TABLE OF CONTENTS

INTRODUCTION ......................................................................................................................... 4

Recent Changes and Updates ................................................................................................. 4

Obtaining Access to the Educational Entity Master (EEM) ....................................................... 4

Subscribing With a SSO Account ............................................................................................ 4

EEM Profiles and Roles .......................................................................................................... 4

Submitting an EEM Security Agreement Form ...................................................................... 5

Accessing the Educational Entity Master (EEM) .................................................................. 5

GENERAL INFORMATION ......................................................................................................... 6

Welcome to the Days and Clock Hours Application ............................................................... 6

When are the Day and Clock Hour Reports Due? ................................................................. 6

Why do districts submit this data? ......................................................................................... 6

What information does the report include? .......................................................................... 6

How much time does the data entry process require? .......................................................... 6

When should districts start entering their day and clock hour information? ...................... 7

Are there restrictions as to when certain modules can be accessed? .................................... 7

What happens when a district certifies their data? ............................................................... 7

What happens when an ISD decertifies a districts submission? ........................................... 7

Is there a way to record messages through the application that are relevant to the data submission? ..... 7

How is the baseline number of days determined for a district? ........................................... 7

How is the baseline number of hours determined for a district? .......................................... 8

How do I report a problem? .................................................................................................... 8

Accessing the Application ...................................................................................................... 9

Days & Clock Hours Menus .................................................................................................... 11

Basic Application Layout ....................................................................................................... 11

DATA SUBMISSION ................................................................................................................ 12

Step 1: Start Page ................................................................................................................... 12
INTRODUCTION

This guide is intended for all users of the Educational Entity Master (EEM) Days and Clock Hours application. This guide explains the process of using the EEM Days and Clock Hours application to review and submit district certified data.

New changes and updates are noted in Arial font, with a dashed underline.

Recent Changes and Updates

- November 27, 2012: Added a note to Step 5: Summary that this module is view-only until the certification window opens in late May.

Obtaining Access to the Educational Entity Master (EEM)

Obtaining access to EEM is a two-step process:

1. You must first subscribe to the application through your Single Sign-On (SSO) account.
2. You must submit an EEM Security Agreement to CEPI, signed by yourself and the entity lead administrator. These forms are posted in the Security section of the CEPI Educational Entity Master EEM Web page.

Subscribing With a SSO Account

Note: If you do not already have an SSO account, you may register for one online at https://sso.state.mi.us/ by clicking the Register button and following the on-screen directions. For more detailed information, please refer to the Single Sign-On User’s Guide posted in the Security section of the EEM Web page.

To subscribe to the EEM, log in to the SSO application at https://sso.state.mi.us/ and follow these steps:

1. Click the Subscribe to Applications link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select CEPI in the first drop-down and Educational Entity Master (EEM) in the second. Click Next.
3. You will be taken to a subscription page for the application. Review the information and click Confirm.
4. You will receive a confirmation message (both on the screen and by email) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.

EEM Profiles and Roles

Each user will be assigned one or more profiles. The following roles allow controlled access into the Days and Clock Hours:

- D/CH District Submitter: Personnel responsible for reporting D/CH information throughout the year for a district. Submitter is responsible for reporting days when attendance fell below the 75% threshold and for maintaining the data throughout the year.

- D/CH ISD Certifier: ISD personnel responsible for auditing district D/CH data and certifying/submitting those data to the State.

- D/CH State User: State personnel with access to all collected data for the purpose of analysis and monitoring. State Users can review data throughout the year for any building, district or ISD.
Submitting an EEM Security Agreement Form
After a subscription request has been submitted, you must submit a signed EEM security agreement.

To download a copy of the security agreement, follow these steps:

1. Click on CEPI Applications from the CEPI home page at www.michigan.gov/cepi.
2. Click on Educational Entity Master on the left navigation bar.
3. In the Update the EEM Box, click on EEM Security Agreement.
4. Follow the instructions on the security form and fax the completed form to CEPI at 517-335-0488.

Accessing the Educational Entity Master (EEM)
To access the EEM (authorized users only):

1. Log in to the SSO application at https://sso.state.mi.us/
2. You should see a link for the Educational Entity Master in the Applications Portal that will take you to the application.
GENERAL INFORMATION

Welcome to the Days and Clock Hours Application
In the 2011-2012 school year, the EEM D/CH system replaced the paper form (DS-4168) previously used for collection of these data.

Each of the components previously found in the paper form is represented here; the intent behind this system is to expedite collection and review of data by allowing it to be gathered and monitored throughout the year.

The main modules used in this system for collection of day and hour information are Events, Attendance, Calendar and Summaries/Summaries-Edit pages. Throughout the year, ISD and district staff will record information regarding events that affected instructional time and attendance. Then in June, staff will begin their final entry/audit of data, recording information such as professional development time, forgiven time and rescheduled time.

This system provides levels of automation that were not available in paper form, including calculation verifications, audit trails and a certification workflow that notifies the appropriate users of certification status changes that impact their reporting.

This system will eventually be able to generate a series of reports that allow users to access day and clock hour information pertaining to their districts in a uniform, electronic manner for years to come.

When are the Day and Clock Hour Reports Due?
Local school districts submit their DS-4168 data to the intermediate district office for review by July 15 each year. Intermediate districts will then review and submit their district data to the state by August 1 of the same year. Local districts should work with their intermediate district when coordinating their data entry.

Why do districts submit this data?
The data are collected pursuant to Section 101(3) of the State School Aid Act. The Department uses these data for auditing the state aid allocations to districts and adjusting state aid payments as required by the State School Aid Act.

