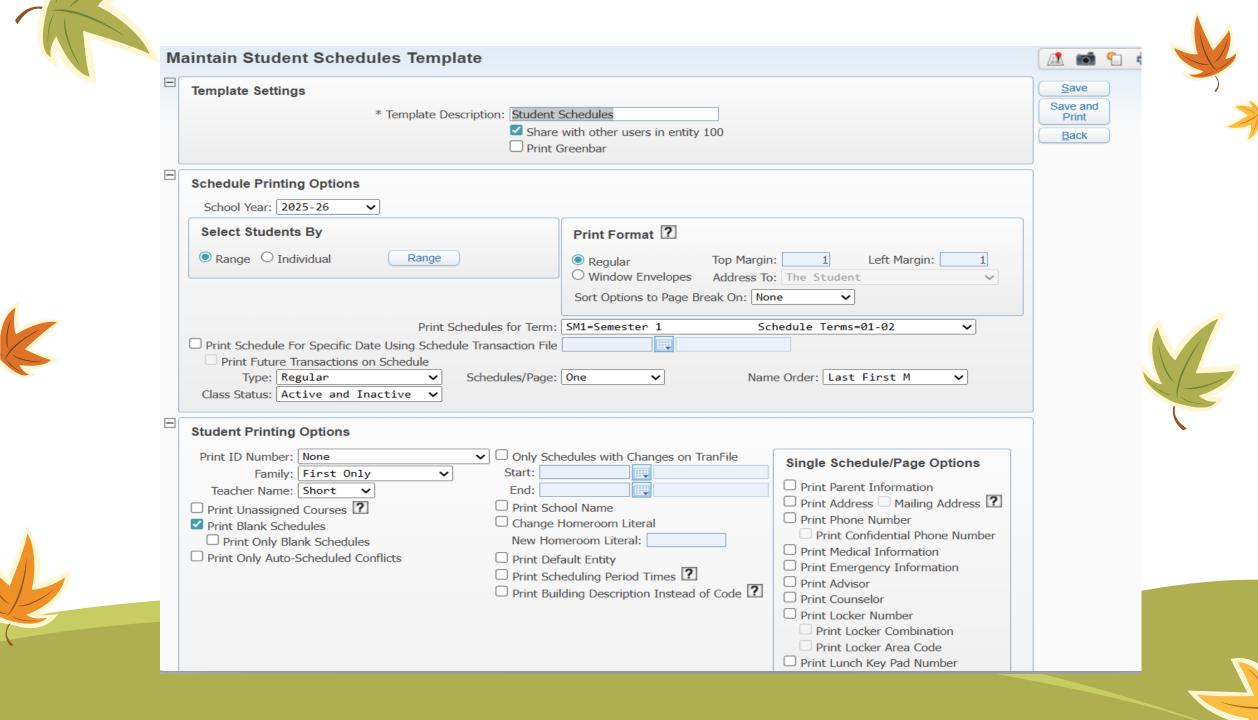
No placeholders - except WB and HLC

Office
Current Scheduling
Reports
Student Schedules

Maintain Student Schedules Template

Template Settings

* Template Description: Student Schedules

☑ Share with other users in entity 100

☐ Print Greenbar

Save

Save and Print

Back

Schedule Printing Options

School Year: 2025-26

Select Students By

◉ Range ○ Individual [Range]

Print Format [?]

◉ Regular

○ Window Envelopes

Top Margin: 1   Left Margin: 1

Address To: The Student

Sort Options to Page Break On: None

Print Schedules for Term: SM1=Semester 1   Schedule Terms=01-02

☐ Print Schedule For Specific Date Using Schedule Transaction File [   ] [📅] [   ]

☐ Print Future Transactions on Schedule

Type: Regular   Schedules/Page: One   Name Order: Last First M

Class Status: Active and Inactive

Student Printing Options

Print ID Number: None

Family: First Only

Teacher Name: Short

☐ Print Unassigned Courses [?]

☑ Print Blank Schedules

  ☐ Print Only Blank Schedules

☐ Print Only Auto-Scheduled Conflicts

☐ Only Schedules with Changes on TranFile

Start: [   ] [📅] [   ]

End: [   ] [📅] [   ]

☐ Print School Name

☐ Change Homeroom Literal

  New Homeroom Literal: [   ]

☐ Print Default Entity

☐ Print Scheduling Period Times [?]

☐ Print Building Description Instead of Code [?]

Single Schedule/Page Options

☐ Print Parent Information

☐ Print Address ☐ Mailing Address [?]

☐ Print Phone Number

  ☐ Print Confidential Phone Number

☐ Print Medical Information

☐ Print Emergency Information

☐ Print Advisor

☐ Print Counselor

☐ Print Locker Number

  ☐ Print Locker Combination

  ☐ Print Locker Area Code

☐ Print Lunch Key Pad Number

4-A Special Education Worksheet B

SE Worksheet B

4-A: WORKSHEET B: BASIC CLASSROOM PROGRAMS
PUPIL COUNT FOR ALL SPECIAL EDUCATION CLASSROOM TEACHERS

District			School Year	
Institution/Building Nursing Home			Count Day	Fall / Spring

I certify this is a true and accurate list of eligible FTE reported for above named Special Education pupils and all pupil accounting requirements for this program have been met.

