



Welcome!

Fall Count Day

2021-2022

Agenda

- Welcome!
- What you do is important!
- Special Ed – Director Erica Karg
- Tips & Tricks with Jo, Pat, and Dee
- District Offerings - Learning Options 21-22
- MDE Updates
- Count Day: Required Documentation:
- Next session: Q & A Sessions on Count Day

Meet the team! Welcome!



Introduce Yourself

How long in current position?

What is your Superpower?

- Pupil Accounting Staff

- Huron ISD
- Bad Axe
- Caseville
- Elkton – Pigeon – Bay Port
- Harbor Beach
- Huron Learning Center
- North Huron
- Owendale – Gagetown
- Ubly



Learning Center



Owendale-Gagetown



Ubly



Meet Special Education - Director

Meet
Erica Karg



Skyward Tips & Tricks

Jo Manenti – HISD Technology

Dee Esch – Secretary, Laker Elementary School

Tracy Potter, HISD

Tips & Tricks

What is something that you really like to use in Skyward?



Know Your Resources



Pupil Accounting Manual

2020-21

STATE AID AND SCHOOL FINANCE

OFFICE OF FINANCIAL MANAGEMENT



Pupil accounting manual

- Be watching for the 2021-2022 manual.

https://www.michigan.gov/documents/mde/2020-21_PAM_716454_7.pdf

HISD website

huronisd.org

Pupil Accounting Resources

Downloadable Forms

- › Count Day Information
- › Central Office Required Documents
- › Elementary School Required Documents
- › Middle School and Jr. High Required Documents
- › High School Required Documents
- › Rural Schools Required Documents
- › Days, Hours, and Attendance Forms
- › Nonpublic/Parochial School Student List
- › Enrollment and Registration Sample Forms
- › Schools of Choice



The screenshot shows the top portion of the website. At the top is a dark navigation bar with links: Educators, Employees, Students & Parents, Community, Schools and Staff, Contact Us, and NotifyMe. Below this is a blue banner with the text "• HURON ISD •" in a large, white, serif font, and "— Huron Intermediate School District —" in a smaller, white, cursive font below it. Underneath the banner is a dark grey section containing the motto "Learn, Lead, Serve" in a white serif font. To the right of the motto is a circular logo featuring a white outline of a hand holding a book. Further right is a Facebook icon and a search bar with the word "Search" and a magnifying glass icon. Below this section is a wide photograph of the school building, a two-story brick structure with a central entrance and a sign that reads "HISD INTERMEDIATE OFFICE". The building is surrounded by green grass and trees under a cloudy sky.

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

Center for Educational Performance and Information



About CEPI

CEPI Applications

Michigan Student Data System

Registry of Educational Personnel

Educational Entity Master

Financial Information Database

School Infrastructure Database

CEPI / CEPI APPLICATIONS

CEPI Applications

CEPI manages data collection applications used by K-12 public schools, public school academies (charter schools), [nonpublic schools](#), [postsecondary institutions](#), and early childhood programs to meet state and federal reporting requirements.

See the [CEPI Calendar Page](#) for our master calendar of dates and deadlines.

Manuals

[MILogin User Guide](#) 

Help and Training

CEPI APPLICATIONS

- Manuals
- Help and Training

• <https://www.michigan.gov/cepi/0,4546,7-113-986---,00.html>

Center for Educational Performance and Information



- About CEPI
- CEPI Applications
- CEPI Postsecondary Applications
- Calendar

CEPI / CALENDAR

CEPI Calendar

The Excel Master Calendar below is meant to serve as a single resource for CEPI application collection windows and deadlines. The list of dates can be filtered by month, application name and/or entity type.

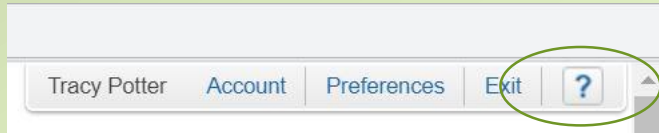
If you use a screen reader, you can download an accessible PDF of the calendar.