What information does the report include?
This report must show the instructional time that the district provided each group of pupils who were enrolled and counted for K-12 membership purposes including: special education, special education early childhood programs (SEEC), general education grades K-12 and alternative education programs (except seat-time waiver). A minimum of 1,098 hours of pupil instruction was required in 2010-2011 for grades 1-12 under section 101(3) of the State School Aid Act. These hours may consist of a combination of: actual pupil instructional hours provided; up to six days and equivalent hours of pupil instruction that were canceled due to circumstances beyond the control of the school authorities (forgiven time); up to an additional six days and equivalent hours of pupil instruction canceled after April 1 with written approval from the Department of Education; and up to 38 hours of qualifying teacher professional development time.

How much time does the data entry process require?
The amount of time required depends on several factors. The process will be quick if your district has had few events where instruction was canceled, few days where the district-wide attendance dropped below
75%, and a district-wide calendar. If your district has multiple schools that operate on different calendars, the district may choose to distribute reporting of days and clock hours to officials at the building level. Districts that enter events as they occur should require significantly less time when reporting data through the application. On average, we estimate that this process will require less than an hour of an individual’s time for most districts.

When should districts start entering their day and clock hour information?
The application collection period begins shortly after the start of the new school year. Users can choose to start entering information as soon as the collection opens, or they can submit their data in one sitting. We encourage users to enter data throughout the school year to help expedite the process and ensure that events are recorded accurately. District certification will typically occur in late May or early June (but no later than July 15), and will then be reviewed and certified by the ISD by August 1.

Are there restrictions as to when certain modules can be accessed?
Typically, the certification window will not open during a collection period until close to the end of a school year. This is done to ensure that information entered/certified during the final months of a school year does not need to be revisited several times, and so that users do not accidentally certify their data prematurely.

Users will be able to access all modules throughout a collection with the exception of the summary-edit module, where a finer level of data can be entered. This module remains view-only until the certification window opens in late May.

What happens when a district certifies their data?
When a district has finished their data submission, they will certify/submit their data to the ISD for review and final certification. When a district certifies their data, they should notify the ISD that their data are ready for review.

What happens when an ISD decertifies a districts submission?
When the ISD reviews a district’s submission, they can decertify that submission if an error is discovered. When the ISD decertifies a submission, they should notify the local district user so the user can review the data and make any necessary corrections. Once the district data is ready for resubmission, the local district user will recertify the data and submit it to the ISD.

Is there a way to record messages through the application that are relevant to the data submission?
The system includes an audit mechanism that allows users to view when data was certified and by which user. Users at both the local district and ISD level can add comments to a submission through the audit mechanism.

How is the baseline number of days determined for a district?
The number of days is determined by statute. For 2012-13, statute increased the minimum number of days to 170. However, if a district provided more days during 2009-10 than is currently required by law, the district threshold then becomes the number provided in 2009-10. A final contributing factor would be if a district were operating under a collective bargaining agreement that existed as of October 19, 2009, which required more or fewer days of instruction than required of law. That being the case, the district would revert to that number of days until the agreement expired.
How is the baseline number of hours determined for a district?
Beginning in the 2003-04 school year, the State School Aid Act established a minimum of 1,098 hours of pupil instruction. To qualify for state aid without a penalty, a local school district provides to each pupil the required minimum number of 1,098 hours of instruction in a school year [MCL 388.1701(3)].

How do I report a problem?
Questions or concerns should be submitted to CEPI customer support at CEPI@michigan.gov or 517-335-0505, option 3. Please be sure to provide your district information, the collection in question, the steps to recreate the issue, as well as the question you would like answered.
Accessing the Application

Before you are able to access the application, be sure that you have completed the Single Sign-On (SSO) registration process. All users who are accessing the Days and Clock Hours application for the first time will also need to submit an EEM Security Agreement. See the previous sections if you need assistance.

1. Open the SSO portal by clicking on the following link: https://sso.state.mi.us

2. Use your credentials to log into the SSO portal:

3. Select “Educational Entity Master (EEM)”:

4. You should now be logged into the EEM main application. A window similar to the one shown below will display in your browser.
Please review the following screen captures to become familiar with the D/CH application layout and menus.
Days & Clock Hours Menus

- Main module where D/CH data is reported
- Repository for D/CH reports, such as Submission Status.
- ISD users only. Used to view submissions and certify data.

Basic Application Layout

- Top-level menu
- Current step and district information
- Summary/description of current step
- Data entry pane
- Bottom-level menu
- Current collection information

Collection: 2011-12 Days and Clock Hours of Pupil Instruction Report
Start: 11/1/2011
- Certification Start: 6/29/2012
DATA SUBMISSION

The data submission module of the Day and Clock Hours application allows district users to provide information regarding days and/or hours of instruction provided in their school(s). The data submission module can be accessed throughout the school year as events happen, allowing users to record information at a time relevant to the event. Users can alternatively report all of their district information during a single sitting.

