

Pupil Accounting Manual: Notable Changes for 2022-23

Notice: This document captures the significant changes to the Pupil Accounting Manual for the school year. Beyond those noted below, there are many other changes contained in the manual that may affect the functions of a district. This document should not be considered a substitute for the information contained in the Pupil Accounting Manual. The Department recommends that districts read the entire manual yearly to ensure compliance.

Each year, the state legislature adopts new state laws that change, in small measure or substantially, the state's pupil accounting rules. These new state laws from the state legislature serve as the foundation for the pupil accounting manual (PAM). The PAM includes pupil accounting requirements approved by the state legislature and signed into law by the governor. The Michigan Department of Education (MDE) is responsible for implementing and not writing state laws. This PAM update is associated with revisions to state law approved by the state legislature over the past few months.

Section 1: Required Documentation

[Verification of Age and Identity](#)

Clarified language to ensure districts know when a family uses an “other reliable proof” for the verification of age and identity, that proof must also be accompanied by a notarized statement from the parent or guardian attesting to the reason for the other proof.

[Student Schedules and Placeholders](#)

Added that work-based learning experiences are exempt from the requirements to provide an actual name for the course.

[Student Records and Transfers Q&As](#)

Added questions and answers section for various frequently asked questions regarding student records and transfer requests.

Section 2: Day, Hour, and Attendance Requirements

[Professional Development Best Practices Document](#)

Added a link to a guidance document that provides helpful insights into using professional development toward the instructional time requirements.

[Day Requirement Variances](#)

Added two new variances to note allowable by law. Cyber schools and kindergarten do not have an instructional day requirement.

Section 3: Pupil Membership Requirements

[Extreme Barrier Student Coding](#)

Added a note to remind districts that students who have extreme barriers to education must be coded in their MSDS submission with a participation code of 9222, as well as have the district flagged in the EEM for PCE.

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[Verification of Pupil Residency](#)

Added language to inform districts of a new Address Confidentiality Program (ACP) in Michigan that will change how a student's residency is verified for program participants.

[10/30 Day Rule](#)

Updated 10-day rule language to match administrative rule. Updated in other areas of the manual as well to make the language consistent.

[Teacher Certification Requirement](#)

Section 6(8) has been amended for the 2022-23 school year with a global change to the teacher certification requirement for membership purposes. For 2022-23, auditors will review placements at the grade-level. Starting in 2023-24, auditors will review placements for both grade and subject area. Please note, there is still a teacher certification deduction for grade and subject area misplacements, but that penalty is based on the teacher's salary rather than membership.

[Credit or Grade Progression Requirement](#)

Added language indicating that a course must either be capable of generating credit or grade progression, except for a seminar, to be eligible for membership. This was previously stated in other sections of the manual.

[Calculating Membership for Learning Labs](#)

Clarified previous instructions regarding the calculation of membership for learning labs based on feedback from the field.

[Added Question and Answer Number 15](#)

Added question and answer item to explain how a district should handle a course that is not regularly scheduled for attendance on count day.

Section 4: Pupil Residency

[Part-time Pupils](#)

Updated language to bring it into alignment with what is stated in the law.

[Child of an Employee](#)

Added language to clarify which employees qualify for this exception.

[Non-K-12 Pupils](#)

Clarified existing language regarding the need to enter into a cooperative agreement for non-K-12 pupils if the district intends to count the pupils in membership.

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Section 5: Nonconventional Pupils

[Nonconventional Pupils](#)

Clarified existing language to help districts understand which students are considered nonconventional.

Section 5-A: Alternative Education Programs

[Instructional Time Requirements](#)

Clarified existing language to help districts understand that if they have a days and hours waiver, that the district must meet the number of days and hours specified in the waiver or the district will be held to the 180 day and 1,098 hour requirement.

[Attendance Records for Learning Labs](#)

Clarified existing language with regard to student attendance in learning labs. Added language to provide auditors with the ability to approve a different standard for measuring attendance for learning labs.

[Added Question and Answer Number 9](#)

Based on feedback from the field, a new question and answer item was added to further define what qualifies as a learning lab.

Section 5-B: Cooperative Education Program

[Virtual Programs](#)

Added an item that formally recognizes that a district may enter into a cooperative education agreement to allow its students to enroll in a virtual learning program that is being provided through a partnership with another district or intermediate school district.

