

District Provided Professional Development Reported As Instructional Time

District:		Count Date:	
Building/Program:			

Under Section 101(10) of the State School Aid Act (MCL 338.1701, a district may count up to 38 hours of qualifying district provided professional development for teachers as hours of pupil instruction if all the following requirements are satisfied.

A district-wide professional development advisory committee appointed by the district board recommends at least 8 hours of the professional development. The advisory committee must be composed of teachers employed by the district who represent a variety of grades and subject matter specializations, including special education; nonteaching staff; parents; and administrators. The majority membership of the committee shall be composed of teaching staff.

If the professional development is provided online, the district must have approved the instruction. For online professional development to be counted as a day of instruction, the professional development must be started and completed in the same day.

The professional development hours are to offset instructional time for pupils whose teachers were scheduled to participate in the professional development.

At least 75% of teachers scheduled to participate in the professional development are in attendance.

The professional development is aligned to the school or district improvement plan for the school or district in which the professional development is being provided.

The professional development is linked to 1 or more criteria in the evaluation tool developed or adopted by the district or intermediate district under Section 1249 of the Revised School Code, MCL 380.1249.

The department has approved the professional development and confirmed it may be counted for state continuing education clock hours (SCECH).

Not more than a combined total of 10 hours of the professional development takes place before the first scheduled day and last scheduled day of school for that school year.

No more than 10 hours of qualifying professional development takes place in a single month. Professional development must exceed 5 hours in a single day to be used as an instructional day.

A district must provide documentation establishing satisfaction of all of these requirements at the request of the ISD auditor. Pupil Accounting Manual 2-2

Authorized Signature

Date