The data submission module is divided into six main steps. During each step, users will provide data specific to their district that will help describe instructional time provided throughout the school year. The steps are detailed below, along with a brief description of each step’s function.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Start Page</td>
<td>This is the initial step you will see when entering Data Submission. Select a collection and district from drop-down menus to begin the report. This screen also includes the End User Policy, which details the legislative references where collection of this information is mandated. All users must agree to the End User Policy prior to beginning a collection.</td>
</tr>
<tr>
<td>Step 2: Calendar</td>
<td>Indicate the number of days and hours that were originally scheduled for a school year, as well as the number of days where professional development was provided.</td>
</tr>
<tr>
<td>Step 3: Events</td>
<td>Record “events” that occurred during the school year that caused instruction to be shortened, delayed or canceled. Users will also enter hours where instruction was rescheduled for a particular event.</td>
</tr>
<tr>
<td>Step 4: Attendance</td>
<td>Record days where attendance fell below 75% of the number of students enrolled and scheduled for district-wide instruction for a particular day.</td>
</tr>
<tr>
<td>Step 5: Summary</td>
<td>This step serves as a dashboard for the district, which will help identify potential reporting issues for the selected collection. This step also provides access to the summary-edit module, where users will enter detailed information relating to professional development hours, rescheduled days, and forgiven days and hours.</td>
</tr>
<tr>
<td>Step 6: Data Certification</td>
<td>Data certification is the final step in submitting your day and hour information. The certification process sends the data from the district user to the ISD user for review. If there is an issue with the submission, the district can decertify the submission to make edits until an ISD user certifies the submission.</td>
</tr>
</tbody>
</table>

**Step 1: Start Page**

The Start Page is the first page you will encounter after selecting Days & Clock Hours from the left navigation menu. This page allows you to choose a collection for data entry (current year or view-only access to data from prior school year(s)), as well as select the district for the data submission.

1. Begin by selecting “Data Submission,” located in the left navigation under “Days & Clock Hours.”
2. Select the appropriate cycle from the “Collection” drop-down.

3. Select a district from the “District” drop-down.

4. Click the “Continue” button.

**Note:** If this is your first time accessing a collection, you will be prompted to agree to the End User Policy before you are allowed to proceed. Please read the legislation governing this form. Once you are ready to proceed, check the box next to “I Agree,” and then click the “OK” button. Once you return to the Step 1 screen, click the “Continue” button to proceed to the next step.
TIP: While using the application, you have the ability to quickly navigate to previous steps by clicking on a previous step in the “breadcrumb” progress bar located at the top of the screen.
Step 2: Calendar

The calendar module allows you to specify the number of days and hours that were originally scheduled for the district/building/grade. Districts are provided with a calculation of their day and hour thresholds for the school year. This module also collects information regarding factors that may affect the day threshold calculation, such as an existing collective bargaining agreement, as well as details about the number of professional development days provided to all teachers during the school year.

Depending on the district, calendars may be consistent across all buildings, may vary by building or may vary within a building at the grade level. This module will assist in preparing a calendar for each situation.

Creating the Calendar

1. Review the information contained in the message bar regarding your district’s day threshold.
2. Answer YES or NO depending on if the district had a collective bargaining agreement in effect that would influence your district calendar.
   2.1. If YES, answer the follow-up question by providing the number of days of instruction allowed under the agreement.
3. Answer YES or NO if your district operated under a district-wide calendar. **Note:** Selecting NO will give you the option of entering the number of scheduled days and hours at the building or grade level if desired (as shown below). If YES is selected, you will be prompted to provide days and hours at the district level only.
4. For the last question, enter the number of professional development days provided to all teachers throughout the year.
5. In the lower section of the screen, enter the number of days and hours scheduled for the school year. The level of detail allowed in this section (district, building, grade) will depend on your answer to whether or not your district operates under a district wide calendar.

6. Enter the number of days scheduled for the district/building/grade. *Note: To access the grade entry, click the magnifying glass button next to the appropriate building.*

7. Enter the number of hours scheduled for the district/building/grade. *Note: To access the grade entry, click the magnifying glass button next to the appropriate building.*

8. To skip a building, click the “X” button by that building.

9. Once complete, click “Continue And Save.”
Step 3: Events
The Events module is used to record hours of instruction canceled due to an early release, school delay or cancellation.

Entering a canceled hours.
1. Select “Create New Event.”

![Create New Event](image)

2. Select the affected school(s) by clicking on them from the listing on the left, and then click the right arrow located in the divider between the selection listing to move the school(s) over to the “Selected” listing on the right.

**Note:** If no canceled hours need to be entered, click “Continue To Attendance.”
Note: To remove a school from the “Selected” listing, select the school by clicking on it, and then click the left arrow that is located in the center divider to remove it. To select all of the schools within the district, use the double right arrow; to remove all schools from the “Selected” listing, use the double left arrow.

3. Enter a date into the “Date Canceled” field.
4. Select a “Cancel Type” from the drop-down.
5. Select a “Cancel Reason” from the drop-down.
6. Select how you want to record the canceled hours for the selected school(s). Selecting “All” will provide you with a single “Canceled” hours field, as well as a single “Rescheduled” hours field. Only
use this option if you have the same number of hours canceled and rescheduled for each selected school. Selecting “Multi” allows you to enter the number of canceled and rescheduled hours for individual grades.

7. Enter a value into the “Canceled” field. Values can be entered up to the second decimal place.
8. Click the “Save” button to continue.

**Reviewing Events**

Once an event has been created, it will appear on the “Step 3: Events” screen. Events are displayed according to the event date. On this screen, each event details such as the affected buildings, cancellation type and reason, the grades affected, number of hours canceled, and the number of hours rescheduled will be displayed.

**Event Screen Actions:**

**Details** – Opens the detail screen of the particular event. You can edit the details of an event or click the “Cancel” button within the event to return to the event summary screen.

