



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

February 14, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Process for Approving Seat Time Waivers

Section 101(9), of the State School Aid Act (MCL 388.1701(9)), permits the State Superintendent to waive the minimum number of hours and days of pupil instruction for Alternative Education programs or other innovative programs approved by the Michigan Department of Education (MDE). The State Superintendent will consider applications for Seat Time Waivers for School Year 2013-2014, Grades 6-12. If pending legislation regarding seat time requirements that would make the Seat Time Waiver Application unnecessary is passed into law, the MDE will send guidance regarding the process based on that legislation.

Applications will be reviewed with consideration given to data reported by districts to the MDE and waivers will be considered based on compliance with the reporting requirements and the data presented in the 2012-2013 mid-year report. Failure to submit the required reports, including the 2012-2013 year-end report will result in revocation of the Seat Time Waiver for the 2013-2014 school year. New applicants will be considered based on review of the application.

The parameters of the 2013-2014 Seat Time Waiver Program include:

1. Each public school district, Public School Academy (PSA), and Intermediate School District (ISD) **must apply individually to the MDE for approval to run a Seat Time Waiver Program.** The Seat Time Waiver Application (see attached) must be completed and submitted to the MDE along with any additional information requested by the Department. It should be noted that this is an optional program and carries additional requirements set forth in the 5-O-B guidance. Failure to comply with the 5-O-B guidance, including non-participation in program research and evaluation, may result in the termination of a district's entire Seat Time Waiver Program.

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- All districts, including those districts currently holding seat time waivers and Project Re-Imagine waivers, must apply or reapply under the new process.
 - While the application process will remain open year-round, districts seeking to operate Seat Time Waiver Programs during School Year 2013-2014 must apply to the MDE no later than September 13, 2013, to ensure approval of applications in time for the Fall 2013 Full-Time Equivalency (FTE) count day. Applications received after this date will be reviewed and approved for second semester only.
2. Districts may apply to operate any and all of three types of programs:
 - An ISD-led Seat Time Waiver Consortium Program
(Each district must have local board approval as identified in the application.)
 - Individual district-designed and operated Seat Time Waiver Program
 - Blended Learning Option (Described in #4)
 3. Districts approved to operate a Seat Time Waiver Program may enroll **25% of their enrolled student population, Grades 6-12**, in instructional programs that use online learning to deliver up to 100% of the pupil's instruction. It is recognized that districts may choose to utilize other means and methods for facilitating instruction, such as experiential and work-based learning. In these cases, districts must explain the unique approach in the individual implementation plans accompanying the district application.
 4. Districts approved to operate a Blended Learning Option under its Seat Time Waiver Program may enroll **100% of its enrolled student population, Grades 6-12, in blended instructional programs**. In this case, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. The Blended Learning Option will allow districts to use online learning to deliver **up to 50% of the pupil's instruction**.
 5. An ISD-chartered PSA approved to operate a Seat Time Waiver Program may enroll **100% of its enrolled student population, Grades 6-12, in blended instructional programs**. For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. Enrollment in this type of waiver program is limited to **10% of the ISD region's combined Grades 6-12 student population**. (Example: If an ISD services 10,000 students, then the ISD-PSA may enroll a total of 1,000 students in a blended model of instruction where the student attends a physical location once a week.)

* In the case where the ISD has chartered multiple PSAs, the combined enrollment of ISD-PSAs under this provision cannot exceed 10% of the ISD region's combined Grades 6-12 student population. The ISD shall determine which ISD-PSAs can enroll students in the program and how many students they may enroll.

(Example: If an ISD services 10,000 students and has chartered two ISD-PSAs, the two ISD-PSAs may enroll a combined total of 1,000 students in a blended model of instruction where the student attends a physical location once a week.)

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Please send completed applications and materials to stwapp@michigan.gov as attachments.

Seat time waiver documentation will be posted at <http://www.techplan.org/seat-time-waivers/>.

For additional questions, please contact the following MDE staff by email:

Brian Barber (Programmatic and Application Questions) –

barberb2@michigan.gov

Kellie Flaminio (Application Questions) - flaminiok@michigan.gov

We recommend that you allow your ISD Pupil Accounting auditor to review any new programs to ensure that all 5-0-B requirements will be met. Please call the Office of Education Improvement and Innovation if you have further questions at 517-241-6895.

cc: Michigan Education Alliance