

SM-4325 Rev. 6/09
AUTHORITY: Act 302, PA 1921
COMPLETION: Required.

Michigan Department of Education
Bureau Of School Finance & School Law
P.O. Box 30008, Lansing, Michigan 48909

Direct questions to: (517) 373-1833

NONPUBLIC SCHOOL MEMBERSHIP REPORT AS OF September 2009

Forward a copy to your central nonpublic office as requested.

<u>FISCAL</u> <u>AGENT</u>	Legal Name of Nonpublic School		District Code	Building Code
	Name of Authorized School Administrator		Telephone	
	Title of Authorized School Administrator		Fax	
	Mailing Address of School			
	City	Zip Code	Email Address	

School Name:	
Physical Address:	
City:	

SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2009

- 1. Of the students reported, how many are certified as special education students? _____
- 2. Of the students in grades 1-12, how many are in attendance part-time? (Part-time: Those students carrying less than a full-time number of credits.) _____
- 3. Enter total membership by grade, as of September 2009. For students in non-graded programs, consider their grade to be the number of years in school beyond kindergarten.

<u>Grade</u>	<u>Student Count</u>
Pre-K	_____
K	_____
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
Total	_____

Enter the physical address of the school building (no PO Box):
School Name:
Address:
City:

SECTION 2: TEACHER QUALIFICATIONS

1. Criminal History Checks

The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a "listed offense" misdemeanor. (MCL 380.1230 – 380.1230h, MCL 380.1535a and MCL 380.1539b)

Yes No

2. Does your school claim an objection to teacher certification based upon a sincerely held religious belief?

Yes No

If you stated "Yes", you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in People v DeJonge and **you do not need to complete the rest of Section 2** regarding teacher qualifications.

3. Do all teachers have State of Michigan certificates or permits?

Yes No

4. Please Provide:

Total Number of Teachers

Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.

Number of Teachers With a Michigan Teaching Certificate

Number of Teachers With a Michigan Teaching Permit

Of Those Teachers WITHOUT Michigan Certificates or Permits:

Number with Less than a High School Diploma

Number with HS Diploma but Less than a Bachelor's Degree

Number with Bachelor's Degree

Number with Teaching Certificates from Other States

5. If there are teachers with Less than a High School Diploma or with HS Diploma but Less than a Bachelor's Degree, do ANY of these teachers teach grades or subjects NOT on this list: Pre-K, K, nonessential classes, religion?

Yes No No Teachers

If Yes, you do not meet reporting requirements. Educators teaching grades 1 – 12 core/essential classes must hold at least a Bachelor's Degree.

SECTION 3: COURSE OF STUDY

ALL LEVELS (All 4 subjects must be checked to meet reporting requirements.)

- English, Reading
- Mathematics
- Social Studies
- Science

JR./SR. HIGH (If students are in grades 10, 11, or 12, all three must be checked to meet reporting requirements.)

- The Constitution of the United States
- The Constitution of the State of Michigan
- The history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

OPTIONAL INFORMATION

Section 4: Time (Optional Information)

1. Number of hours per week instruction is given (whole number)(typically 20 – 40 hours) _____
2. Number of days instruction will be given during the year (whole number) (typically 170 – 185 days) _____

Section 5: Instructional Personnel (Optional Information)

<u>PERSONNEL</u>	<u>PRE-K</u>	<u>GRADES K-8</u>	<u>GRADES 9-12</u>
Teachers (Full-Time Equivalency)	_____	_____	_____
Principals (Full-Time Equivalency)	_____	_____	_____
Other Instructional (Full-Time Equivalency)	_____	_____	_____
Total	_____	_____	_____

Section 6: Needy* Children In This School (Optional Information)

What is the total number of needy children in this School? _____

*The number of needy children may be determined by your best estimate or actual survey of parents of students in your school whose income falls within the “Family Income Guidelines” indicated below.

FAMILY INCOME GUIDELINES: FISCAL YEAR 2009-2010

FAMILY MEMBERS*	FAMILY INCOME	FAMILY MEMBERS*	FAMILY INCOME
1	\$20,036	5	\$47,712
2	\$26,955	6	\$54,631
3	\$33,874	7	\$61,550
4	\$40,793	8	\$68,469
*Each additional family member: add \$6,919.			

NOTE: Failure to respond to the number of needy children eliminates the school from NDSL cancellation consideration.