Authorized Representative Signature   Title   Date

Instructions and Purpose: This form must be returned to your Intermediate School District. Keep a copy for your records. Additional copies may be reproduced. This form will enable the Special Education Administrator to determine FULL TIME EQUIVALENCY (FTE) membership assigned to Basic Classroom Programs as well as total count of handicapped students by program category and by grade.

Teacher Name:

Section 6 Defined Center Programs: Yes / No

Educating District Code:

Grand Total Head Count: (Total Number of Students Listed)

Circle Reimbursement Code (one only)

CODE	PROGRAM ASSIGNMENT OF CLASSROOM TEACHERS
110	Mild Cognitive Impairment
120	Moderate Cognitive Impairment
130	Severe Cognitive Impairment
140	Emotional Impairment
150	Learning Disability
160	Hearing Impairment
170	Visual Impairment
180	Physical & Other Health Impairment
190	Severe Multiple Impairment
191	Early Childhood Special Ed. Program
192	Severe Language Impairment
193	Autistic Impairment
194	Resource Program
270	Early Child Spec Ed Serv - R340.1755
270	Early Child Spec Ed Serv - R340.1862

Pupils Legal Name / STUDENT FTE PER WEEK IN:

Last Name (1)	First Name MI	District of Residence (2)	Sp. Ed. B.C. FTE (3)	K (4)	1 (5)	2 (6)	3 (7)	4 (8)	5 (9)	6 (10)	7 (11)	8 (12)	9 (13)	10 (14)	11 (15)	12 (16)	Alter. Ed (17)	Total FTE (Columns 3-17) (18)	AGE (19)
																		0.00	
																		0.00	
																		0.00	
																		0.00	
																		0.00	
																		0.00	

(Columns labeled "General Education By Grade Level" span columns 4–16)

TOTALS: 0.00 0.00 0.00 0.00 ... 0.00

Individual Totals for Columns (3) through (18)

- SE Total – Teacher
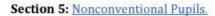
- Total of SE Worksheets

- Equals Alpha/MSDS Alpha SE Totals

- Total equals DS4061

Nonconventional Students

Nonconventional Students

- Section 5 Pupil Accounting Manual
- Section 6 Pupil Accounting Manual

Pupil Accounting Manual 2024-2025

Until 25-26 PAM is released-follow the 24-25 Pupil Accounting Manual:

www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/State-Aid/Pupil-Accounting/Manual/Final-PAM-24-25.pdf?rev=854110f8006949cf810cac84dbec99c9&hash=E475383D5A22C0AC5602EA91C06669CE

Requirements for counting in membership!
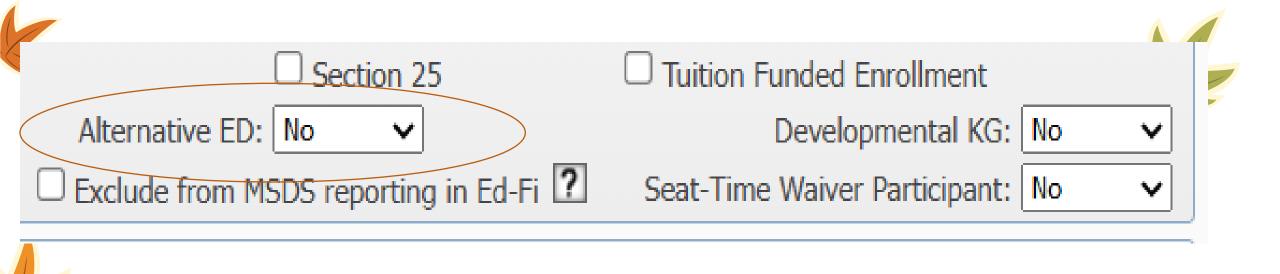
5-A Alternative Education

- Students must be coded Alternative Education in Entry/Withdrawal
- Copy of Alternative Education Waiver - approved

5-B Cooperative Education

- Complete list of students attending the Huron Area Technical Center
- Student Lists, no course reports
- Cooperative Agreement is on file
- Travel waiver must be submitted with MDE if required
- Approved Travel Waiver to be submitted when received

- No Course Reports will be accepted

5-C Home Based Education

- Complete List of Homebased Education Students
- A student who has been suspended or expelled from school
- Include teacher log of instruction dates and times
- Pupils with an IEP
- District provides at least two one-hour sessions of individualized instruction per week.

5-D Home Bound Education

- Complete List of Homebound Education Students
- Certification from an M.D. or D.O. <u>No NP or PA</u>
- Teacher log of instruction dates and times
- The district provides a GE student a minimum of two 45-minute periods of instruction service per week.
- Student with an IEP, a minimum of two non-consecutive hours of instruction service per week. Must be a break between two hours.
- A certified SE teacher must provide services if the IEP states.

5-G-A Dual Enrollment

- Complete List of Dual Enrollment Students
- No course reports accepted
- Provide proof on payment in field audit

5-G-B Early Middle College

- Complete List of Early Middle College Students
- No course reports accepted
- Be sure to review EMC report in MSDS to verify 3500 code, S2E2 code
- Provide proof on payment in field audit

What is an EMC?

