MEMORANDUM

DATE:    July 30, 2015

TO:      Local and Intermediate School District Superintendents
         Public School Academy Directors, Business Managers, Directors of
         Transportation

FROM:    Linda Forward
         Interim Deputy Superintendent, Education Services

SUBJECT: Special Education Actual Cost Report Form SE-4096 for the 2014-15
         School Year

This is to notify all local and intermediate school district (ISD) superintendents and
public school academy (PSA) administrators that the Special Education Actual Cost
Report, Form SE-4096 has been posted to the Michigan Department of Education,
Office of Special Education web site at the link below.

http://www.michigan.gov/mde/0,4615,7-140-6530_6598_8391-287357--,00.html

The posting of this form replaces the traditional mailing of the form to all local and
intermediate districts and PSAs. The form and related instructions are posted in both
a PDF format as well as an electronic Excel version. All districts must obtain and
complete the form to generate their Special Education Headlee Obligation payment
under Section 51c of the State School Aid Act. ISDs must obtain and complete the
form to generate their Special Education payment under Section 51 of the State
School Aid act.

Local school districts and PSAs need to complete and return the form to their ISD by
September 16, 2015. If the local school district or PSA did not operate any special
education programs or services during the 2014-15 fiscal year, they need to simply
check the box, sign the bottom of the form and return it to their ISD. The ISD will
return its own report and those of its constituent local districts to the Michigan
Department of Education, Office of Special Education by September 30, 2015.

Section 18 of the State School Aid Act imposes a state aid penalty for the failure to
submit the Special Education Actual Cost Report by the September 30 deadline.
Questions regarding the completion or filing of the SE-4096 Special Education Actual Cost Report should be directed to Dianne Easterling, Coordinator, Office of Special Education or Rene Richardson, Financial Analyst, Office of Special Education. Ms. Easterling and Ms. Richardson may be reached by calling Office of Special Education, Program Finance at (517) 241-1235, or by e-mail at easterlingd@michigan.gov or richardsonr2@michigan.gov.

cc: Michigan Education Alliance