SUPPLEMENTAL SERVICES OF THE STATE DEPARTMENT OF PUBLIC INSTRUCTION MICHIGAN

Thesis for the Degree of M. A.

MICHIGAN STATE UNIVERSITY

John J. Harris

1959

SUPPLEMENTAL SERVICES

OF THE

STATE DEPARTMENT OF PUBLIC INSTRUCTION

MICHIGAN

By

John J. Harris

AN ABSTRACT

Submitted to the College of Education
Michigan State University of Agriculture and
Applied Science in partial fulfillment of
the requirements for the degree of

MASTER OF ARTS

Department of Teacher Education

1959

Approved by _____

ABSTRACT

The primary purpose of this study was to define, classify and analyze the major supplemental services in which the Michigan State Department of Public Instruction is involved.

The study required numerous interviews with State Department of Public Instruction personnel and other qualified observers to determine the supplemental services that are of major significance.

Another phase of the study was the collection of all forms, directives, and printed procedures pertaining to these major services. For each of these major services, background information was prepared.

The validity of the source materials and of the interpretation for each major service was verified by Michigan State Department of Public Instruction personnel in charge of the respective services.

The study covers ten major supplemental services, each separately organized as a book. Each book contains all the available forms, directives, and information with a separate table of contents. The ten books constitute a reference shelf.

SUPPLEMENTAL SERVICES

OF THE

STATE DEPARTMENT OF PUBLIC INSTRUCTION

MICHIGAN

By

John J. Harris

A THESIS

Submitted to the College of Education
Michigan State University of Agriculture and
Applied Science in partial fulfillment of
the requirements for the degree of

MASTER OF ARTS

Department of Teacher Education

1959

PREFACE

This project is an effort to analyze some of the major supplemental services provided by the State Department of Public Instruction. It is not a complete list, but it covers those services that have had a long continuous experience and very likely will continue. Changes will occur, but it is hoped this basic information will be a source of reference.

****

ACKNOWLEDGMENTS

Information and material were drawn from a number of sources.

Appreciation is expressed to the following:
Dr. Larry Borosage, professor, Michigan State University, for guidance throughout the entire study.

Dr. Fred Vescolani, assistant professor, Michigan State University, for guidance and aid in devising the original format.

Dr. Edgar Grimm, deputy superintendent, State Department of Public Instruction, for assistance in determining the services included in the study.

Appreciation also is expressed to the following staff member of the State Department of Public Instruction:

Wilfred Clapp, assistant superintendent, School Organization and Plant; James Borough, consultant, Finance and Child Accounting; Arthur Hansen, consultant, Trade and Industrial Education; Earl Miller, consultant, Veterans' Vocational Training; Eugene Richardson, consultant, Higher Education and Certification; George Schutt, consultant, School Organization and Transportation; Norman Teller, chief, School Lunch Program; and Malcolm Whale, consultant, Driver Education, for their great help in assembling forms and communications. In addition, they reviewed sections pertaining to their assignments and confirmed the validity of content.

PURPOSE OF PROJECT

The reason for selecting this project to satisfy the requirements for the master's degree was a realization of the need for a "pulling together" of all the information, forms, printed procedures, directives, and miscellaneous information pertaining to the many supplemental or auxiliary services which the Michigan State Department of Public Instruction provides, both at the state and local level.

It has been compiled as a ready reference to assist the administrative staff of the State Department of Public Instruction. It was further designed as an aid in the teacher training programs of the many institutions throughout the state. This is especially true for institutions offering courses in the preparation of school administrators and for in-service education.