[CEPI Master Calendar](#) 

CEPI CALENDAR

<https://www.michigan.gov/cepi/0,4546,7-113-72089---,00.html>

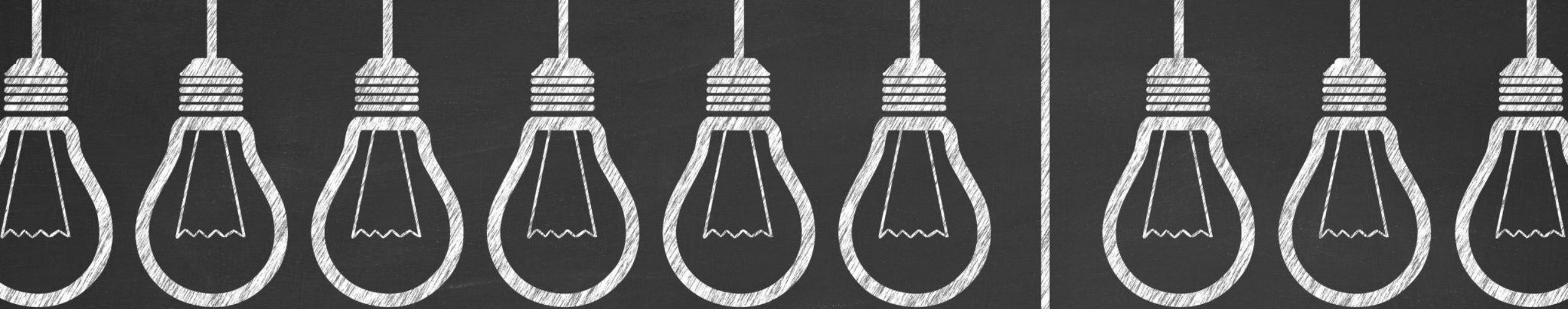
Skyward helpline ? Sky docs Skyward tutorials



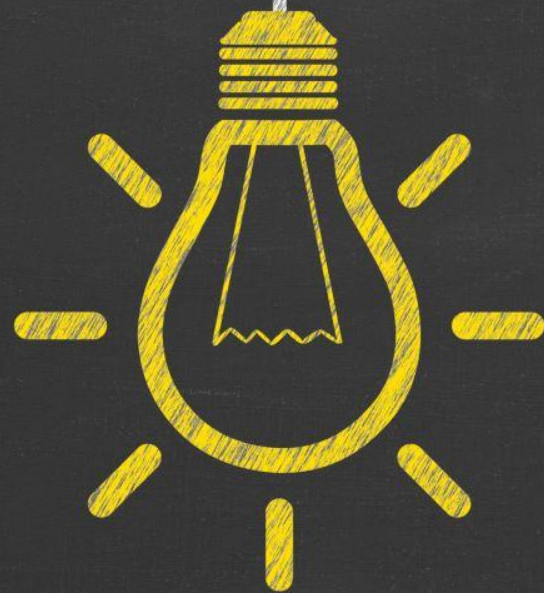
SkyDoc-Skyward Documentation

A screenshot of the Skyward SKYDOC website interface. The top left features the Skyward logo. The top right has several utility buttons: 'VIEW SERVICE CALLS', 'SUBMIT SERVICE CALL', 'SUBMIT RFE', 'SKYWARD FORUMS', 'VIEW RELEASE TUTORIALS', and 'KNOWLEDGE BASE'. Below the logo is a navigation bar with 'Skyward SKYDOC Home', 'PaC SKYDOC', and 'Web SKYDOC'. A 'Search' button is circled in green. Below the navigation bar is a search box with a 'GO' button. The main content area is titled '(WS) Web Student Management' and contains a section titled 'Web Student Management' with a list of links: Admin, Advanced Features, API, Custom Reports, EA+, Entity Setup, Family, Food Service, Office, Print Queue, Staff, Federal-State Reports, Stu Serv, Student, WSIPC District, and Best Practices - Use Leading Zeroes in Codes to Help Sort Codes in Order. A large green arrow points from the left side of the page towards the 'Web Student Management' section.

<https://skyhost1.hisd.k12.mi.us/scripts/wsa.dll/WService=wsSkyTraining/seplg01.w>



QUESTIONS?



Learning Options 21-22

In Person

Distance Learning

Virtual Learning

Homebound/Hospitalized



In - person

- Students are in the building everyday
- What if a student is quarantined: Mark student absent, provide assignments if requested to do so.
- Is the student excused or unexcused?
 - How are you tracking quarantined students for 10-day/30-day rule?