**Delete** – Allows you to permanently remove an event.

**Split** – This button will only display on events where multiple buildings have been assigned. The “Split” button allows you to disassociate a school/building from a multi-building event, and create a new event for that school alone.
Step 3: Events Charlotte Public Schools (23030)
The Events Page is used to document days when scheduled instruction was canceled for a portion or the entire day.

<table>
<thead>
<tr>
<th>Date Canceled</th>
<th>Buildings/District</th>
<th>Cancel Type &amp; Cancel Reason</th>
<th>Hours by Grade-Canceled (Rescheduled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2012</td>
<td>Entire District</td>
<td>a - Entire day was canceled</td>
<td>All-5.00 ()</td>
</tr>
</tbody>
</table>

‘Split’ appears on events with multiple buildings associated. This functionality allows the user to remove a building from an existing event, and creating a separate event specifically for that building.
**Step 4: Attendance**

The attendance module is used to report days where attendance dropped below 75% district-wide for the portion of students who were enrolled and scheduled to attend for that day. Attendance issues are reported using the highest level of attendance for any given day where an attendance issue exists. Be sure to use the number of students who were enrolled on that day and scheduled for instruction. This number can differ from the headcounts collected on the student count dates.

**Note:** If you do not have any attendance issues to report, click the “Continue” button to proceed to the next step. You can return to this step later if necessary.

**Entering Attendance Issues**

1. Click the “Create New” button.

2. Enter the date where attendance fell below 75% district-wide.
3. Enter the number of students enrolled and scheduled for instruction.
4. Enter the number of students present who were scheduled for instruction.
5. Click the “Save” button.
Reviewing Attendance Issues

Once attendance issues have been reported, they will appear in the Step 4: Attendance screen.

**Note:** If attendance issues are reported, but the resulting present in attendance is 75% or greater, there will be no adjustment issued against your state aid payments.

The attendance summary lists attendance issues by date of occurrence. Each issue includes the date of the issue, the number of students enrolled and scheduled for instruction, the number of students present for instruction, and the resulting percent in attendance.

**Attendance Screen Actions:**

Edit – Used to edit attendance issue details. You can also view existing records without making changes to the record by clicking the “Cancel” button to exit the attendance issue without making changes.

Delete – The delete button allows you to permanently remove an attendance issue.
Step 5: Summary
The Summary module is used to review your current Days and Clock Hours submission. If a warning is present, the affected building will be highlighted in red, and a Warnings Present flag will appear next to the building. Use this module to edit your final report of days and hours before certifying your submission.

**Note:** Beginning with the 2012-2013 school year, this module will be view-only until the certification window opens in late May.

Reviewing a Submission
1. Review the building listed, making note of those with warnings present.
2. For any building with an approved waiver, click the YES radio button.

Editing a Submission
**Note:** The Summary Edit screen is divided into two halves. The top half displays the hour information, and the bottom half of the screen displays the day information for the selected building.

1. Review each building submission by clicking the “Edit” button.
   1.1. Buildings with potential day and/or hour issues will be highlighted in red. These buildings will also have the Warnings Present flag. **Note:** Building with this flag may not have an actual issue, or may have been short days or hours. All buildings need to be reviewed. For each building, PD hours, forgiven days and hours, canceled days, and rescheduled days need to be reported regardless of the warning flag being present.
The Summary Edit screen is divided into two halves. The top half is dedicated to reporting hours for a building. The bottom half contains information regarding days.

**Grade column**
- The current building being edited.
- Number of originally scheduled hours column. This is pulled from what was reported in the Calendar module.
- Number of PD hours provided to all teachers in building/grade.
- Number of forgiven hours used in building/grade.
- Total of the rescheduled hours reported through the Events module.
- Total of the canceled hours reported through the Events module.
- Total Hours Provided. This field automatically recalculates when other fields are changed.

**Number of days originally scheduled.** This number is pulled from the Calendar module.

**Current Building**
- Total days canceled. The application calculates this number based on the number of full days that were canceled and reported in the Events module.

### Grade Column

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number of Original Days</th>
<th>Total Days Cancelled</th>
<th>Total Days Rescheduled</th>
<th>Days Forgiven</th>
<th>Total Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.m. K</td>
<td>1100</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1100.00</td>
</tr>
<tr>
<td>p.m. K</td>
<td>1100</td>
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<td>0.00</td>
<td>0.00</td>
<td>1100.00</td>
</tr>
<tr>
<td>Full Day K</td>
<td>1100</td>
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<td>0.00</td>
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</tr>
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</tr>
<tr>
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<tr>
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</tr>
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</tr>
<tr>
<td>Other</td>
<td>1100</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1100.00</td>
</tr>
</tbody>
</table>

**Total Days**
- Report the number of forgiven days used here.
- Report the number of days that were rescheduled here. Note: 1 day can be reports for any day, partial or full, where instruction was scheduled and provided.
2. Starting with the top half of the screen, review each grade reported for the building.
3. Enter values for each grade that had hours forgiven.
4. Enter values for each grade that had PD hours.
5. Move on to the day portion of the screen. Review each of the reported grades for accuracy. **Note:** Each grade is validated against information reported in MSDS. Grades that have FTE associated with them for the current building will have a school building icon displayed to the left of the grade. This indicator shows which grades we are expecting a report for. This should not prevent you from reporting for a grade if the indicator is not present. If you believe there is an error with the indicator, contact your district MSDS user for more information.
6. If necessary, edit the Total Days Canceled fields for the reported grades.
7. Enter the Total Rescheduled Days for the affected grades.
8. Enter Days Forgiven for applicable grades.
9. Once your Summary Edit form is compete, click Save.
Using Quick Fill

The Summary Edit module has several columns that utilize a quick fill box that allows you to quickly fill in values for each of the fields below the box. This is helpful if you have more fields within a column that require the same value than those that differ. Note: Using this feature will overwrite existing information within the fields below the quick fill box. Please use this feature with caution.