DEFINITIONS

The supplemental services covered in this study are those in which there is a direct relationship between the State Department of Public Instruction and the local public school. The service also may be a cooperative relationship which involves institutions of higher learning. An example of this is the "school bus driver training program." These services are not the usual instructional processes, such as the teaching of reading, writing and arithmetic, but those which facilitate the school program, some voluntary on the part of the local district and others legally required. Thurston and Roe state:

> A study of the organizational structure of the forty-eight (continental) state departments of education shows that these auxiliary or facilitating services cover a wide range of activities. If one omits instructional services and those of a broad and interdepartmental nature such as public relations and research, and if the areas of school finance, personnel and school plant are also omitted because they have been treated rather extensively in previous chapters, one still may observe a great variety of facilitating services within state departments of education.
>
> In 1955 thirty-eight separate facilitating services to schools were observed in studying the structural organizations of state departments of education throughout the United States. These services ranged all the way from the commonly known school lunch and school transportation services to the handling of public museums within the state which was a definite area of service provided by four of our state departments of education.
>
> If one studies this wide range of activities and attempts to relate them to education at the local level, the auxiliary services that logically became major concerns in state departments of education as facilitating services to local education are: transportation, school lunch, organization of local school systems, child accounting, and textbooks.[1]

---

[1]Lee M. Thurston, and Wm. H. Roe, "State School Administration." (New York: Harper & Brothers, 1957), p. 242.

SCOPE OF STUDY

In determining the method of compiling this information, a decision was necessary between a few well developed and detailed sections as compared with a listing of all the supplemental services with only basic information contained in each section.

Following preliminary developments on a few of the earlier sections, it was decided that the latter method would be more acceptable for this study. All the supplemental types of service are organized as books, with such book including available forms, directives, printed procedures and necessary written information. It is hoped that others who may be interested will develop, through research and study, sections that appeal to them and this way add to the usefulness of the project.

Auxiliary or supplemental services include all the planning and administering of a rapidly expanding series of activities that are essential to the improvement and facilitating of the instructional process and to a total program of community education. The major services having essential value in the total instructional program are analyzed here. They are:

1. Child Accounting
2. Driver Education
3. Private Trade, Business or Correspondence Schools
4. School Bus Transportation
5. School Lunch Program
6. Work Permits (Employment of Minors)
7. Veterans Training
8. Teacher Certification
9. School Building Planning
10. School Bond Loans

METHOD USED IN THIS STUDY

The format for this project was developed in earlier courses at Michigan State University in cooperation with staff members from the State Department of Public Instruction, and later with the advice and counsel of other interested educational leaders.

For quick reference and convenience of use, the ten sections are organized as "books." Each book is a separate entity. The ten books comprise a reference shelf of supplemental services.

Staff members of the Department of Public Instruction were apprised of the project. Representatives of the various divisions provided pertinent information in the areas of their responsibility. In addition, they collected the necessary instructions and forms which are included in each book.

Each book was evaluated by staff members in the State Department of Public Instruction who are responsible for the services described in that section.

Other references were reviewed by the author, and information was added to the section for further background.

References:

Council of Chief State School Officers, The State Department of Education. Washington: The Council of CSSO, 1953.

Moehlman, Arthur B., School Administration. Boston: Houghton Mifflin Co., 1951.

Thurston, Lee M., and Roe, William H., State School Administration. New York: Harper and Brothers, 1957.

Linn, Henry H., School Business Administration. New York: The Ronald Press Co., 1956.

United States Office of Education, The State and Education. Misc., No. 23. Washington: United States Government Printing Office, 1955.

United States Office of Education, The Functions of State Departments of Education. Misc. No. 12. Washington: United States Government Printing Office, 1950.

United States Office of Education, The Personnel of State Department of Education. Misc. No. 16. Washington: United States Government Printing Office, 1952.

United States Office of Education, The State and Nonpublic Schools. Misc. No. 28. Washington: United States Government Printing Office, 1958.

TABLE OF CONTENTS

Book I

Child Accounting

Book I

Contents

1. State Responsibility

Child accounting as a state responsibility is to supervise the enforcement of compulsory attendance statutes by local districts, to render consultive assistance to these districts in determining how well these laws operate, to evaluate the manner in which the complete education program authorized in a mandatory or permissive form is working, and to make periodic reports to the state legislature as well as interested groups of lay citizens and cooperating agencies. It is a means of measuring services in light of legislative intent and also to ensure that all children are extended their equal educational privileges and rights, regardless of race, age, religion, geographic location or their physical, social or economic condition.

