



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: June 8, 2017

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

FROM: Susan Broman, Deputy Superintendent *SB*
P20 System and Student Transitions

SUBJECT: Certification of the SE-4107 School Bus Inventory

All districts and public school academies buying or leasing black and yellow buses to transport students to and from school must report those buses on the SE-4107 School Bus Inventory and must certify the inventory on an annual basis. The certified inventory is a data requirement for reporting costs on the upcoming 2016-17 [SE-4094 Transportation Expenditure Report](#).

Please find below information on certifying school bus inventory or you may link to the detailed [instructions](#).

- Link to the [School Bus Inventory System](#) (SBIS) website, login and select certify your data.
- Each district must certify their school bus inventory annually whether any additions, edits or deletion of buses are made.
 - If you certify your inventory and then later make additional changes, you will need to re-certify the inventory.
- Failure to certify the bus inventory will result in buses not being amortized and school districts not being reimbursed.

Reminder: the last day to make changes or to certify vehicles on the [School Bus Inventory System](#) is **June 30th**.

If you have any questions, please contact Debbie Nowlen by email at NowlenD@michigan.gov, or by calling 517-241-1723.

cc: Michigan Education Alliance

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