MDE approved five-year program of study, that may begin as early as grade 9, is designed to allow a pupil to earn a high school diploma while also earning one or more of the following:

- 60 transferable college credits
- Associate Degree
- A professional certification
- MEMCA technical certificate
- Participation in a registered apprenticeship

Career and Technical Education Early Middle College (CTE EMC)
An EMC with a CTE state approved pathway focus. These programs provide a unique opportunity for students to explore and earn an associate degree, credential, or transferable credit in a CTE Career Pathway while in high school.

Student Reporting

- EMC students are reported with a 3500 code

3500 Code is found in MI/NCLB

- EMC students must be coded by the MSDS Fall Certification Date of their 11th grade year
- Code puts them into a five-year graduation cohort and allows them to receive 5th year FTE

Entry/Withdrawal – Enter EMC building code 04531 in S2E2 code field. Must include proof of payment on the field audit
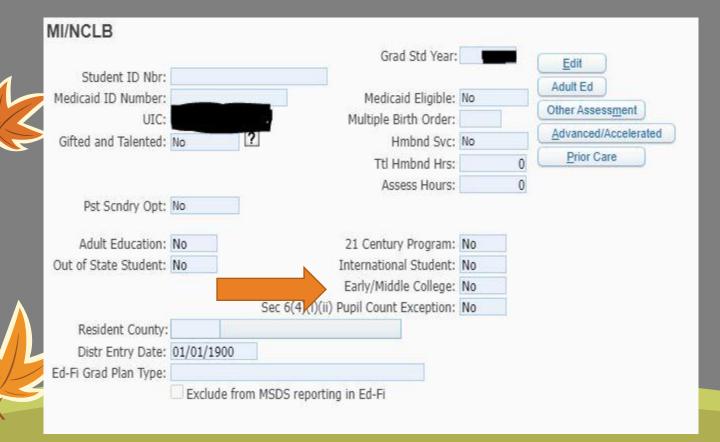
Student Reporting

EMC Website

5-M Split Schedule Pupils

- Complete List of shared students with the HLC
- FTE split - Mr. Guza
- Verify FTE Conflicts in MSDS before certification!

- 1.0 HLC Students
  Must be enrolled in a local to attend a center-based program
  0% enrolled in the local district Entry/Withdrawal
  Required documentation: Enrollment form, Birth Certificate, Proof of
  Residency. Immunization when split schedule.
  HLC communication of FTE Fall and Spring
  Communication of withdrawal or status change from Mr. Guza

5-O-D Virtual Learning

- Complete list of virtual students
- No course reports accepted
- Teacher of record (GL and Sub Area)
- Mentor assigned
- Two-way interaction – <u>Student and I discussed course or course assignment</u>
- Parent/guardian signed permission form
- Virtual course catalog board approved and <mark>easily accessible</mark> on your website
- Two-way interaction for one scheduled course per week for each week of the four-week count period
- Non appropriately placed teacher MUST do two-way interactions
- Wednesday to Tuesday of the following week
- Virtual teachers must be reported in the REP, verified on TCVR
- Proof of Payment

Two-Way Interaction:

The pupil and the teacher of record or mentor must complete **a two-way interaction for one course per week for each week of the four (4) week count period.**

-OR-
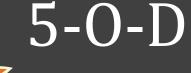
The pupil must complete a combination of one or more of the following activities for each scheduled course:
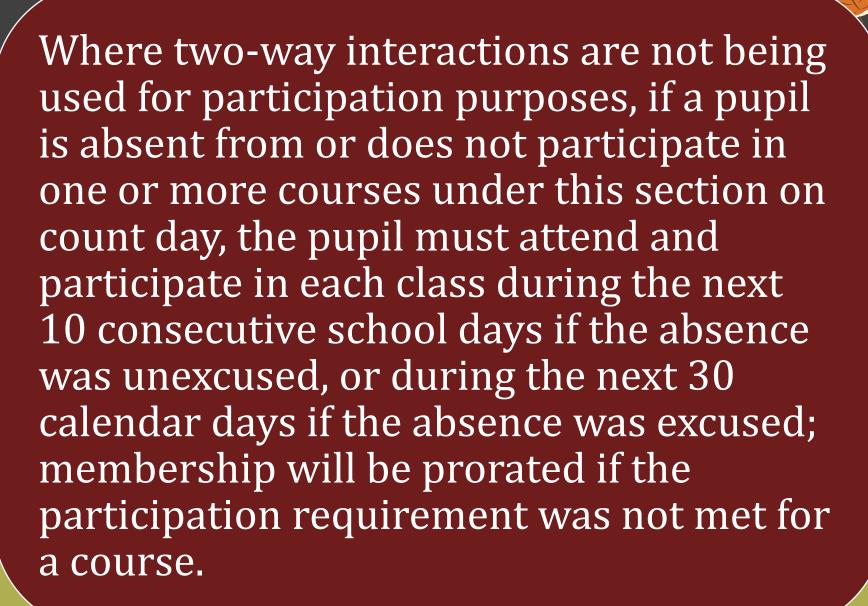
- Documented attendance in a virtual course where synchronous (live) instruction occurred with the teacher.

- Documented completion of a course assignment.

- Documented completion of a course lesson or lesson activity.

- Documented pupil access to an on-going lesson; this is <u>not a login.</u>

- Documented physical attendance on count day in each course may be used for pupils who will attend at least 50% of the instructional time for each course on-site, face-to-face with the teacher of record. (appropriately placed)

Documented completion means you must provide a Course Report to document course lesson or assignment completion.