1. Click into the quick fill box above the column that will be updated.
2. Enter a value into the quick fill box.
3. Once you exit the quick box field (by clicking in another field), all values below the quick fill will be updated.
4. Edit any of the grades that should contain a different value than those populated by the quick fill box.
5. When finished editing the form, click Save.
Step 6: Data Certification

Data certification is the final step in submitting your days and hours information. The certification process sends the data from the district user to the ISD user for review. If there is an issue with the submission, the district can decertify the submission to make edits until an ISD user certifies the submission. When a submission is certified or decertified, please notify the appropriate district or ISD user(s).

Certifying a Submission

1. Once in the certification module, the following screen appears. This screen provides a final review of your data, alerting you to any flagged records (warnings) present.

2. To review a building submission in greater level, click the “Details” button to access the Summary Edit module for that building.

3. The certification process will complete the submission for the entire district. Once you are ready to certify the report, click the Change Certifications button.

4. The Modify Certifications dialog box will appear. Click “Certify.”

5. The system will display the following window while the certification is being processed. This step could take several minutes; do not exit your browser until the process completes.
6. Once complete, the following window will display.

![Modification of certifications](image)

7. Click “Ok.”

8. You will be returned to the Certification module. The Certifications status should now reflect the recent district certification.

![Certification Details](image)
Decertifying a Submission

1. If you need to edit a submission that has not been certified by the ISD, click the “Change Certifications” button.

2. When the Modify Certifications dialog box appears, click “Decertify.”

3. When you return to the Certification module main screen, the Certifications status will now show that no certifications are present.
ISD CERTIFICATION
As an ISD user, you will review and certify the days and clock hours submissions for all of your districts. Once the ISD certifies the submission, the district cannot update their submission unless the ISD decertifies the report.

Data Certification Listing
1. Click on the ISD Certifications link from the left navigation menu.
2. Select a collection from the drop-down.
3. Click “Continue.”
4. The Data Certification window displayed below will appear.
5. The Certifications column will display “District” wherever a district user has submitted their report for ISD review.
6. If any flagged records (warnings) are present, a value greater than zero will appear in the Flagged Buildings column.
7. Before you can review a district record, you will need to accept the End User Agreement for that district. Click the “Accept Agreement” button.
ISD Review and Certification

1. To review a submission that has been submitted by the district, click the “Details” button on the district record. This will allow you to view the Summary listing for the district and access the Summary Edit screen for each building to verify that all information is accurate.

2. Once the submission is accurate, click the “Change Certifications” button.

3. The Modify Certifications dialog box will appear.

4. Click “Certify.”

Note: Only districts that have accessed the application during the collection window will be viewable in the district listing. If a district is not viewable, that district has not yet accessed the application.
AUDIT TRAIL
The audit module is used by local district and ISD users to add comments regarding a data element contained in a collection or review a history of actions and comments associated with a collection. This tool allows local and ISD users document their or rationale for data elements in question.

Adding Comments
The “Go To Audit” button is located on the bottom of the screen within the data entry modules in the D/CH application.

1. Click the “Go To Audit” button to view the audit trail for the selected district and collection.

2. Click the “Add Item” button to input a new comment.
3. Enter a comment regarding the current collection submission.
4. Click “Add.”
5. The new comment will appear.
6. Click the “Back” button to exit the audit record.

Reviewing Comments
1. Click the “Go To Audit” button to view the audit trail for the selected district and collection.
2. The audit record is displayed. Each entry will provide information regarding the user, date and time, and action that created the record in the audit record.
3. Click the “+” symbol for an audit record to view the expanded detail.
4. Click the “-” symbol to minimize the audit record detail.

5. Click the “Back” button to exit the audit record.
GLOSSARY

Attendance - The presence of a pupil on scheduled school days under the guidance and direction of a certified teacher either at or away from school.

Building/Program Alpha List - An alphabetized listing by grade of all pupils in each building who are eligible for membership.

Day of Instruction - A day when pupils and certificated teachers (either district-wide or in a particular building/program) are present and instruction is scheduled for the entire pupil membership and provided to no less than 75% of the total pupil population that was scheduled for instruction.

District-Wide Calendar - A school calendar that has days of operation that are universal to all buildings and programs within the district. Individual building or program hours of operation on those universal days may vary for activities such as parent/teacher conferences and staff development.

Enroll - The act of a pupil appearing in person at a school at any time during the current school term with intent to attend the school.

Event - A day when instruction was canceled.

Extended school year - An educational program conducted by a district in which pupils must be enrolled but not necessarily in attendance on the pupil membership count day in an extended year program. Each pupil shall complete the mandatory clock hours not more than 365 calendar days after the pupil's first day of classes for the school year prescribed. The department shall prescribe pupil, personnel and other reporting requirements for the educational program.

Fiscal year - The state fiscal year that commences October 1 and continues through September 30.

Full-Time Equivalency (FTE) - An individual pupil’s pro rata share of membership. In no case may a pupil generate more than 1.00 FTE.

Intermediate school district (ISD) - Defined in section 4 of the revised school code, 1976 PA 451, MCL 380.4.

Pupil - A person in membership in a local or intermediate school district providing instruction to pupils in grades K through 12, special education or alternative education.