Distance Learning – 5–0–A



- Student is learning from a distance
- Using a synchronous platform, such as Zoom
- Instructional times will remain the same as bell schedule as in-person.
- Students are expected to be in attendance during prescribed instructional time(s).
- Attendance is recorded the same as an in-person student.
- Teachers are to remain available through the synchronous platform for the entire class period.
- Teacher may dismiss students to work on individual projects. Student may rejoin session to request assistance from the teachers.

Distance Learning – 5-O-A

- Curriculum remains the same as students who are in-person.
- Does not require parental consent, EDP'S, or two-way interactions.

MDE'S
RECOMMENDED
LEARNING STYLE
ESPECIALLY IF PIVOT
TO REMOTE
LEARNING IS
NECESSARY



Virtual Learning – 5-O-D

- Rules are not the same as Pandemic Learning.
- Parent permission required for all students taking virtual courses.
- EDP's for students with more than 2 virtual courses.
- Virtual courses require an appropriately placed certified teacher of record and a mentor. TOR can serve both roles.



Virtual Learning - Attendance

- One Two-way Interaction per week (Wed. – Tues.)
- Develop a plan for measuring student participation.
 - Two-way interactions, one per week for duration of the virtual placement.
 - Completion of an activity/assignment in each course on count day (Not login).
 - Or within 10 school days for an unexcused pupil or 30 calendar days for an excused pupil.

Assignment=Two – way interaction?

Do assignments still count for weekly two-way interactions?

Assignments are no longer considered a two-way interaction.

A discussion of a completed assignment with a TOR or Mentor can be used to satisfy the two – way interaction.

*On count day, if an online completes an assignment in every scheduled course on count day that counts for membership.

Homebound/Hospitalized- 5-D

- Student who is absent more than 5 days.
- Parent/guardian requests homebound/hospitalized services due to a medical condition.
- Required Physician or physician's assistant documentation.
- GE student – two 45-minute sessions per week.
- SE student – two 60-minute sessions per week.
- Can be delivered through a synchronous platform like zoom.

District Offerings - Learning Options 21-22

What is your
district
offering?



District Offerings - Learning Options 21-22

What is your
District's plan if
we must go to
remote
learning?



MDE - UPDATES



MDE – Pupil Accounting Update



MDE – Updates



June 10, 2021

Reminder of Requirements for
Academic Year 2021-22
Virtual/Online Teachers

https://www.michigan.gov/documents/mde/Virtual_Online_Requirements_727547_7.pdf

MDE – Updates

July 29, 2021



Pupil Accounting for the 2021-22 School Year

https://www.michigan.gov/documents/mde/PA2021-22_School_Year_731222_7.pdf

MDE – Updates



September 2, 2021

District Strategies for Continued Instruction During COVID-19 Closures and Quarantines

https://www.michigan.gov/documents/mde/Strategies_for_Continued_Instruction_734498_7.pdf

MDE – Updates

September 2, 2021



Teacher Certification Requirement for Membership Purposes 2021-22

https://www.michigan.gov/documents/mde/Teacher_Cert_Membership_734506_7.pdf

Teacher Certification - Summary



Teacher Certification - Summary

- According to MDL 388.1763, Districts must ensure that teachers are appropriately placed with a valid Michigan certificate for the grade-level and subject-area to avoid a salary deduction.
- For the 2021-22 school year, pupil membership auditors will only review teacher placements for grade-level placement as described in subsection (b).



Teacher Certification - Summary

- If the Third-Party Vendor provides the Michigan Certified teacher of record (TOR) that is grade-level and subject-area certified, this is the teacher of record that must be included on the student schedule. A mentor that is a district employee is also required. **No sub permit is required.**



Teacher Certification - Summary

- If the Third-Party Vendor provides a teacher that is **NOT** Michigan Certified in grade-level and subject-area, a sub permit for this individual is required. The teacher must be included on the student schedule. A mentor that is a district employee is also required.



Teacher Certification - Summary

- A Third-Party Vendor course can have a teacher of record from the district that is appropriately placed in grade-level and subject-area certified. The teacher must be included on the student schedule. A mentor that is a district employee is also required.



