

EEM D/CH Quick Entry Guide

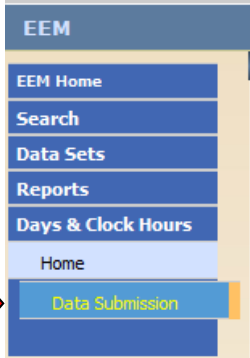
For Districts Who “Satisfied” Minimum Days, Hours, & Attendance Requirements
(If your district “Fell Short” of Minimum Days, Hours, or Attendance requirements proceed to Page 3)

This guide will help you quickly enter your EEM D/CH data.

- Certification due 7/15, but please complete as soon as possible *after last day of school*.
- Full EEM D/CH User Guide at: https://www.michigan.gov/documents/cepi/DCH_User_Guide_393617_7.pdf

Home Page

After securely logging in to EEM, select “Days & Clock Hours” and then “Data Submission” from menu on the left.



Step 1: Start Page

Select your current collection school year and district name, then click “Satisfied,” to indicate all schools met minimum days AND clock hours, AND your district met its 75% attendance requirement for 180 school days.

Home > Start Page

Step 1: Start Page
Select the collection (academic year) and district which you wish to access.

Collection: 2024-25 Days, Hours, and Attendance Reporting ▾

District: Allendale Public Schools (70040) ▾

▶ Legislation Governing This Application

If the district fell short of the days, hours, or attendance requirement for the current school year, click "Fell Short" to provide more detail and certify your report. [Fell Short](#)

If the district satisfied the days, hours, and attendance requirements for the current school year, click "Satisfied" to be taken to the report certification module. [Satisfied](#)

NOTE: Complete annual acknowledgement. Click “I Agree,” then “Ok.” (only required 1st time you access each year)

End User Policy

I Agree

LEGISLATION GOVERNING THIS APPLICATION

STATE SCHOOL AID ACT

388.1701

(3) Except as otherwise provided in subsections (11) and (12), all of the following apply to the provision of pupil instruction:

(a) Except as otherwise provided in this section, each district shall provide at least 1,098 hours and, beginning in 2010-2011, the required minimum number of days of pupil instruction. Beginning in 2014-2015, the required minimum number of days of pupil instruction is 175. However, all of the following apply to these requirements:

(i) If a collective bargaining agreement that provides a complete school calendar was in effect for employees of a district as of July 1, 2013, and if that school calendar is not in compliance with this subsection, then this subsection does not apply to that district until after the expiration of that collective bargaining agreement. If a district entered into a collective bargaining agreement on or after July 1, 2013 and if that collective bargaining agreement did not provide for at least 175 days of pupil instruction beginning in 2014-2015, then the department shall withhold from the district's total state school aid an amount equal to 5% of the funding the district

Selecting “Satisfied” in Step 1 Takes You Straight to Step 6: Data Certification

Step 6: Data Certification



Home Start Page Calendar Events Attendance Summaries Certification

Step 6: Data Certification Ottawa Area ISD (70000)
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Ottawa Area ISD (70000)

Certifications

No certifications Change Certifications

Select “Change Certifications” even if this is the first time you are certifying.

This pop-up window will appear:



Modify Certifications

Please select an action

Click “Certify” Certify Cancel

Final Step: Email Auditor

At time of EEM DCH certification, email to auditor:

- 1) Completed **PA-EOY Days, Hours, & Attendance Tracking Form, and**
- 2) **District’s 75% Attendance Report** for the current school year (please submit your student information system-generated 75% report. If your SIS will not run a district-wide 75% report, please use our optional PA-45B – 75% Daily Attendance Log available on our ISD website).
- 3) **If applicable, your district’s signed compliance statement for counting days/hours of:**
 - a. Qualifying Professional Development under Sec. 101(10) - [PA-QPD Annual Certification](#)
 - b. Virtual Instruction under Sec. 21f(14) – [PA-21f\(14\) Annual Certification](#)

EEM D/CH Quick Entry Guide

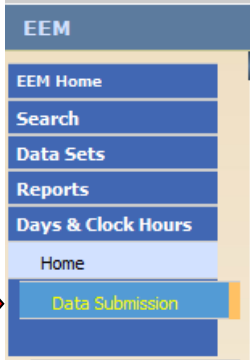
For Districts Who “Fell Short” of Minimum Days, Hours, or Attendance Requirements

This guide will help you avoid common reporting errors.