School district - As defined in section 6 of the revised school code, 1976 PA 451, MCL 380.6, a local school district as defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5, or a public school academy as defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5.

Special Education Early Childhood Pupils - Pupils through age five who have an identified need for specialized educational services.
ABBREVIATIONS AND ACRONYMS

AI - Autistic Impaired
CEPI - Center for Educational Performance and Information
CTE - Career and Technical Education
D/CH or DCH - Days and Clock Hours
DS-4168 or DS4168 - Days and Clock Hours form
EEM - Educational Entity Master
EI - Emotionally Impaired
FTE - Full Time Equivalency/Equated
H/H - Homebound/Hospitalized
HI - Hearing Impaired
IEP - Individualized Education Program
IEPC - Individualized Educational Planning Committee
ISD - Intermediate School District
LD - Learning Disabled
LEA - Local Education Agency
MD - Medical Doctor
MDE - Michigan Department of Education
MSDS - Michigan Student Data System
POHI - Physically or Otherwise Health Impaired
SASF - State Aid and School Finance
SEEC - Special Education Early Childhood
SLI - Severely Language Impaired
SSO - Michigan Single Sign-On
SXI - Severely Multiply Impaired
VI - Visually Impaired
## FREQUENTLY ASKED QUESTIONS

### 75% Attendance Rule

<table>
<thead>
<tr>
<th></th>
<th>Q:</th>
<th>May the alternative education program be exempt from the 75% attendance rule?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A:</td>
<td>The alternative education program is part of K12 system; therefore, attendance must be taken, and the pupils in this program are a part of the 75% attendance requirement. However, pupils in a self-paced, off-site, alternative education program under a seat-time waiver are exempt from the 75% attendance requirement. Also, a district that operates an alternative education program and does not provide instruction in all of grades K-12 may apply to the Superintendent of Public Instruction for a waiver to meet a 50% attendance requirement as specified in Section 101(3)(c) of the State School Aid Act.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Q:</th>
<th>One elementary building had to be closed for the entire day due to a water main break. Pupil attendance was 75% for the day. May the district count this day as a day of pupil instruction?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>A:</td>
<td>Yes, the district can still count the day; however, the hours would not apply to the one building that was closed. Days of pupil instruction are no longer a requirement; however, pupil attendance on any given day must reach 75% to avoid a reduction in state school aid for that day. The hours of pupil instruction would apply to the minimum required 1,098 hours for each of those buildings that remained open. The hours would not apply to the one building that was closed. If the percentage of pupil attendance in those buildings that remained open is less than 75%, the district would receive a reduction in the state school aid for that day. If the sum of pupil attendance for all of those building that remained open reached 75%, there would not be a reduction in state school aid for that day.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Q:</th>
<th>The district read, in the Pupil Accounting Manual, that pupil attendance is required for one week prior to the count period, during the count week, and for thirty calendar days following the count date. The pupil accounting auditor is requesting that pupil attendance be kept for the entire year. Is the district required to keep attendance for six weeks or for the entire year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A:</td>
<td>The district must keep attendance each day of operation for the entire fiscal year. Pupil attendance is necessary to determine that the 75% pupil attendance requirement has been met by the district each day of operation. If the district does not keep individual teacher attendance books, then the district may want to print a weekly report as a backup to ensure availability of record documentation when attendance records are requested. The pupil accounting auditor may require that automated records are printed and signed for the entire year.</td>
</tr>
</tbody>
</table>

### Counting The First 30 Hours 6 Days Or Equivalent Number Of Hours Of Canceled Pupil Instruction

<table>
<thead>
<tr>
<th></th>
<th>Q:</th>
<th>What is the maximum number of “forgiven” hours that a district has available? We have been told that it all depends upon the district’s location in the state.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A:</td>
<td>Section 101(4) of the State School Aid Act grants all districts in the State of Michigan the right to count up to the first six days or the equivalent number of hours for which pupil instruction is not provided because of conditions not within the control of school authorities such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions. Anything in excess of six days or the equivalent number of hours of canceled pupil instruction would have to be rescheduled. Section 101(4) also allows a district to apply to the superintendent of public instruction for a waiver to count up to an additional six days or the equivalent number of hours of canceled pupil instruction for situations that happen after April 1 of the applicable year when pupil instruction must be canceled due to conditions beyond the control of the school authorities. Those conditions would be of the</td>
</tr>
</tbody>
</table>
same nature as for the first six days of pupil instruction. Also, keep in mind that each kindergarten session and other programs that operate for fewer than 1,098 hours must prorate the “forgiven” days/hours.

5. **Q:** Our district planned 38 hours of teacher professional development time to be counted toward the minimum required 1,098 hours of pupil instruction. Two days (12.6 hours) of teacher professional development were canceled because of a snowstorm. Does the district get to count those canceled hours as part of the 30 hours that the district is allowed to count as pupil instruction?

**A:** No. Section 101(4) of the State School Aid Act refers the first six days or equivalent number of hours for which pupil instruction is not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions. Section 101(10) of the State School Aid Act reads in part: “A district may count up to 38 hours of professional development for teachers, including the 5 hours of online professional development provided by the Michigan virtual university under section 98, as hours of pupil instruction…” Section 101(4) does not state that teacher professional development hours canceled due to conditions beyond the control of the school authorities may be counted. Section 101(10) implies that those teacher professional development hours have to be held in order to count. Therefore, canceled teacher PD time does not apply to the first 30 hours of canceled pupil instruction that may be counted toward the 1,098 hours requirement.