Teacher Certification - Summary

- You may have a teacher overseeing virtual third-party courses that is grade-level certified, and NOT subject-area certified in all of the courses they may be overseeing. In this case, you **must** have a subject-area teacher attached to the course and show on the student schedule. This can be the “teacher down the hall” providing the subject-area certification. The teacher that is overseeing the lab, can then serve as the teacher of record as a mentor, which must be checked in the class meet.



Teacher Certification - Summary

- I would highly recommend that you verify the PIC numbers that you received from a vendor company in MOEC:
<https://mdoe.state.mi.us/MOEC/PublicCredentialSearch.aspx>
- Virtual teachers must be reported in TSDL and REP.



Teacher Certification - Summary

- Teachers that are not grade-level certified, will result in an FTE deduction in the 21-22 school year.
- Teachers that are not appropriately placed, meaning grade-level and subject-area certified, will be referred to the Office of Educational Excellence per MDE, which may result in a salary deduction.



Teacher Certification - Summary

Excerpt MDE Memo: 2021-096:

“For the 2021-22 school year, pupil membership auditors will only review teacher placements for grade-level placement as described in subsection (b) above. However, pursuant to the state legislature’s change in law (MCL 388.1763), districts must ensure that teachers are appropriately placed for the grade level and subject area (either with certificate or permit) to avoid a salary deduction. If an educator is not able to be placed appropriately (grade level and subject area), the district must obtain a permit for the placement of the teacher outside of his or her endorsement to avoid a salary deduction. The above requirements pertain to virtual teachers, as well, as noted in MDE MEMO #095-21.”

Teacher Certification - Summary

- Student Schedules are required to be submitted to Moodle on Count day as we discussed today in the Fall Count Day Training.
- As a reminder, per our conversation this morning, MDE will be conducting a Quality Control Review of two districts in Huron County in the Spring of 2021 on Fall 2021 count data.



Questions?

Break?



Count Day Packet – Step by Step



Fall Count Day

October 6, 2021



Required Documentation



- **See Required Documentation Checklist**
- **Elementary, Middle school, High School, Alternative**

Waivers



- Common Calendar Waiver
- Days & Hours Waiver
- **Travel Time Waiver-Required if exceeds maximum of 3 hours per school week.**
- Count Day Waiver

Skyward: Alphabetized Membership

Membership Report

- Alpha List
 - Entity Specific
 - How to find
 - Student Management
 - Federal/State Reporting
 - Reports
 - Membership Report
 - **Make sure pages have student totals. Sort by grade.**
 - **If you want to verify your SE student FTE's only, you can run the Alpha and choose student range to select only SE students. Once complete run All Students.**

* School Year to process: * Count Date:

Low High
Grad Yr/Grade:
Homeroom:
Student Key:
10 Day Cutoff: 30 Day Cutoff:

Print Options

Print Names I.D. Number To Print:
 Print totals on page break
 Page Break on Primary Sort

Gender
 Male
 Female
 Both

Residency
 Resident
 Non Resident
 Both

Student Status
 Active
 Inactive
 Both

Current Year Mbr
 Yes
 No
 Both

Options

All Calendars
 All Schools
 All Student Types
 All Non Conv 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

MSDS: Alphabetized Membership

MSDS Membership Report (FTE greater than 0)

- Report in MSDS – If you do not have access to MSDS, ask that it be printed and given to you to verify.
- Verify the number of students you are reporting. Sum of all your active students plus student drops since 7/1/2021. This is where your Add and Drop list will be essential.
- Verify that your data from Skyward Alpha report matches your MSDS Membership report (GE and SE FTE).
- The Worksheet B's should also match Skyward Alpha and MSDS Membership report.

Population I

All students in attendance on count day.

- What do I do about field trips/school events?



Population II

All students absent on count day

- Unexcused?
- Excused?
- Please fill in the appropriate field as absent. AM only? AM/PM? PM only?
- Please be sure to fill in the return date in all sections.
- AM only? AM return date. PM only? PM return date.
- AM/PM? AM/PM both return dates should be filled.
- Same for MS/HS periods.



Count Day Absence Report

Students listed on Absence form

- Elementary AM/PM
- Middle School AM/PM or by period
- High School by period

- 10 Day Rule-Unexcused
- 30 Day Rule-Excused
- 45 Day Rule-Suspensions



Add & Drop Record

Add Students:

Create an Excel sheet

Columns to include:

Student ID

UIC

Student Last Name

Student First Name

Middle initial

Grade

Gender

Start Date

D.O.B.