Section 5-C: Home-based

[Membership Requirement #4](#)

Requirement has been updated to reflect that a pupil who has been expelled or suspended must have been in attendance during the school year prior to the expulsion or suspension to be eligible for membership.

Section 5-D: Homebound and Hospitalized

[Membership Requirement #3](#)

Requirement has been updated to bring the language regarding who can issue the written notice of a health condition that prevents a student from attending school to align with the Providing Homebound and Hospitalized Educational Services for Michigan Public School Pupils guidance document.

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[Membership Requirement #5](#)

Requirement has been updated to bring the language regarding how much instructional time is required for students with an IEP to align with the Providing Homebound and Hospitalized Educational Services for Michigan Public School Pupils guidance document.

[Note Pertaining to the Term Medical Condition](#)

Added language to further define for districts what qualifies as a medical condition under this section.

[Clarified Who Can Provide the Certification Statement](#)

Clarified that a D.O., M.D., or physician assistant may provide a certification statement to a district prescribing homebound or hospitalized services.

Section 5-E: Part-Time Pupils

[Added Question and Answer Number 19](#)

Added question and answer item to provide the department's position of STEM and STEAM being considered nonessential electives under this section.

Section 5-G-B: Early Middle College Pupils

[Amended Introduction](#)

Language amended to emphasize the different types of early middle college programs, the final year math requirement, and the need to maintain documentation of the postsecondary courses in the student's transcript.

[Membership Requirement #6](#)

Amended language to clarify the final year math requirement.

[Calculating Instructional Hours](#)

Added language to provide districts with the four methodologies for calculating instructional hours for EMCs.

[EMC Companion Document](#)

Added a link to provide districts with access to OCTE's guidance document for EMCs.

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

[School of Choice Definitions and Deadlines](#)

Added a link to provide districts with access to the schools of choice definitions and deadlines guidance document.

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

[Updated Question and Answer Number 2](#)

Updated question and answer items to direct districts to a memorandum explaining how forgiven time is prorated for early childhood special education programs.

Section 5-N: Pupils with Suspensions and Expulsions

[Terminology](#)

Added definitions for what suspend and expel mean from MCL 380.1310d.

Section 5-O-C: Cyber Schools

[Participation Record Audit](#)

Removed language which would require auditors to review participation for each student at the conclusion of the school year. Removed language that would require auditors review the number of instructional hours provided at the conclusion of the school year.

Section 5-O-D: Virtual Learning Options

[Membership Requirement #10](#)

Added membership requirement from statute that states a virtual course must be delivered in a virtual environment for the majority of the course instructional time.

[Membership Requirement #11](#)

Removed membership requirement that required an educational development plan (EDP) for students with more than two virtual courses.

[Instructional Components](#)

Updated the instructional components section to include new language that allows a third-party to be a provider under this section.

[Two-way Interaction](#)

Update the definition of a two-way interaction to explain that bulk emails or other forms of communication are not considered a two-way interaction.

[Updated Question and Answer Number 28](#)

Updated question and answer item to reflect the changes to who a provider for virtual courses can be and thus supply the teacher of record.

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[Updated Question and Answer Number 29](#)

Updated question and answer item to incorporate how a district might leverage a cooperative agreement to share resources with another district for a virtual program.

Section 5-Q-A: 23A Dropout Recovery Program

[Added Question and Answer Number 4](#)

Added question and answer item to explain that a student cannot be counted in membership and claimed for membership under Section 23a for the same month.

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

[Updated Question and Answer Number 1](#)

Clarified the answer to explain how to arrive at what the first date of attendance is determined.

Section 6-A: Experiential Learning Courses

[Membership Requirement #16](#)

Added requirement that the experiential learning course must be identified by its proper name on the student schedule.

Appendix A: Glossary of Terms

[Address Confidentiality Program \(ACP\)](#)

Added a definition for the address confidentiality program.

[Each Week of the Count Period](#)

Added language to define what is meant by the phrase “each week of the count period.”

Appendix C: Exhibits

[Added Sample CA-60 \(Cumulative Record Folder\) Exhibit](#)

Added an exhibit to help districts understand what records are maintained in the student’s cumulative record folder.

[Added Sample ACP Letter Exhibit](#)

Added an exhibit showing districts what a sample ACP letter will look like when presented for the verification of residency.