2. Development

In 1924 Michigan developed a child accounting plan which was accepted by the state superintendent of public instruction as the official procedure. Because of certain limitations, such as inadequate finance and reporting limitations, this original plan has been considerably modified in practice.

The emphasis in Michigan on accounting is the school census principally because the individual count is the base for distribution of state aid funds. The membership count, record keeping, and attendance procedures are uniform since membership count again is used for state aid computations. The relationship between the state and the local school district is both supervisory and advisory, with the local district being held accountable for all child accounting activities.

3. Defining Membership

a. State Law. In the special session of the state legislature in 1948 certain amendments were passed, modifying the rules and regulations as set up in 1944. In keeping with his responsibility the state superintendent in 1948 established the rules and regulations for computing membership under the Michigan child accounting system.

b. Department Regulations for Full-Time Membership. Ages 5-21. All pupils to be counted in membership shall have been at least 5 years of age December 1, upon evidence of age presented to the school, preferably a birth certificate, and under 21 years of age as of September 1 of the current school year.

1. Exceptions:

(a) Veterans. Any former member of the armed services in attendance in the public schools, the cost of whose instruction is not paid by other state funds or by the federal government, shall be counted in membership regardless of age.

(b) Handicapped. Handicapped children enrolled under the provisions of law governing the education of the physically handicapped, may be counted in membership for the ages from birth to 25 years of age as of September 1 of the current school year if served by special education program as approved by the state superintendent of public instruction.

2. Federally Owned Areas. Any child whose parents or guardians live on land in this state over which the federal government has taken exclusive jurisdiction may be included in membership by the school district which he or she attends and be considered a tuition pupil.

3. Elementary Pupils. Elementary pupils are defined as pupils in school membership in grades from the kindergarten to the eighth grade, inclusive, in districts not maintaining classes above the eighth grade and in grades from the kindergarten to the sixth grade, inclusive in districts maintaining classes above the eighth grade.

4. High School Pupils. High school pupils are defined as pupils in school membership in grades 7 to 12, inclusive, except in districts not maintaining grades above the eighth.

5. Kindergarten Pupils. All kindergarten pupils shall be counted in full membership whether they are in school a full day or less than a full day. It is not permissible to operate kindergarten every other day or every other week and count the pupils in full membership.

7. Pupils Under Shortened School Day Programs. Pupils enrolled in regular grades who are temporarily attending less than a full day but carrying a full program shall be counted in full-time membership.

8. Cooperative Training. Those students on cooperative[2] or like programs, who attend school half-time and work half-time are to be considered full-time students for membership purposes. If the school work schedule of a cooperative student takes less than full time and if credit toward graduation is not given, then his membership is to be prorated the same as membership of those on the apprentice and on-the-job training programs. If credit toward graduation is given, then the student is to be considered for membership purposes the same as a part-time evening school student.

9. Definition of Official Initial Registration and Enrollment

a. The period of official initial registration shall be that period from the beginning of the school year until the fourth Friday following Labor Day. The membership on this day shall be registrations plus other receipts minus losses, and it shall be the official membership of the school. Attendance

---

[2]The Community Is Your Classroom, Bulletin No. 238, published by the State Department of Public Instruction.

shall be kept from the day a student starts school and as long as he or she remains in school.

b. Enrollment shall be defined as the personal appearance of a child at school on or after the first day of the school year and indication that he or she expects to attend the said school.

10. Computing Public School (full-time Membership

Full-time membership is found by adding to the registration all receipts by transfer and returns, and subtracting all losses.

Each school district is required to have a total of 180 membership days in each school year.

11. Days of Membership

A membership day is to be counted for each day that school is actually in session and in addition, for each of those days when school is closed for legal school holidays, county and state teachers institutes, and for causes not within the control of local authorities, such as snow storms or sleet storms, excessive heat, epidemics (if substantiated by a statement from the county or city health authorities that epidemic conditions necessitate closing), or fire.

