

MICHIGAN DEPARTMENT OF EDUCATION  
Office of Special Education  
P.O. Box 30008  
Lansing, Michigan 48909

SE-4747 (Application)

**2016-17 SE-4747 APPLICATION**

**Request for Reimbursement for the Net Increase in Necessary Costs for  
Implementing the July 1, 1987 Special Education Rules**

Direct questions regarding this form to the Michigan Department of Education,  
Office of Special Education, Program Finance, Rene Richardson at 517-241-4415.

**AUTHORITY:** Section 51a(6) of Act 94, PA 1979 as amended. **COMPLETION:** Voluntary.

**EDUCATIONAL AGENCY**

|                               |                   |                             |
|-------------------------------|-------------------|-----------------------------|
| Legal Name of School District | District Code No. | Phone - Area Code/Local No. |
| Address                       | City              | Zip Code                    |

**PURPOSE:** To verify expenditures for 100% reimbursement of the net increase in necessary costs incurred by a district in implementing the revision in the Administrative Rules for Special Education that become effective July 1, 1987. Due date, on or before, October 10, 2016.

**CERTIFICATION**

I certify that the information submitted on this report is true and correct to the best of my knowledge. This report was prepared in cooperation with the business staff and the costs reported are proper charges to special education. All records and schedules (including time reports supporting proration of personnel) used in the preparation of this report will be kept for three years for audit purposes.

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Superintendent or Authorized Official Signature

Date

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Contact Person

Phone (Area Code/Local No.)

Email Address

## **MAILING INSTRUCTIONS**

**DISTRICT:** Mail ORIGINAL to the intermediate school district (ISD).

**INTERMEDIATE SCHOOL DISTRICT:** The ISD completes the ISD section of the form within 15 working days of receipt. The ISD mails the **original** to the State address listed below, returns **one** copy to the local district and retains **one** copy for ISD records. The Office of Special Education would like to remind districts that to help preserve student privacy, student information (yes, even their names) may not be sent via email or fax to the Department of Education. Please use traditional postal mail and send Section 51a(6) student information to:

Ms. Rene Richardson  
Michigan Department of Education  
Office of Special Education  
PO Box 30008  
Lansing, MI 48909

## **DIRECTIONS**

Read the attached "Criteria and Procedures for Reviewing Claims under Section 51(a)6 of the State School Aid Act" regarding net increased costs of implementing the July 1, 1987 rules.