- Certification due 7/15, but please complete as soon as possible after last day of school.
- Full EEM D/CH User Guide at: https://www.michigan.gov/documents/cepi/DCH_User_Guide_393617_7.pdf

Home Page

After securely logging in to EEM, select “Days & Clock Hours” and then “Data Submission” from menu on the left.



Step 1: Start Page

Select the correct collection year and district name, then **click “Fell Short,”** to indicate one or more schools did not meet their minimum days OR clock hours, OR your district did not meet its 75% attendance requirement for 180 school days.

[Home](#) > Start Page

Step 1: Start Page

Select the collection (academic year) and district which you wish to access.

Collection: 2024-25 Days, Hours, and Attendance Reporting ▾

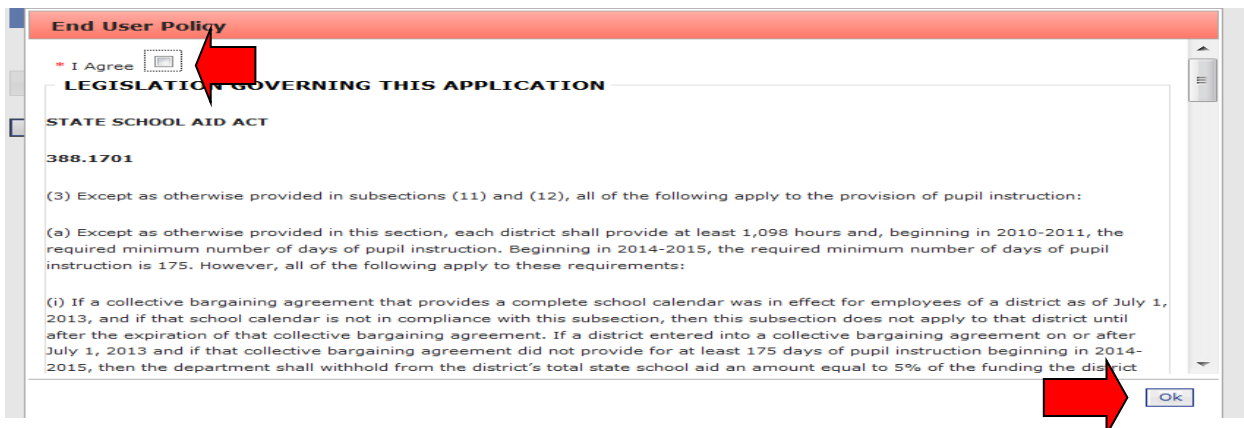
District: Allendale Public Schools (70040) ▾

Legislation Governing This Application

If the district fell short of the days, hours, or attendance requirement for the current school year, click "Fell Short" to provide more detail and certify your report. **Fell Short**

If the district satisfied the days, hours, and attendance requirements for the current school year, click "Satisfied" to be taken to the report certification module. **Satisfied**

NOTE: Complete annual acknowledgement. Click “I Agree,” then “Ok.” (only required 1st time you access each year)



Step 2: Calendar – Building Entry

Home > Start Page > Calendar

Step 2: Calendar Ottawa Area ISD (70000)

The Calendar Page is used to document the number of days and hours originally scheduled for the district. Calendars can be established district-wide, by the building, or by building.

Please note this year's minimum requirements based on your district:
 Minimum Days: 180
 Minimum Hours: 1098.00

5 days (or equivalent hours) required (this question is about compliance with MCL380.1527 and is separate from whether your district claimed any QPD.

* Total Days of Professional Development Provided to All Teachers

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for the counting of up to 38 hours of qualifying instructional hour requirement. Yes No

Both default to "No." If "Yes," detailed entry on CBA is required

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for fewer instructional days that is required for the current school year under Section 101. Yes No

* I use a district wide Calendar Yes No

EEM will default to "No." If you do use a district-wide calendar, select "Yes."

Building	Days	Hours
Career	<input type="text"/> <input checked="" type="radio"/>	<input type="text"/>
Elliott	<input type="text"/> <input checked="" type="radio"/>	<input type="text"/>
Felch	<input type="text"/> <input checked="" type="radio"/>	<input type="text"/>
OAISD	<input type="text"/> <input checked="" type="radio"/>	<input type="text"/>

If all grades within this building operate on the same calendar and bell schedule, enter days and hours values here on this screen.

If all grades in building do not operate on same calendar and bell schedule, click on magnifying glass icon to enter days and hours for each grade separately.