All days in session. A day in session shall be considered a day when pupils and teachers are scheduled to be present. If at least 60% of the pupils in a school district are in session on a particular day, that day may be counted in school membership.

Additional days to be counted in membership if they fall within the school term but not on Saturday or Sunday are:

a. A legal holiday may be counted in membership if school is in session the school day before or the school day following the holiday in the week in which the holiday falls. This will include the following days: Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day.

b. County Institute - one day.

c. State Teachers' Institute - two days.

d. Other closings caused by conditions or causes not within the control of the school authorities, such as severe snow storms, fires, epidemics, or other health conditions as defined by the city or county health authorities.

Days lost because of the above reasons may be considered as days in membership on child accounting forms, and the days may be counted toward meeting the minimum year requirements.

Examples of types of days which may not be counted in membership are:

a. Business, Industry and Education Day, unless it is declared the County Institute of the year.

b. Days dismissed for county fair or 4-H fair.

c. Pre-school conferences and workshops, except when they coincide with County Institutes.

d. Days devoted to checking of records, etc., without children in attendance.

e. Christmas vacations.

f. Spring vacation, Good Friday.

g. Friday after Thanksgiving.

h. Career day for seniors - if school is not in session.

12. Membership for State Aid Purposes

Average membership for the year will no longer be used as the basis of state aid. Instead the basis of distribution shall be the aggregate of the number of pupils on the rolls as of the fourth Friday following Labor Day. This membership is found by combining full-time and pro-rated part-time membership as of the above day. Note: See section on forms, page 10.

13. Removal of Pupils from Membership

In order that a uniform interpretation of the problem of removing pupils from membership during the school year shall be made by all school districts, the following occasions for removal shall be observed:

a. When the pupil withdraws to transfer to another district.

b. When the pupil is attending another public school outside the district or a non-public school.

c. When the pupil withdraws on a work or non-attendance permit.

d. When a pupil having completed the graduation requirements withdraws from school.

e. When a pupil below or above compulsory school age withdraws from school.

f. When the pupil dies.

g. When the pupil is committed to a reformatory, an institution, or is detained pending such commitment.

h. When the pupil is absent for more than ten consecutive school days and the reasons for absence cannot be determined, the pupil shall be removed from membership at the end of the tenth day.

i. When the reason for absence is known, such as prolonged illness, and is other than reasons previously illustrated, the pupil shall be removed from membership if he has not returned by the end of the thirtieth day. The following regulations shall be observed:

1. The school shall keep informed as to the reasons for the absence during this period of thirty consecutive school days, and shall require attendance of the pupil when the reason for the absence ceases.

2. When a pupil is necessarily detained at home because of physical disability but a regular program of teaching is provided by the school through a teacher of the home bound, the pupil may be counted in full-time membership.

3. Any school district serving home bound or hospitalized pupils for a minimum of two 45 minute periods per week and employing for this purpose a teacher with a valid Michigan teachers' certificate (preferably with a bachelor degree) may count non-resident pupils on its membership as well as resident. This may be done even though their program is not approved for special education reimbursement, provided the non-resident student is not counted in membership in the district in which he resides.

4. Any school district operating special education programs approved for reimbursement by the state superintendent of public instruction for the education of physically handicapped children may count both resident and non-resident pupils served by this program on its membership.

14. <u>Pupils Excluded from Membership</u>

a. Community college students shall not be included in school membership.

b. County normal students shall not be included in school membership.

c. Pupils attending schools less than full time are to be excluded from full-time membership, namely:

1. Part-time post graduate pupils - A pupil who has completed a regular high school course (and has received his or her diploma) but returns to the high school to take extra or additional work.

2. Non-public school pupils attending public school classes and non-resident students in part-time membership.

3. Continuation school pupils (none now exist).

4. Evening school pupils.

5. Part-time apprentice training pupils.

6. Practical nursing enrollees
(Note: See 3-c, which applies to reimbursement formula).

c. Department Regulations for Part Time Membership

1. Credit Courses.[3] Part-time membership for Post Graduate, Non-public, Non-resident (part-time) and Evening School Pupils.

a. The basis for prorating part-time school membership is the relationship to full-time membership in terms of units of credits allowed for the courses taken.