6. **Q:** Section 101 (3) (a) states “Beginning in 2012-2013, the required minimum number of days of pupil instruction is 170. However, the law also states that beginning in 2010-2011, a district shall not provide fewer days of pupil instruction than the district provided for 2009-2010.” Do the minimum days equal 170 or the greater of days provided in 2009-10?

**A:** The requirement is the greater of 170 or what was provided in 2009-10.

### Counting Pupil Instruction For Individual Pupils

7. **Q:** According to the Pupil Accounting Manual, each student must have 1,098 hours of instruction with a certified teacher to qualify for state aid without penalty. If our middle school building was to implement a type of “responsibility room” where a pupil could be scheduled into the room for an hour depending upon his/her behavior, could this be counted as contact time? Would the room be considered instructional?

**A:** A district measures an individual pupil’s FTE count based upon the sum of the actual instructional minutes that the pupil is scheduled to receive instruction from a certificated teacher each day. If the “responsibility room” is actually spending time in the office as an office aide to the secretary, this is in-school placement and is part of the work-based program. Work-based is not allowed for middle school pupils. If the responsibility room is a study hall or seminar, then other requirements are applied. Seminars require a certificated teacher present, not more than 35 pupils scheduled for that class, and must be academic in nature. Study halls require an additional 90 hours be added to the building schedule.

8. **Q:** The district’s alternative education program uses Plato software for math instruction and assessment. Is it permissible to staff the computer lab with a parapro during pupil instructional class time, and then have a certified teacher of record issue the student credit and grade?

**A:** No. Plato is material available for pupils to use but is not a teacher-pupil interaction. A certificated teacher is required to be present and ready to assist the pupil(s) during the instructional period.
### Reporting Individual Grades/Programs

9. **Q:** I have a building that operated two a.m. kindergarten classes and two Special Ed. Early Childhood programs last year. The Days and Clock Hours application only has one a.m. kindergarten field and one SEEC program field. How do I report all of the programs?

**A:** When a district operates several programs in the same building and grade, the D/CH application may not have enough fields to accommodate all of the program data. In this case, the district will record their program information using the Audit Trail for each grade or program that could not be entered normally into the D/CH application.

```
[Program Name]: Actual Days [scheduled days, minus canceled, plus rescheduled, plus forgiven], Actual Hours [scheduled hours, minus canceled, plus rescheduled, plus forgiven, plus PD], [Meets Reqs or Did Not Meet Reqs], [certifier’s initials].
```

SEEC Program 1: Actual Days 144, Actual Hours 750, Meets Reqs, BDC.

*Note: Refer to the Audit Trail section of this manual for help with entering comments in the Audit Trail.*

### Passing Time

10. **Q:** The district utilizes block scheduling. Four days a week the district runs a normal A or B schedule. Each Monday the district runs “skinnies” (all eight blocks). Due to the physical size of the building and passing through all eight classes, the high school uses more than 30 minutes of passing time on Mondays. The pupil accounting manual states that a maximum of 30 minutes per day of passing time may be counted unless a building administrator is able to demonstrate the need for additional passing time. Does the size of the building and the class schedule qualify for more than 30 minutes per day? Does this need to be documented?

**A:** It is suggested that a representative investigate to make certain, for example, that six minutes rather than four minutes are required in order to get from first period to second period on Mondays. If the high school administrator can demonstrate to the pupil accounting person that it reasonably takes more passing time than is allowed on Mondays, then document that for the records for auditing purposes. If the district cannot document the need for the extra passing time, the district may choose to schedule more passing time than necessary and not count that time toward membership.

### Lunch Time

11. **Q:** One third of the high school population has five minutes less pupil instruction each day than the remaining two thirds of the high school pupils. Do we do a weighted average to calculate the pupil instructional time for the high school?

**A:** No. The five minutes per day could add up to 15 hours per year (5 min. × 180 days = 900 minutes / 60 min = 15 hours). This could mean that one third of the high school pupils would be short the minimum required pupil instructional hours. Most frequently, the reason behind one group being five minutes short each day compared to the rest of the high school population is that the lunch period occurs in the middle of a class period. A passing time is not allowed in this instance since one passing time was counted at the beginning of the class and one passing time was counted at the end of this class. The actual instructional time for this group of students must be reported separately from the other two groups. If additional time is not scheduled in order for this group to meet the minimum required hours, the membership for this group of pupils must be a prorated FTE. There would be a school aid
adjustment.

| 12. | Q: | A certified teacher monitors the lunch period. The district wants to count this lunch period as instructional time for the special education pupils, claiming the goals and objectives are to teach feeding skills. May the district count the lunch period toward the minimum required instructional hours for this group of pupils? |
| A: | Generally, lunch periods are not countable as instructional time. However, the lunch period may be counted for some special education pupils. The goals and objectives must be a part of the individual pupil’s IEP and must specify how the lunchtime activity relates to the individual pupil’s educational needs. The special education certified teacher also must be with the pupil(s) during the lunch period. |

**Virtual/Online Schools**

| 13. | Q: | The Days and Clock Hours application is requiring us to create a calendar for a virtual school program. The students attending this program have seat time waivers and do not have a scheduled number of days and hours which they will attend. How should I report the program’s calendar in the D/CH application? |
| A: | If the district operates a seat time waiver virtual program that encompasses an entire grade, program, or building, the district will record the program using the application in the same manner that the program has been reported to MDE previously. If the program has not been previously reported, the district will report the number of days identified by the application as the threshold and 1,098 hours. |

