

## Wayne RESA - Section 25e Process

Section 25e begins day after the fall count day and ends day before supplemental count day.

Student must have been eligible and claimed by a Michigan Public School District on the fall count day.

All requests (SRMs) must be within 30 days of student's enrollment date except for students that enroll between day after fall count and November final fall certification date. Their requests must be done by 30 days from final fall certification date. **(NOTE: NO SRM can be submitted until after the fall final certification date).** If request after 30 calendar days from student's enrollment, it will be denied. Last day requests can be made are day before supplemental count day.

First day of attendance must be between day after fall count day and day before supplemental count day.

FTE claimed by enrolling district can't be greater than what the student was claimed for on fall count day.

If FTE split (GE/SE), it is split based on service with enrolling district, not what other district claimed but still can't be greater than original FTE claimed.

Districts/PSAs must input/upload required student data into MSDS/SRM, Section 25e.

Once the SRM is completed, for ALL Section 25e requests, a transfer request form along with enrollment form, residency verification form, pupil schedule and attendance must be sent to Wayne RESA, Pupil Accounting. (NOTE: PSAs do not have residency requirements).

Once RESA receives transfer requests documentation, allow time to be processed by auditors, and then view Section 25e requests in MSDS for approval and denial.

If denied, reason for denial will be in the comments box. Review auditor's comments.