5-O-D

Where two-way interactions are not being used for participation purposes, if a pupil is absent from or does not participate in one or more courses under this section on count day, the pupil must attend and participate in each class during the next 10 consecutive school days if the absence was unexcused, or during the next 30 calendar days if the absence was excused; membership will be prorated if the participation requirement was not met for a course.

5-P Work–Based Learning

- Complete list of Work-Based students
- No course reports will be accepted
- Parent/legal guardian signed permission
- Site visits logs - every nine weeks
- SE site visit logs - every 30 days

- CTE work-based learning every nine weeks visits
- Must have a written training agreement
- Training plan in place by the count date
- Safety instruction must be documented in a training plan or training agreement
- Employer has workers' disability compensation (paid placement) and general liability insurance
- EDP

6-B Peer – To – Peer

A district may count a pupil in membership if all the following are met:

1) The pupil must meet pupil membership eligibility requirements pursuant to Section 6(4) or 6(6) of the State School Aid Act (MCL 388.1606(4) or MCL 388.1606(6)) and any other applicable statute.
2) The pupil shall be registered, enrolled, and participating in the course(s) pursuant to Section 6(4), Section 6(8), and Section 6a of the State School Aid Act (MCL 388.1606(4), MCL 388.1606(8), and MCL 388.1606a).
3) The peer-to-peer pupil must be enrolled in grades 6-12.
4) Curriculum is approved by the local board of education.
5) Instructional objectives are established by the approved peer-to-peer support curricular content.
6) The peer-to-peer pupil is provided a <u>course syllabus</u>.
7) The peer-to-peer teacher must provide <u>lesson plans and the grading criteria for each peer-to-peer course or credit.</u>
8) The teacher records daily attendance for the peer-to-peer pupil.
9) The teacher of record <u>completes pupil assessment and grading</u>.

MSDS

MSDS

MSDS

- MSDS Home
- Manage Requests...
  - Manage Cohort Requests
- Student Data Submission...
  - Data Staging Area
- Student Data Downloads...
  - Download Status
- Search...
  - Student Search
- Certified Data Reports...
  - Certified Reports
  - FTE Comparison Report
  - Student Roster Report
- Audit FTE...
  - Audit Form (DS4061/DS4120)
  - Audit Narrative
  - FTE Conflict Detection
  - Teacher Credential Verification Report
  - Local Course Crosswalk Report
- Grad Cohort...
  - Cohort Student List
- General Reports...
  - Collection Reports
  - Direct Certification Download Status
  - TSDL Student Roster
  - Users, Roles and Functions
- Section 25e...
  - Manage Section 25e Requests
  - Section 25e Summary Report
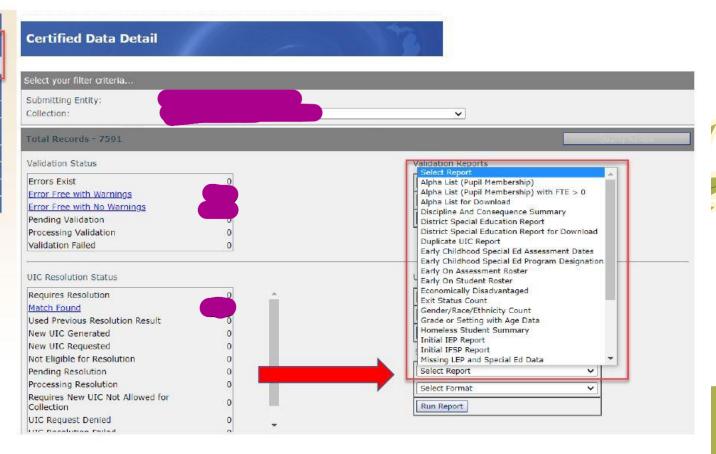
Report Locations

Staging Area

Reports with uncertified data

MSDS Reports

- Alpha List (Pupil Membership)