GE, SE, SOC, 105C

Transferred from

*** FTE Comparison Report**

***Using this feature in Skyward will not include all students.**



Add & Drop Record

Drop Students:

Create an Excel sheet

Columns to include:

Student ID

UIC

Student Last Name

Student First Name

Middle initial

Grade

Gender

Exit Date

D.O.B.

GE, SE, SOC, 105C

Transferred To



Electronic Notebook Certification Form

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.

<input type="text"/>	<input type="text"/>
	DATE
SIGNATURE BUILDING PUPIL ACCOUNTANT RESPONSIBLE FOR ELECTRONIC NOTEBOOK	
<input type="text"/>	<input type="text"/>
SIGNATURE OF BUILDING PRINCIPAL	DATE

Signed by building Administrator

Local District Planning Form

2-B: LOCAL DISTRICT PLANNING FORM

District		School Year	
Building - Program		Count Day	October
			February

INSTRUCTIONS: This form should be completed or updated for each membership count. It should be prepared by district program staff and forwarded to the auditor for use in planning the field audit.

1. Identify the key program personnel involved in the pupil membership count, including the individual who the auditor should contact to make arrangements for the fieldwork:

Name	Title	Building or Program	Phone	Email	Years in position

Graduation Requirements

**District Course
Catalog-Must
include virtual
courses.**

**Master Teacher
Schedule-Must
include virtual
teachers.**

**Attendance
Policies**



Attendance Records - Weeks

- **Total of 7 weeks. Why?!**
- **Week prior**
- **Week of count day**
- **5 weeks later**
- **Reason for 7 weeks!? This accounts for the 45-day rule.**



Attendance Records - Weeks

- **Week 1 – Sept. 29 – Oct. 5**
- **Week 2 – Oct. 6 – Oct. 12**
- **Week 3 – Oct. 13 – Oct. 19**
- **Week 4 – Oct. 20 – Oct. 26**
- **Week 5 – Oct. 27 – Nov. 2**
- **Week 6 – Nov. 3 – Nov. 9**
- **Week 7 – Nov. 10 – Nov. 16**



MSDS Certification Date

Moodle Due Date



- **MSDS Certification Deadline**

Wednesday, 11/10/2021

- **Moodle Upload Deadline**

Friday, 11/12/2021

75% Report

Report Ranges

Low	High	<input checked="" type="checkbox"/> Include All Absent Types	<input type="button" value="Absent Types"/>
Entity: <input type="text"/>	<input type="text" value="ZZZZ"/>	<input checked="" type="checkbox"/> Include All Calendars	<input type="button" value="Calendars"/>
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>	<input checked="" type="checkbox"/> Include All Schools	<input type="button" value="Schools"/>
Homeroom: <input type="text"/>	<input type="text" value="ZZZZZ"/>	<input checked="" type="checkbox"/> Include All Student Types	<input type="button" value="Student Types"/>
Student Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>		

Attendance Ranges/Options

School Start/End Dates

School Year:

* Start Date: * End Date:

Use Student Schedule to Determine Attendance

Ignore Calendar Day Meeting Period Settings/Use Specific Period Ranges (Below)

Periods:

Exclude Periods

Periods:

- **75% Report is by District**
- **Run from the 000 Entity**
- **Go to:**
 - **Federal/State Reporting**
 - **Reports**
 - **Percent Attendance Report**

Pupil Class Schedules

- Please print your class schedules on count day and submit them to Moodle along with your **Count Day Alpha** report
- Please save your Alpha Reports by date. Count day 10/6/2021, and your Final Alpha Report with the date you complete.
- **Student Management**
 - Office
 - Current Scheduling
 - Reports
 - Student Schedules
 - 4 schedules per page. Semester 1



Pupil Class Schedules

Schedule Printing Options

School Year: 2015-16

Select Students By

Range Individual

Range

Print Format ?

Regular

Top Margin: 1

Left Margin: 1

Window Envelopes

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: Up to 4

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 Scheduling Period Times ?

Print Building Description Instead of Code ?

