



Section 25 Overview

Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013) was created for fiscal year 2014 to allow for any school district to claim pro-rated full-time equivalency (FTE) for pupils that transfer after the Fall Pupil Membership Count Day.

CEPI worked with representatives of the Michigan Department of Education (MDE) Office of State Aid and School Finance and Department of Technology, Management, and Budget Agency Services to review the legislative requirements and develop preliminary plans. Work group sessions were held with intermediate school district (ISD) auditors and district pupil accounting personnel to gather input on format and functionality.

District Process for Requesting Adjustments:

In order to request a pro-rated transfer of FTE for a student, a district must submit and certify a Student Record Maintenance (SRM) record and include the Section 25 component (figure 1). The record must include FTE, and the total FTE cannot be greater than the amount claimed for the student in the Fall General Collection. The “First Day in Attendance” characteristic within the Section 25 Component must specify the date the student was first in attendance at the new district. This date, in conjunction with the Section 25 financial calendar, will be used to determine the number of days remaining in the school year as part of the FTE proration calculation. Section 25 requests may only be submitted for students who were counted in membership in the Fall Pupil Membership count day and enroll after the fall count date but prior to the spring count date. Requests must be submitted within 30 days after the transfer, or 30 days after the Fall General Collection certification deadline, whichever is later. Requests must also be certified before the spring count date.

District Review:

Both the gaining and losing district can view Section 25 claims for their students via a report (figure 3). The report will include basic student information, new and previous district information, and the amount of FTE being adjusted. The report will specify if the claims are pending, approved or denied. Requests are added to this report upon certification of the aforementioned SRM record.

Auditor Review and Approval:

Once a district submits and certifies a Section 25 request, it must go through an audit process to ensure that the attendance and claimed FTE are valid. Each request will appear in a separate screen for auditors to review (figure 2). The requesting district may also access this screen in a view-only format. The screen will include basic student information, new and previous district information, and the amount of FTE being adjusted. The auditor will approve or deny the request and include comments.

District Resubmission (if applicable):

If a Section 25 request is denied, a district may resubmit the request by submitting and certifying another SRM record. A “copy to staging” function is available within the SRM Collection to reduce the amount of data entry for a resubmission request.

Audit Form/Audit Narrative Impact:

If a Section 25 request is approved, the appropriate FTE adjustments will be applied to the gaining/losing districts’ audit forms (DS4061 or DS4120) and audit narrative.

State Aid Impact:

On the second business day of the month, the MDE Office of State Aid and School Finance will extract the aggregate FTE amounts for each district in order to process state aid payments. Section 25 requests that are approved by this date will be reflected in that month’s payment.



Submit Cancel Select Component Add Component

Student Record Maintenance School Demographics Personal Demographics Enrollment Membership GeneralEdFTE Section 25

First Day in Attendance: 01/25/2013

Figure 1
District Submission (Section 25 Component)

▼ Kendra Wilson (4444444444) - New (11/20/2013)

Student: Kendra Wilson UIC: 4444444444

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2013 General Collection 2013-2014	Genesee ISD / District A (99010)	1.00	1.00	0.00	0.00	09/19/2008			-0.74	0.00
Student Record Maintenance 2013-2014	Genesee ISD / District B (99020)	1.00	1.00	0.00	0.00	10/03/2013	10/10/2013	78	0.74	0.00

Approve Deny

Comments:

Response Date: Request Date: 11/20/2013

Response By: Status: New

Figure 2
Auditor Review and Approval



Center for Educational Performance and Information

Center for Educational Performance and Information - Michigan Student Data System

Section 25 Summary Report

Entity: District A (99010)

Student Id	Grade	Enrollment Date	Student Residency	First Day In Attendance	Total FTE	Gen Ed FTE	Sect52 FTE	Sect53 FTE	Gen Ed Adj	Sp Ed Adj	Days Remaining	Comments	Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	District Name	District Code	Building Name	Building Code	UIC	Last Name	First Name
46110	05	07/26/2013	14	10/15/2013	0.75	0.75	0	0	-0.31	0	75		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	7878787878	ABREGO	JOHN
4864313	11	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	8989898989	ADAMS	TERRY
4856412	10	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	9090909090	BALLER	JAY
486443	10	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	1212121212	BAIKS	WILLIE
786451	09	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	2323232323	BARRETT	MICHAEL
486431	09	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	3434343434	BARTOSCH	CLIFF
748943	14	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	4545454545	BEARD	DAVID
7845312	12	09/25/2013	14	10/10/2013	0.67	0.67	0	0	-0.5	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	5656565656	BERNERO	ADAM
4864534534	11	09/25/2013	09	10/10/2013	1	0	1	0	0	-0.74	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	6767676767	BLANCO	HENRY
86453431	11	09/25/2013	09	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	1313131313	BOCACHICA	HIRAM
7845	11	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	1414141414	BONDERMAN	JEREMY
74845343	12	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	1515151515	BOROWSKI	JOSEPH
78645453	14	09/25/2013	14	10/10/2013	1	1	0	0	-0.74	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	1616161616	BOSLEY	THADDEUS
78645334	12	09/25/2013	15	10/10/2013	1	0	1	0	-0.31	-0.43	78	Verified documentation.	Loss	Approved	11/25/2013	12/4/2013	ISD Auditor B	District B	99020	Alternative Ed	99991	1717171717	BOTELHO	DEREK
87878541	12	06/25/2013	15	10/10/2013	0.42	0.42	0	0	-0.31	0	78		Loss	Pending	11/25/2013			District B	99020	Alternative Ed	99991	1818181818	BOWA	LAWRENCE

Figure 3
Section 25 Summary Report