Use "X" icon to indicate buildings where no days and hours are being reported because FTE is not claimed at that building (e.g., Preschool, Adult Ed, or other non-instructional building)

Step 2a: Calendar – Grade Level Entry

When magnifying glass selected for grade level entry, this screen appears:

Grade	Days	Hours
a.m. K	X	X
p.m. K	X	X
Full Day K	159	977.10

Common Error: D/CH is expecting days/hours to be entered for all grades with the blue "schoolhouse" (indicator of active grades in building) If AM or PM Kindergarten (or other grade w/ blue schoolhouse) is not applicable to a building, click the black "X" next to the inapplicable grade level(s) or a warning will persist in Step 5.

QPD oddity – You must add any "days" of QPD claimed into the baseline days entered in Step 2a. In contrast, QPD Hours are entered in Step 5a.

- **ISD Programs:** It is not necessary to enter and certify days/hours for tech center cohorts in EEM DCH.
- **ECSE Programs:** ECSE Rule 54 programs, use "Spec Ed EC" line for ECSE-AM, then "Other" line for ECSE-PM. ECSE Rule 55/62 home/community programs do not have required days, only required hours, so report these programs in the "Comments" section in the following order with a comma between values (QPD hours do not apply to Rule 55/62):
 - **Original Scheduled Hours, Canceled Hours, Rescheduled Hours, Forgiven Hours, Final Total Hours**

Step 3: Events

Home Start Page Calendar Events

Step 3: Events Ottawa Area ISD (70000)
The Events Page is used to document days when scheduled instruction was canceled entire day.

Create New Event Continue To Attendance Back Go To Audit

Date Canceled	Buildings/District	Cancel Type & Cancel Reason	Hours by Grade Canceled (Rescheduled)
1/29/2015	Sheldon Pines School (07294)	a - Entire day was canceled Weather	All-6.24 ()
1/29/2015	Ottawa Area Center (01054)	a - Entire day was canceled Weather	Spec Ed EC-2.00 () Full Day K-6.38 () 1st-6.38 () 2nd-6.38 () 3rd-6.38 () 4th-6.38 () 5th-6.38 () 6th-6.38 () 7th-6.38 () 8th-6.38 () 9th-6.38 () 10th-6.38 () 11th-6.38 () 12th-6.38 ()

Details Delete

NOTE: If a canceled event was a full-day cancellation for some schools, but only hours canceled at others, you will report the event separately for those buildings where the Cancel Type was full-day vs those where only hours were canceled (see next screenshot).

This is how canceled events will appear once created in Step 3a.

Step 3a: Create Canceled Event

Home Start Page Calendar Events Create Event

Step 3a: Create Event Ottawa Area ISD (70000)
Create an event by completing the appropriate fields below.

Category: All

Sheldon Pines School (07294)
Ottawa Area Center (01054)
Juvenile Services Center (09640)
Careerline Tech Center (06644)
OAISD Community Based Early Childhood (09727)

* Date Canceled
Cancel Type: a - Entire day was canceled
Cancel Reason: Weather

Hours
All Multi

Grade	Canceled	Rescheduled
a.m. K		
p.m. K		
Full Day K		

Highlight the buildings affected by the canceled event and use > to select highlighted buildings, or use >> to select all buildings

Enter Date Canceled, Cancel Type (a, b, or c), and Cancel Reason (Weather, Infrastructure, Health, Other)

For Hours Entry, leave "Multi" selected and enter the canceled hours for each affected grade. Please do not select the "All" option.

If hours were rescheduled (added to your original bell schedule) to meet state minimum hours, enter the rescheduled hours here. NOTE: rescheduled days must be entered in Step 5.

Step 4: Attendance

Home Start Page Calendar Events Attendance

Step 4: Attendance Ottawa Area ISD (70000)
The Attendance Page is used to document days when enrolled attendance fell below 75% for those pupils who were scheduled for instruction on that day district-wide.

Create New Continue Back Go To Audit

Date Below 75%	Number of Pupils Scheduled	Number of Pupils Present	Percent in Attendance
No data present			

Create New Continue Back Go To Audit

Report detail for each day district-wide attendance fell below 75%. If no days fell below 75%, click "Continue."

Step 5: Summary

Home Start Page Calendar Events Attendance Summaries

Step 5: Summary Ottawa Area ISD (70000)
The Summaries Page serves as a mechanism to warn users of potential data entry errors, and a place to edit waiver statuses, and a detailed accounting of day and hour information.