Multiple Schedules/Page Options

Advisor

Default Entity

Locker/Combination

Locker Only

Social Security Number

Conversion Key

Other ID

None

Print Locker Area Code

Population III

All nonconventional students on count day



Population III

All nonconventional students on count day:

Section 5-A: Alternative Education Programs

Section 5-B: Cooperative Education Programs

Section 5-C: Home-Based Pupils

Section 5-D: Homebound and Hospitalized Pupils

Section 5-E: Nonpublic and Homeschooled Pupils

Section 5-F: Part-Time Pupils



Population III

All nonconventional students on count day:

Section 5-G-A: Postsecondary and Career and Technical Education Dual Enrollment

Section 5-G-B: Early Middle College Pupils

Section 5-G-C: Postsecondary Gifted and Talented Programs

Section 5-H: Reduced Schedule Pupils

Section 5-I: Sections 105 and 105c Schools of Choice

Section 5-J: ISD Schools of Choice or Former Sections 91 or 91a



Population III

All nonconventional students on count day:

Section 5-K: Special Education Early Childhood Programs and Services

Section 5-L: Special Education Pupil Transition Services

Section 5-M: Split-Schedule Pupils

Section 5-N: Pupils with Suspensions and Expulsions

Section 5-O-A: Distance Learning and Independent Studies



Population III

All nonconventional students on count day:

Section 5-O-B: Offline Seat Time Waiver Programs

Section 5-O-C: Cyber Schools

Section 5-O-D: Virtual Learning Options

Section 5-P: Work-Based Learning Experiences,
Apprenticeships, and Internships



Population III

All nonconventional students on count day:

Section 5-Q-A: Section 23a Dropout Recovery Programs

Section 5-Q-B: Section 25e Pupil Membership Transfers

Section 5-Q-C: Visa Program Pupils

Section 6-A: Experiential Learning Courses

Section 6-B: Peer-to-Peer Elective Course Credit Program



Section 5-B
 Cooperative Agreement
 Tech Center

HATC PUPILS				
DISTRICT: []		SCHOOL YEAR: []		
BUILDING: []		COUNT: <input type="checkbox"/> Oct. <input type="checkbox"/> Feb.		
INSTRUCTIONS: Complete the report below for all pupils who are scheduled for and attending the Huron Area Technical Center (HATC).				
	Pupil's Name (Last Name, First Name)	Grade	Which Program?	
			AM	PM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

5-E Nonpublic Shared Time – FTE Calculation Form

5:E NON-PUBLIC SHARED TIME & HOME SCHOOLED FTE CALCULATION FORM								
District				School Year				
Building - Program				Count Day	October			
					February			
I certify that this is a true and accurate list of all eligible FTE reported for pupils enrolled as a Non-Public Shared Time or Home Schooled pupil.								
Signature of Authorized Representative				Title		Date		
INSTRUCTIONS: Complete this form for all pupils enrolled in a Non Public Shared-Time program.								
Program/Class:				Teacher:				
Days Class Meets	M	T	W	TH	F			
Time (start/end):		a.m. to		a.m.				
		p.m. to		p.m.				
Minutes Per Day		Hours/Year ÷ 1098 = Membership for each pupil				0.00	FTE	
X # Days Per Year		0.00	X # Resident Pupils		=	0.00	FTE	
= Minutes Per Year	0.00	0.00	X # Nonresident Pupils		=	0.00	FTE	
÷ 60 = Hrs. Per Year	0.00	TOTAL				=	0.00	FTE

