



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** November 18, 2021

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

**FROM:** Kyle L. Guerrant, Deputy Superintendent <sup>KG</sup>  
Finance and Operations

**SUBJECT:** Using Virtual Instruction to Provide Scheduling Flexibility

The Michigan Department of Education released a [memorandum](#) on September 2, 2021 to help districts identify different strategies for providing instruction during the pandemic. The department has been specifically asked if a district could offer, in a week, four days of in-person instruction, along with one day of remote instruction that is not virtual. At this time, that option is not afforded to districts through current state law. Districts do, however, have the option of offering remote instruction virtually by harnessing the flexibility provided in Section 21f of the State School Aid Act (MCL 388.1621f).

The example below demonstrates how a district might use the given flexibility in this context. The flexibility may be adapted to fit the district's desired schedule. Districts still must adhere to [Section 5-O-D of the Pupil Accounting Manual: Virtual Learning Options](#).

Example: Students are scheduled to receive in-person instruction four days of the week in all six of the scheduled courses. Each course minimally offers students the ability to access content virtually (i.e., through a computer) each day, in addition to whatever other form or forms of instruction might be available on a given day. While in person, students may receive synchronous and/or asynchronous instruction, but again, must have the opportunity to access content virtually (i.e., through a computer) each day. On the fifth day, students participate remotely in each scheduled course, with access to the virtual content in each as well as instruction that is delivered asynchronously, synchronously, or in a combination of the two formats.

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See examples of weekly schedules below.

Example weekly schedules:

<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
In person*	In person*	In person*	In person*	Remote*

<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
In person*	Remote*	In person*	In person*	In person*

\*To qualify under section 21f, a program must include a virtual component (that is the availability of instruction through a computer throughout the school week).

In the above scenario, teachers are scheduled to be available to students during the remote instruction day. The district expects students to participate in each course scheduled for instruction on that day. The day appears on the district's instructional calendar as a scheduled day of instruction.

Questions that are specific to the pupil accounting requirements should be directed to Brian Ciloski at [ciloskib@michigan.gov](mailto:ciloskib@michigan.gov) or Jessica Beagle at [beaglej1@michigan.gov](mailto:beaglej1@michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors  
Michigan Pupil Accounting and Attendance Association