In prorating part-time school membership, the standards established by the North Central Association of Colleges and Secondary Schools have been adopted. A three-year senior high school requires a minimum of twelve units of credit for graduation. Four-year high schools require a minimum of sixteen units of credit for graduation. This means that a full-time student receives a minimum of four units of credit per year.

b. The pupil will be counted in membership as defined in Part I, from the date of the beginning of the part-time work and will continue in membership until the pupil leaves the work for some reason or until the course has been completed. The number of pupils on the rolls as of the fourth Friday following Labor Day shall be prorated to full-time membership.

c. No part-time pupil will be given greater credit in membership days than a regular full-time pupil.

d. Only pupils under 21 years of age on September 1 of the school year may be counted in either part-time or regular membership except former members of the armed services and the physically handicapped (as defined in Part I of these regulations).

e. Part-time elementary school pupils are to be prorated on the number of hours spent in class each week as the numerator and 30 as the denominator.

f. Pupils enrolled in this program must be doing work for credit toward high school graduation. No pupils in adult education programs who are counted for reimbursement from adult education funds may be counted as part-time students.

g. The use of the part-time membership card is compulsory.

---

[3]Bulletin No. 1005, revised. State Department of Public Instruction.

2. Non-Credit Courses.[4] Part-time membership for Continuation, Apprenticeship, and On-the-Job Training Pupils.

a. The prorating factor for continuations, apprenticeship training programs or part-time pupils in schools that are operating under Chapter 23, Part II of the School Code, shall be the fractional part of the total number of pupils enrolled in these programs as of the fourth Friday following Labor Day.

b. The pupil will be counted in membership (as defined in Part I) from the date of the beginning of the part-time work and will continue in membership until the pupil leaves the work for some reason or until the course has been completed.

c. No part-time pupil will be given greater credit in membership than a regular full-time student. In order to be considered a part-time student under these two programs, it is necessary that a student be in related instruction classes. This instruction must meet the minimum requirements as established by the Vocatinnal Education Division of the Department of Public Instruction.

d. Only pupils under 21 years of age on September 1 of the school year may be counted in either part-time or regular membership, except former members of the armed services and the physically handicapped.

e. The prorating factor will be to allow (2/5) or (.4) membership for each student enrolled on these programs.

f. In order to be counted under this program, a student must be taking a course which has related instruction in class.

3. Practical Nursing Courses[4]

a. The prorating factor for pupils taking the practical nursing program shall be the fractional part of the total number enrolled both in the foundation period and the affiliation period, as of the fourth Friday following Labor Day.

b. The prorating factor will be (1/2) or (.5) membership for each student enrolled in this program.

---

[4]Ibid.

Offical Forms and Communications

A. Membership Report Form D.

B. Instructions for Completing Annual Statistical and Financial Report Form A & B.

C. Annual Statistical and Financial Report.

D. Definition and Terms for Community College Supplement to Annual Report.

E. Instructions for Completion for Form S A & S B (community college) Financial and Statistical Report.

F. Annual Report Supplement S A & S B.

G. Activity Fund Accounting for Michigan School Districts.

H. Part-time Membership Record Card. (CA - 28).

I. Enrolled House Bill No. 371. Act No. 312, P.A. 1957. Act No. 312 was amended by Act No. 22 of the P.A. 1958 to become the State Aid Act for 1958-59.

J. State Aid Act 1958-59.

Form D
9-58--12M

MEMBERSHIP REPORT 1958-59
AS OF SEPTEMBER 26, 1958

All school districts are required to fill out this report and to send two copies to the county superintendent not later than October 17, 1958. In those districts not employing superintendents of schools, the principal or head teacher should prepare these reports. All copies must be signed and contents sworn to by the secretary of the Board of Education. The copy retained by the county superintendent must be accompanied by the required supporting statements. The county superintendent must forward the other copy to the Department of Public Instruction on or before November 1, 1958, including a report for each closed district.