- Alpha List (Pupil Membership) with FTE> 0

- Alpha List for Download

- Discipline and Consequence Summary

- District Special Education Report

- District Special Education Report for Download

- Early Childhood Special Ed Assessment Dates

- Early Childhood Special Ed Program Designation

- Early Middle College Roster Report

- Early On Assessment Roster

- Early On Student Roster

- Economically Disadvantaged

MSDS Reports

- Exit Status Count

- FTE Summary

- Gender/Race/Ethnicity Count

- Grade or Setting with Age Data

- Homeless Student Summary

- Initial IEP Report

MSDS Reports
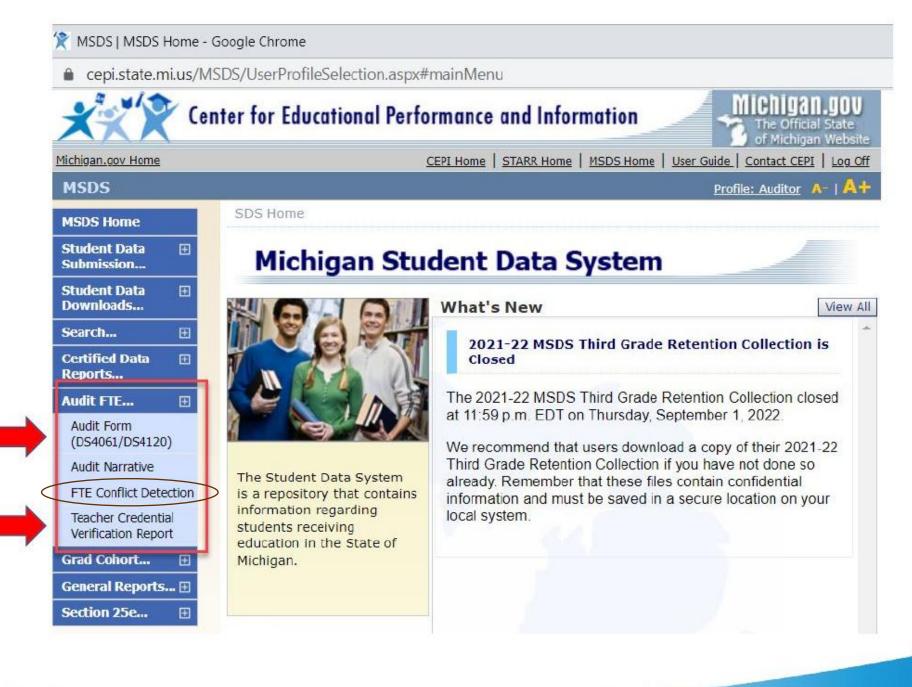
- Initial IFSP Report

- Missing LEP and Special Ed Data

- Missing Student Report

- Newly Enrolled Students

- Primary Disability Count

- Program Participation Count

- Residency Status Count

Audit FTE

Reports about FTE and Credentials

Recap

- Required Documentation
- Skyward – Data Quality
- MSDS –Data Quality
- Balance Your Data

Balance Your Data

Skyward - Alpha List

Skyward Alpha List

     Review all address fields are included

     Review Residency NR/R, District Code, and State Aid Code

     Review GE and SE totals against MSDS Alpha, or DS4061

Worksheet Bs

     Do your Worksheet Bs match the Skyward Alpha totals

     Do your district totals match the DS4061

     Caseload reports 10/1/2025

If they do not match, correct the data. Turn in balanced data!

Make sure you correct in MSDS and Skyward

     or reupload a new file.

SKYWARD ALPHA LIST

STUDENT'S NAME			STREET ADDRESS				CITY STATE ZIP					I.D. #	BIRTH DATE
ENROLL DATE	GND	GRADE	10 DAY RULE	30 DAY RULE	RES	RES DST.	PUPIL CDE	STATE AID	RACE/ETH	GEN ED	SPEC ED	TOTAL FTE	HMRM
													08/18/2016
	F	01			R	32610	R	14	000010	1.00	.00	1.00	
													06/07/2017
	F	00			NR	32060	R	02	000010	.86	.00	.86	

EDUCATING DIST: 32610 - Sigel Twp SD #3F - Adams   NONRESIDENCE RESIDENT DIST: Harbor Beach Community School Distric

													03/26/2017
	F	00			R	32610	R	14	000010	.86	.00	.86	
													05/30/2017
	F	00			R	32610	R	14	010000	.86	.00	.86	
													10/31/2016
	M	00			NR	32170	R	02	000010	.86	.00	.86	

EDUCATING DIST: 32610 - Sigel Twp SD #3F - Adams   NONRESIDENCE RESIDENT DIST: Ubly Community Schools

TOTALS   33.84   .08   33.92

MSDS Alpha List

MSDS ALPHA LIST

Center for Educational Performance and Information – Michigan Student Data System

Alpha List (Pupil Membership)
Certified Data

████████████████████

Collection: Fall 2022 General Collection 2022-2023

████████████████

████████████████ | | | Total Records: 36 | | 33.84 | 0.08 | 0.00 | 33.92

Summary For District: ████████████ | Total Records: 36 | | 33.84 | 0.08 | 0.00 | 33.92

Total Students:
All students including
adds, plus all drops.

SE Worksheet B

- SE Total – Teacher

- Total of SE Worksheet Bs

- Equals Alpha/MSDS Alpha SE Totals

- Total equals DS4061

MSDS - DS4061

DS4061

Page 1 SE Totals – Match Skyward Alpha and Worksheet Bs

Special Education

Acct	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
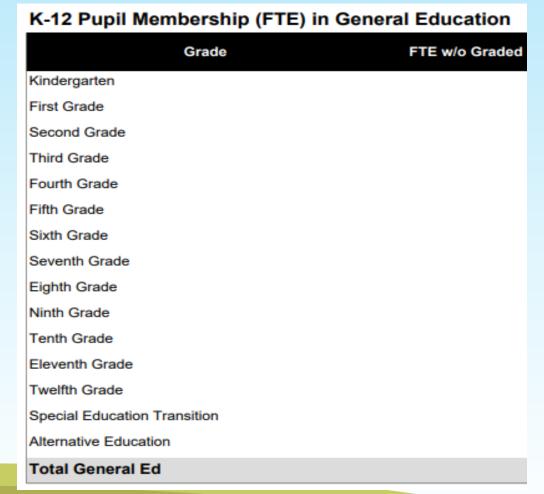
Page 2 GE Grade level FTE totals

DS4061

Match Skyward Alpha report by grade level

GE totals

Alternative Ed

K-12 Pupil Membership (FTE) in General Education

Grade	FTE w/o Graded
Kindergarten	
First Grade	
Second Grade	
Third Grade	
Fourth Grade	
Fifth Grade	
Sixth Grade	
Seventh Grade	
Eighth Grade	
Ninth Grade	
Tenth Grade	
Eleventh Grade	
Twelfth Grade	
Special Education Transition	
Alternative Education	
Total General Ed	

Page 4 Residency

DS4061

Skyward residency totals match DS4061 residency totals.

