

## 5F - PART-TIME PUPILS

### A. Definition

A part-time pupil is a pupil in grades one through twelve enrolled and scheduled for fewer than the minimum number of hours of pupil instruction, who does not meet the requirements and has not been approved for a reduced schedule, but meets all other state aid membership eligibility requirements. A part-time pupil may be enrolled and attending a single district, two or more local school districts, the intermediate and a local school district, or a public school academy and a local school district.

### B. Requirements for Counting Membership

A local or intermediate school district may count a pupil for a part-time membership if the district has evidence that all of the following has occurred:

- ✓ The pupil is enrolled and attending one or more classes in the district.
- ✓ The sum of the total FTE for a pupil that is enrolled in more than one district does not exceed 1.0 FTE. The FTE for a pupil that is enrolled and counted by more than one district, but not as part of a cooperative agreement, must be determined as follows:
  1. The sum of the hours the pupil is enrolled and attending in both districts exceed the minimum required hours - use the sum of the hours from both districts as the denominator to calculate the FTE.
  2. The sum of the hours the pupil is enrolled and attending in both districts is less than the minimum required hours, use the minimum required hours as the denominator.
- ✓ The nonresident pupil who does not qualify for an exemption under Section 6(6) of the State School Aid Act must have the permission of the resident district if the nonresident pupil is receiving more than one-half of his or her education from the district counting the membership FTE.

### C. Regulatory References

Administrative Rules:  
340.2(6)

State School Aid Act:  
MCL 388.1606(6)  
MCL 388.1606(8)

### **Pupil is attending two districts**

Q #1

The pupil attends District A for five class periods and is doing one independent study. District A is claiming a full FTE for this pupil. This same pupil attends District B's alternative education program for evening classes. District B does not have a release to count this pupil yet is claiming a partial FTE. The two districts cannot agree on the solution to this problem. What is the right answer?

A #1

The pupil is receiving less than one-half the pupil's instruction at District B; thus, District B does not need a release to enroll and count the pupil for membership purposes. (See State School Aid Act section 6(6)(b), MCL 388.1606(6)(b)) The solution is to sum the total hours the pupil receives through both districts and prorate the FTE accordingly.

District A is on a six period 55-minute classes for 180 days. That totals 1,065 hours (6 class period x 55 minutes = 330 minutes per day plus (+) 20 minutes passing time = total 350 minutes per day. 350 minutes X 180 days = 63,000 minutes / 60 minutes per hour = 1,050 actual pupil instructional hours for the year.

District B is providing 4 hours per night for two nights each week or a total of 8 hours per week. 8 hours X 60 minutes per hours = 480 minutes / 5 days per week = average of 96 minutes per day. 96 minutes per day X 180 days = 17,280 minutes / 60 = 288 actual pupil instructional hours per year.

District A 1,050 hours plus (+) District B 288 hours = 1,338 actual pupil instructional hours.  
District A 1,050/1,338 = .78 FTE and District B 288/1,338 = .22 FTE

### **Pupil is attending private training program**

Q #2

A resident pupil is enrolled and in attendance in the local junior high school on the count day. However, the pupil is only registered for 5 classes at the public school. All five of these classes are essential courses. In addition, the pupil is enrolled in a private Olympic ice skating training program. The local district is not paying the pupil's tuition for these private lessons, but is granting credit for this class toward grade progression. May the district count the pupil for a full FTE? Is this a nonpublic part-time pupil and the FTE must be prorated? Since the pupil is attending school less than full time, is there a truancy issue?

A #2

This pupil is receiving the core educational curriculum from the local district and therefore would be considered a public school pupil. The time spent in the Olympian training sessions is private and more than likely not be under the guidance of a certificated physical education teacher. Thus, the FTE must be prorated based upon the actual hours of pupil instruction being provided this pupil at the local district. Truancy is not an issue because the district is granting credit for these lessons and therefore the pupil is receiving a full and complete education.

Q #3

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Pupil attends the local junior high school for four core courses and then attends a private school for drama and art. The local district is not paying for these classes but is granting credit which leads to grade progression. May the pupil be counted part-time at the public school or is this a nonpublic school pupil? Since this junior high pupil is attending less than full-time, is there a truancy issue?

A #3

Because the pupil is receiving the core curriculum courses at the public school, the pupil is actually a public school pupil, rather than a nonpublic pupil. The time spent at the nonpublic is for elective-type courses only. The aspect of truancy is not an issue in this situation because the district is granting credit for these classes taken at the private school. This pupil is a part-time pupil at the public school

### **Travel time for part-time pupils**

Q #4

The district has enrolled several pupils from the nonpublic school in the Career and Technical Education program. The district provides the transportation for these pupils from the nonpublic school to the local district. May the travel time be included when calculating the prorated FTE?

A #4

No, travel time is not applicable in this situation. Section 101(7)(d), of the State School Aid Act, states that travel time between instructional sites is allowable if travel is the sole reason that the pupil cannot be a full time pupil. Travel is not the only reason that these nonpublic pupils are not full-time; therefore, travel is not applicable in this situation.