Continue To Certification Back Go To Audit

Building	Waiver	Edit
Careerline Tech Center (06644)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
Juvenile Services Center (09640)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
OAISD Community Based Early Childhood (09727)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit

Indicate for each building if an MDE-approved waiver of min. days/hours exists.

Use "Edit" button to access each building for Step 5a data entry.

Step 5a: Summary Detail

Grade	Number Of Original Hours	Total Hours Canceled	Total Hours Rescheduled	Hours Forgiven	Total PD Hours	Total Hours
Spec Ed EC		0.00	0.00	0	0	0
a.m. K		0.00	0.00	0	0	0
p.m. K		0.00	0.00	0	0	0
Full Day K	1137.37	48.25	0.00	0	0	1089.12
Alt Ed		0.00	0.00	0	0	0
1st	1137.37	55.00	3.00	0	0	1085.37
2nd	1137.37	55.00	3.00	0	0	1085.37

Hours section - For each grade, enter:

- Forgiven Hours
- QPD Hours (if applicable)

Grade	Number Of Original Days	Total Days Canceled	Total Days Rescheduled	Days Forgiven	Total Days
Spec Ed EC		0	0	0	0
a.m. K		0	0	0	0
p.m. K		0	0	0	0
Full Day K	176	7	0	0	169
Alt Ed		0	0	0	0
1st	176	8	0	0	168
2nd	176	8	0	0	168

Days section - For each grade, enter:

- Canceled Days
- Rescheduled Days
- Forgiven Days

NOTE: QPD days were entered in Step 2a.

IMPORTANT: Don't forget to hit "Save" before exiting the 5a Summary Detail screen!

Home Start Page Calendar Events Attendance Summaries

Step 5: Summary Ottawa Area ISD (70000)
The Summaries Page serves as a mechanism to warn users of potential data entry errors, and a place to edit waiver statuses, and a detailed accounting of day and hour information.

Continue To Certification Back Go To Audit

Building	Waiver	Edit
Careerline Tech Center (06644)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	
Juvenile Services Center (09640)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	
OAISD Community Based Early Childhood (09727)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	
Ottawa Area Center (01054)	Warnings Present <input checked="" type="radio"/> No <input type="radio"/> Yes	
Sheldon Pines School (07294)	Warnings Present <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit

Warnings Present Indicator

If warnings still persist after "Summary Detail" and "Waivers" data entry, must review/resolve.

Common Error: It is possible to certify with warning if district has verified all data entered is correct - this can occur with the forgiven hours calculation if (regular daily schedule x 6) formula is used instead of ((total hours/total days) x 6). In this instance, it is okay to ignore warning.

When done, click "Continue to Certification" as shown in upper left.

Step 6: Certification

Home Start Page Calendar Events Attendance Summaries Certification

Step 6: Data Certification Ottawa Area ISD (70000)
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Ottawa Area ISD (70000)

Certifications

No certifications Change Certifications

Select "Change Certifications" even if this is the first time you are certifying.

This pop-up window will appear:

Modify Certifications

Please select an action

Click "Certify"

Certify Cancel

Once certified, a "De-Certify" button will become available and can be used if an error is discovered after certification.

Audit Trail/Optional Comments Section

In Step 5, the following menu is available at both the top and bottom of the page:

Continue To Certification Back Go To Audit

If you click the "Go To Audit" button, an audit trail will appear showing all activity related to the D/CH submission (creation, certification, comments, etc.) and displays the date/time of the action and the user who performed the action. **To add a comment, click the "Add Item" button, then enter comment and click "Add" to save. *Comments are optional, unless needed to report hours detail for a home/community ECSE program (see note at the bottom of page 4).***

Ottawa Area ISD (70000)

Add Item Back

+ Comment - 6/17/2025 10:02:12 AM - Emilv Taylor (3569)

+ SubmissionCreate - 6/16/20...

Add Item Back

Add Item

Comment:

Add Cancel

Final Step: Email Auditor

At time of EEM DCH certification, email to auditor:

- 1) Completed **PA-EOY Days, Hours, & Attendance Tracking Form, and**
- 2) **District's 75% Attendance Report** (system-generated). If your SIS will not run a district-wide 75% report, please use our optional PA-45B – 75% Daily Attendance Log available on our ISD website).
- 3) **If applicable, your district's signed compliance statement for counting days/hours of:**
 - a. Qualifying Professional Development under Sec. 101(10) - [PA-QPD Annual Certification](#)
 - b. Virtual Instruction under Sec. 21f(14) – [PA-21f\(14\) Annual Certification](#)