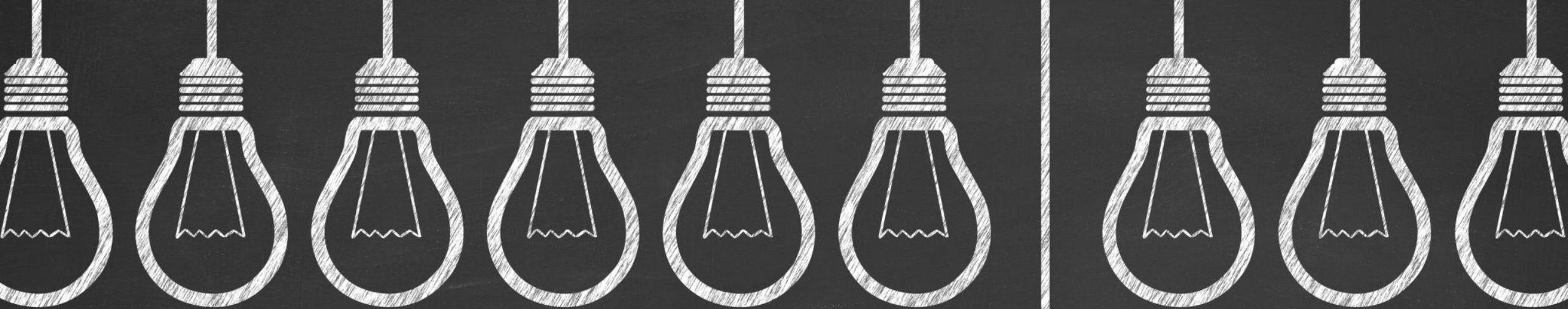
5-M Split – Schedule Pupils

FTE CONFLICTS

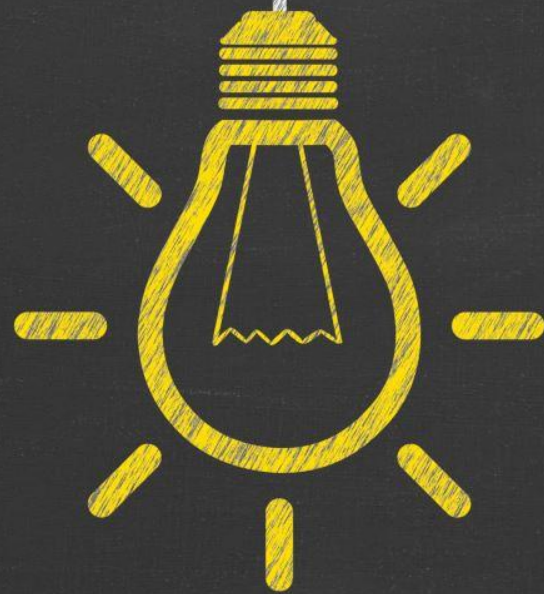
- Usually shared students with the Huron Learning Center.
- Be sure that you enter the split schedule FTE accurately.
- Check MSDS for FTE Conflicts. Ask for report.
- Resolve prior to Certification.

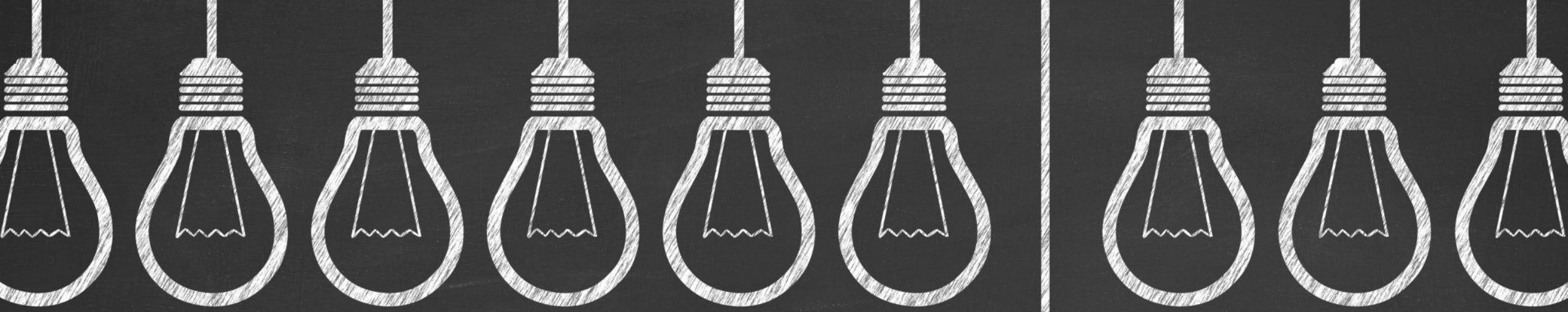
MSDS Home
Student Data Submission... +
Student Data Downloads... +
Search... +
Certified Data Reports... +
Audit FTE... +
Audit Form (DS4061/DS4120)
Audit Narrative
FTE Conflict Detection
Teacher Credential Verification Report
Grad Cohort... +
General Reports... +
Section 25e... +





QUESTIONS?





Future Training Ideas?

Zoom 3:15 - 3:45 pm

October 14: Q & A

October 21: Q & A

October 28: Section 25e

Survey
Please complete