Residency codes 01, 02/03, 04, 06

01	02/03	04	06

Residency Related Information

District	Non K-12 District		Section 105/105C Schools of Choice		Non-Public Non-Resident		All Other		Total
	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	

Questions?

Take A Break

Resources

Pupil Accounting Acronyms

MDE - Michigan Department of Education

PAM – Pupil Accounting Manual

Coming Soon!

MPAAA - Michigan Pupil Accounting and Attendance Association

CEPI - Center for Educational Performance and Information

Pupil Accounting Acronyms

DCH – Days And Clock Hours

EEM-Educational Entity Master

SID – School Infrastructure Database

GAD – Graduation and Drop Out

Pupil Accounting Acronyms

FERPA – Family Educational Rights Privacy Act
Use UIC's in communication!

CTE – Career And Technical Education

WBL – Work Based Learning

CRDC – Civil Rights Data Collection (25-26)

Pupil Accounting Acronyms

MSDS-Michigan Student Data System

SOC- School Of Choice

FTE – Full Time Equivalency

FTE - Proration

SRM – Student Record Maintenance

CEPI-Manuals

MSDS

REP

EEM

FID

SID

HISD WEBSITE

Pupil Accounting Resources

Link to Pupil Accounting Forms

HISD website

huronisd.org
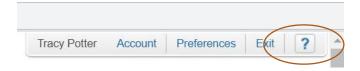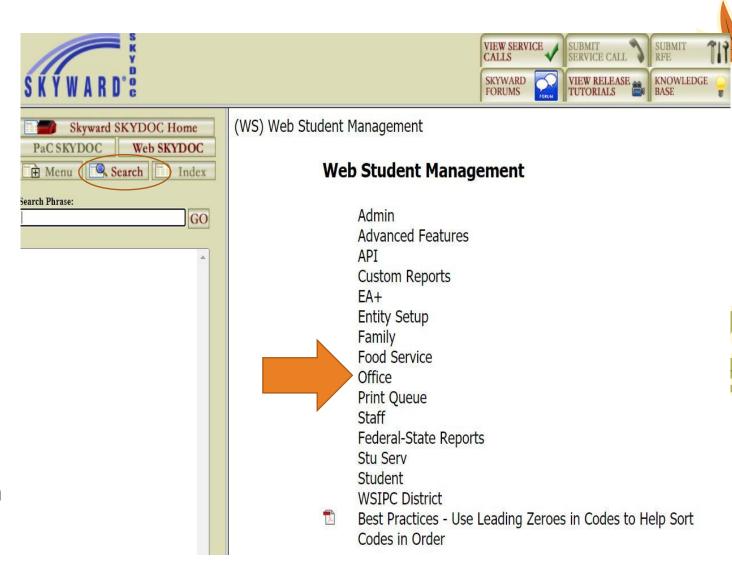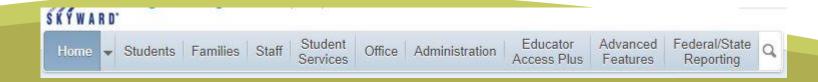
Link: https://www.huronisd.org/

Skyward

Skyward helpline ?
Sky docs

Skyward tutorials

SkyDoc-Skyward Documentation
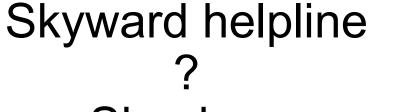
(WS) Web Student Management
  (OF) Office

Office
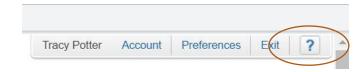
→ Activities
Attendance
Curriculum & Assessments
Class Information
Current Scheduling
Discipline
Future Scheduling
Grading
Guidance
Health Recs
Lockers
Product Setup
Year End

Frequently Asked Questions
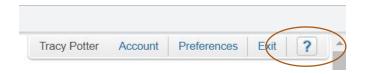
Tracy Potter   Account   Preferences   Exit   **?**

Skyward helpline ?
Sky docs

Skyward tutorials

Tracy Potter | Account | Preferences | Exit | ?

SkyDoc-Skyward Documentation

(WS) Web Student Management
(OF) Office
(AT) Attendance

Attendance

- Attendance Overview
- Positive Attendance Guide
- Attendance Entry by Date
- Attendance History
- Attendance Letters
- By Class or Activity
- Attendance By Student
- Device Entry
- Office Visits
- Product Setup
- Reports
- Transaction Tracking Inquiry

- Attendance Using In/Out Times - Best Practice

Frequently Asked Questions

Skyward helpline ?
Sky docs

Skyward tutorials

SkyDoc-Skyward Documentation

(WS) Web Student Management
   (OF) Office
      (AT) Attendance
         (AL) Attendance Letters
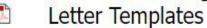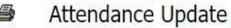
Attendance Letters

Guide to Creating Attendance Letters
Letter Templates
Attendance Update
District-Wide Attendance Letters
Product Setup
Reports
Schedule Letters

Tracy Potter   Account   Preferences   Exit   ?