**Using Teacher Professional Development Time**

| 14. | Q: | The district wants to use the 38 hours of teacher professional development time toward the minimum required hours for some pupils but not for all pupils. Can you explain to me how this is done? |
| A: | Section 101(10), of the State School Aid Act, allows a district to apply up to 38 hours of qualifying teacher professional development time toward the minimum required hours that the district must provide all pupils in grades 1-12. A program that operates fewer than 1,098 hours may count a prorated number of those 38 hours. Qualifying professional development is defined in section 101(10) as meeting certain criteria. Those hours are applied to the district as a whole, to a specific building, or to a specific grade level; not to a specific pupil. Only the minimum number of hours that all teachers of the specified group of pupils were provided may be counted toward the 1,098 hours for that specified group. If the district is applying 20 hours of PD time toward the 1,098 hours for grades 9-12, two things must happen: all teachers for grades 9-12 must have been provided a minimum of 20 hours of PD, and a full-time pupil in grades 9-12 would have to be scheduled for a minimum of 1,078 hours (1,098 – 20). |

| 15. | Q: | Up to 38 hours of PD can be included in the student instruction time in step 4, but in step 5, you're supposed to click on each building and enter PD hours in step 5a as well. Doesn't this result in those hours being double-counted? |
| A: | The PD days (step 4) relates to the requirement under 380.1527 where districts are to provide 5 or more days of PD to all of their teachers. The PD hours collected in step 5a relates to 388.1701(10), which allows district to count up to 38 hours of PD toward instructional time. These values could be different since some districts may not need to count PD toward instructional time. The day calculation is performed by taking the number of PD hours eligible under 380.1527...
and dividing that number by 6 (the number of hours that OPPS has defined as a day), then rounding down. The hours figure used is the number of PD hours that were provided to all teachers, which could be less what was provided in specific buildings/grades. So if some teachers received 33 hours, but the entire teaching body received only 30 hours, they would take 30 and divide that by 6 to arrive at 5 days.

### Release Time

16. Q: A local church approached the district about the possibility of released time for some pupils. Administrative Rule 340.2(3) allows a pupil to attend religious instruction for “not more than 2 class hours per week, off school property during school hours…” without affecting a pupil’s enrollment as 100% FTE. Please clarify what “not more than 2 hours” means. Does the travel time count toward those two hours?

A: What administrative rule 340.2(3) means is that the pupil may be released up to two hours per week to attend religious instruction without the district having to pro-rate the pupil’s FTE count for membership purposes. However, this request must come in writing from the pupil’s parent(s), guardian or loco parentis (foreign exchange student). The church cannot make such a request. Two hours is exactly that – two hours. For example: if school is released at 3:30 p.m. every day and if the pupil leaves at 1:30 every Wednesday to attend catechism class; that meets the criteria. The district does not have to adjust the pupil’s FTE count by 72 hours (2 hours x 36 weeks). The time needed for the pupil to travel to attend catechism can be part of those two hours.

### Starting Prior To Labor Day

17. Q: May a district schedule professional development days prior to Labor Day?

A: Revised School Code 380.1284b does not prohibit a school district, ISD, or public school academy from offering or requiring professional development for its personnel that is conducted before Labor Day. These professional development hours may apply toward the minimum required 1,098 hours of pupil instruction if they are part of the school calendar.

### Using PD And Forgiven Time

18. Q: A pupil has an “unexcused” absence on the count day and must return within 10 school days following the count day. If the school district scheduled a teacher professional development day during the ten days following count day, and if the district is counting those teacher PD hours toward the 1,098 hours requirement, does that teacher professional development day count as one of the ten days following the count day?

A: The ten-day rule applies to the first ten days that pupils are scheduled to be in attendance and receiving instruction following the count day. The pupil must return within the first ten pupil-scheduled days. Although the hours for the teacher professional development may be counted as pupil instruction and applied to the 1,098 hours requirement, the ten-day rule is actual hours that pupils are scheduled to attend. Pupils cannot be scheduled to attend when that teacher professional development is taking place or the PD hours would not apply to the minimum required 1,098 hours of pupil instruction.

### Waivers

19. Q: Our district applied for and received a waiver from MDE to operate the alternative education program less than the minimum required days and hours of pupil instruction. However, some of the pupils are enrolled for fewer classes than are necessary to meet the waiver. How do we measure the FTE for those pupils?

A: The waiver granted specifies the minimum number of days and the minimum number of
hours that the program must operate. Assuming that the district met the waiver requirements, the FTE for a pupil enrolled and attending this alternative education program would be based upon those hours agreed upon in the waiver in order to be a full FTE. For example, if the terms of the waiver were for 878 hours and a pupil in that program is enrolled and attends four 55-minute classes with five minute passing time between classes that would total 705 hours. That pupil would equal .8 FTE (705/878=.8).

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<thead>
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<tbody>
<tr>
<td>Q:</td>
<td>District A has decided to operate an alternative education program for all pupils in the intermediate district area who have been expelled for disciplinary reasons. If district A provides two one-hour sessions per pupil, can the district count these pupils for a full FTE?</td>
</tr>
<tr>
<td>A:</td>
<td>Pupils expelled under the state mandatory expulsion language who are educated for two nonconsecutive hours in a one-on-one setting with a certified teacher are eligible to be counted for a full FTE. However, if these pupils are being educated in a classroom setting, the FTE must be prorated on the actual hours provided as compared to the minimum required 1,098 hours of pupil instruction. The FTE for a pupil who has been expelled under school district policy must be prorated. See sections 5C and 5N of this manual for more information on this topic.</td>
</tr>
</tbody>
</table>