Skyward helpline
?
Sky docs

Skyward tutorials

SkyDoc-Skyward Documentation

(WS) Web Student Management
(AF) Advanced Features

Advanced Features

Address
Automated Emails
Entity Counts
District Calendar
Message Center
Names
Processing Lists
Product Setup
System Contacts

Student Indicators
Best Practices - Student Indicators

Skylert
Transcript Signature

Frequently Asked Questions

What you
do
*
makes a difference

Questions?

Count Day Thoughts

MSDS File Upload. Fall data ranges
July 1, 2025 – October 1, 2025

MSDS File Upload. Spring data ranges
October 2, 2025 - February 11, 2026

MSDS File Upload. EOY data ranges
February 12, 2026 – June 30, 2026

Make sure Sub permits are paid for!

EMC students must be coded 3500 in the October count of their Junior year.

No placeholders allowed on student schedules on count day. Must have a course names for Virtual, Dual enrollment, EMC, Tech Center students. Only exception is Work Based Learning and HLC.

Virtual Courses - Parent Permission Required.

Appropriate Placement
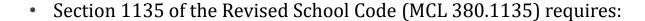
Legislation

R 390.1141 (9) If an individual holds a valid Michigan teaching certificate, a school district or nonpublic school may place the individual outside the grade levels and discipline areas listed on the certificate for not more than 90 consecutive calendar days without obtaining a substitute permit.

Do not transfer birth certificates

Proof of Pupil Identity and Age

- Section 1135 of the Revised School Code (MCL 380.1135) requires:

(1) Upon enrollment of a student for the first time in a local school district, public school academy, or intermediate school district, the local school district, public school academy, or intermediate school district shall notify in writing the person enrolling the student that within 30 days he or she shall provide to the local school district, public school academy, or intermediate school district either of the following:

      (a) A copy of the student's birth certificate.

      (b) Other reliable proof, as determined by the local school district, public school academy, or intermediate school district, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate.

(2) If a person enrolling a student fails to comply with subsection (1), the local school district, public school academy, or intermediate school district shall notify the person enrolling the student in writing that, unless he or she complies within 30 days after the notification, the case must be referred to the local law enforcement agency for investigation. If the person enrolling the student fails to comply within that 30-day period, the local school district, public school academy, or intermediate school district shall notify the local law enforcement agency.

(3) The local school district, public school academy, or intermediate school district shall immediately report to the local law enforcement agency any affidavit received under this section that appears inaccurate or suspicious in form or content.

CEPI CALENDAR

FTE Conflicts

FTE CONFLICTS

What is an FTE Conflict?

FTE Conflicts occur during Fall and Spring General Collections

A single student has been reported by one or more schools, and the FTE equates to 1.00+

Conflicts must be resolved prior to certification

Districts must resolve prior to certification

Auditor resolves conflict once collections are closed

How to find FTE Conflicts?

Run FTE Conflict Detection report in MSDS

FTE CONFLICTS

Teacher Credential Verification Report

Teacher Credential Verification Report MSDS

Center for Educational Performance and Information - Michigan Student Data System

Teacher Credential Verification Report

Description: List of teachers and reported credentials from the corresponding REP collection

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag	REP Assignment Code	MOECS Subject Endorsement	Subject Placement Status	REP Grade Assignment	REP Education Setting Assignment	MOECS Grade Endorsement	Grade Placement Status

Teacher Credential Verification Report

- Found in MSDS

- Verify Grade-level "In"

- Verify Subject-Area "In"

- If you have "Outs" correct!

- If you have an "Out" that you are certain it is an "In", you must provide supporting documentation.

- OEE is independently reviewing TCVR. They will submit FTE deductions independently.

GAD

GRADUATION DROP OUT

HTTPS://WWW.MICHIGAN.GOV/CEPI/PK-12/MSDS/GRAD-DROP

GRADUATION DROP OUT GAD

2025-2026 GAD Exit Status Changes

Instructions: To request a change in exit status, complete the following information and attach a copy of one of the allowable forms of documentation. If the documentation does not meet MDE requirements, the change will not be approved.

NOTE: _Complete only for changes that will impact the district's Graduation/Dropout (GAD) Rates. Do not complete this form for changes to codes 08, 10, 11, 13, 16-19 – since changing to one of those codes will not have an effect on district GAD rates._

District: [ ]   Building: [ ]

Student Last Name: [ ]   First Name [ ]

Date of Birth [ ]   UIC [ ]

	Current data in GAD:	Request data be changed to:
Exit code:	[ ]	[ ]
Date exited:	[ ]	[ ]

"As of" date: [ ]   (Submission date the record was last recorded--Sept/Oct, Feb, or EOY)

PLEASE ATTACH ALLOWABLE DOCUMENTATION TO SUPPORT THE CHANGE REQUESTED.

Appendix D – Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation

01, 02, 03, 04, 05, 06, 20, 21, 40, 41	Graduated or completed	• Official transcript or diploma.
		• Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil's last name.
		• Exit Status 40 requires a high school transcript and documented proof of one of the following items:
		    o MEMCA Certificate/Advanced Certificate
		    o At least 60 college credits
		    o Associates Degree
		    o Professional Certification

09	Moved out of state	• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • For migrant pupils, documentation of student's out of state enrollment in the federal Migrant Student Information Exchange (MSIX). • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.
12	Deceased	• Confirmation from student management software that student is listed as deceased in the software. • Obituary, other newspaper article. • Program from the funeral/memorial service. • Written statement from the parent or guardian. • Death certificate.
14	Enrolled in home school	• Written parental statement. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home schooled. • Parental record request confirming pupil is homeschooled.

GRADUATION DROP OUT GAD

GRADUATION DROP OUT GAD

Exit Status	Definition	Allowable Documentation
		• Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.
15	Enrolled in nonpublic school	• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.

Section 25e

Section 25

Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013) was created to allow any school district to claim pro-rated fulltime equivalency for pupils who transfer after the Fall Pupil Membership Count Day.

Section 25e begins the day after fall count through the day before spring count.

Requests may not be certified until **after** the Fall General Collection certification deadline and **must** be certified before Spring Count date.

TIPS: Be sure to click the Section 25 box in Entry/Withdrawal tab and certify SRM with *first full day of attendance*.

☐ Section 25

Alternative ED: No

Section 25

Pupils who were <u>not</u> counted by any Michigan local education agency, public school academy or ISD on the Fall Pupil Membership count date are NOT eligible for a Section 25e FTE transfer.

Section 25

When to report Section 25e?

After Fall General Collection certification deadline, prior to Spring Count Date, within 30 days of the transfer.

Whichever is later.

Section 25e Checklist

Section 25e
CHECK LIST

Every Section 25e request must include:

_____ Signed Section 25e Request Form

_____ Pupil Schedule

_____ Residency Verification Form

_____ School of Choice Application
(If enrollment date is **inside** School of Choice window)

_____ Release from Resident District
(If enrollment date is **outside** of School of Choice window)

_____ Teacher Attendance Summary Report

(Must include date range of 1 week prior to first day student attended all classes, for 3 weeks. Must match Pupil S
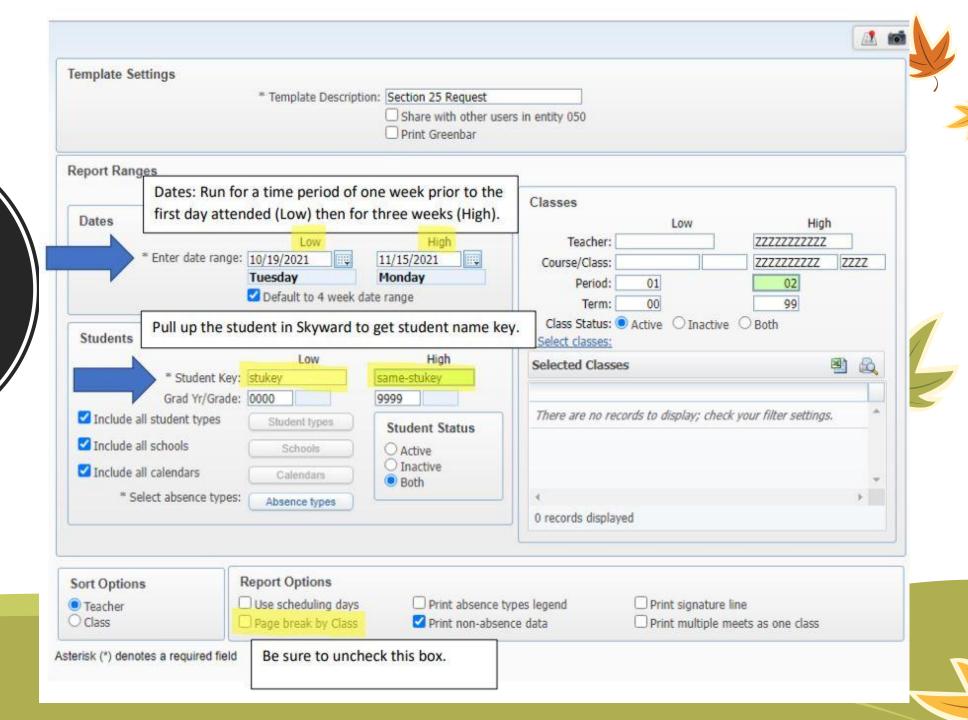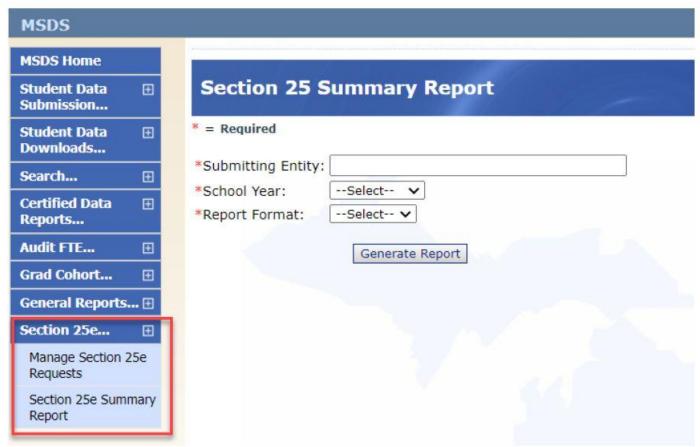
- https://huron.schoolinsites.com/pupilaccounting

TEACHER ATTENDANCE SUMMARY REPORT

SECTION 25E

COMING SOON!

25-26 CRDC
CIVIL RIGHTS DATA
COLLECTION

HTTPS://CRDC.COMMUNITIES.ED.GOV/#PROGRAM

Questions?