District No. _____ Township or City of _____ County of _____

Distinctive Name of School _____ Mailing Address _____

A. Check Grade Range Operating This Year

1. Less than K-6	_____	5. K-9	_____
2. K-6	_____	6. K-10	_____
3. K-7	_____	7. K-11	_____
4. K-8	_____	8. K-12	_____
		9. Closed	_____

	ELEMENTARY	SECONDARY
B. Full Time Memberships a-Elementary. Enter number shown on Official enrollment form and form CA-10-Y1 or CA-107 as of 9-26-58. Districts having no grades above eight list all in elementary, all others list grades K-6.	_____	XXXXXXXXX
b-Secondary. Enter number shown on Official enrollment form and form CA-10-Y1 or CA-107 as of 9-26-58. Grades (7-12) provided grades are operated above the eight grade.	XXXXXXXXXX	_____
Part-Time Membership a-Elementary. Total prorated membership as shown on D-1	_____	XXXXXXXXX
b-Secondary. Total prorated membership as shown on D-1	XXXXXXXXXX	_____
TOTAL MEMBERSHIP		

C. Total number of **Nonresident** pupils included in above totals — ELEM. _____ SEC. _____

D. Total number of **Resident** pupils sent to other districts — ELEM. _____ SEC. _____

E. Number of teaching positions - (Count all positions as elementary in schools teaching only first eight grades)

Elementary	Secondary	Total
_____	_____	_____
K-6 or 8	7-12	

F. Number of regular employees, in school district, holding a valid Michigan teachers certificate. (Do not list substitute teachers or part-time employees, but include those with Special Certificates) _____

G. Ratio of total membership on 9-26-58 (Total of B) to number of employees as defined in F. _____ to 1.

H. Total number of full-time teachers in the elementary schools who are teaching under substandard credentials (Specials) - - - - - - - - - - - - _____

I. Total number of full-time teachers in the secondary schools who are teaching under substandard credentials (Specials) - - - - - - - - - - - - _____

J. The number of days school was actually in session during 1957-58 (If less than 180 is shown, check the days for which membership was counted but not attendance) _____

☐ Labor Day ☐ Memorial Day

☐ Thanksgiving Day ☐ County Institute (Max. - 1 day)

☐ State Institute (Max. - 2 days)

Other (Itemize)

Date_____ Reason_____
Date_____ Reason_____
Date_____ Reason_____

Signed _____
Superintendent, Principal, or Teacher

Date_____ 19_____

State of Michigan)
)ss
County of_____)

_____, Secretary, Board of Education of School
Name of Officer

District No. _____ Township or City of_____ County of_____
State of Michigan, being duly sworn, says that, to the best of his knowledge and belief, the membership report for 1958-59 given above and hereby transmitted to the county superintendent and the State Department of Public Instruction, is a true statement of the membership of the school district as of September 26, 1958.

Signed_____

Subscribed and sworn to me this _____ day

of _____1958

Notary_____

My commission expires _____ 19_____

Form No. DS-19
4-59--2500

Instructions for Completing the Annual Statistical and Financial Report Form A & B

Three copies of the A & B Report shall be distributed to each school district by the County Superintendent. Upon completion, one copy should be returned to the County Superintendent. Two copies may be retained by the district. District Boards of Education must file this report with the County Office by July 15, 1959 even though the finance audit is not complete. If the audit reveals any change or correction, this may be handled by letter at a later date.

Most of the items on this report are self explanatory. However, there are areas which need further clarification and the following suggestions should be followed. The Finance Accounting Manual, Bulletin #1022, will be helpful in the preparation of the report.

Do not change any of the columns or item headings. If there are any questions about the placement of items, please consult Bulletin #1022, your County Superintendent or the Department Services Division of the Department of Public Instruction.

STATISTICAL Items requiring special attention:

Item 1b (1) Follow instructions on the report except that if the school is completely closed - write the word "closed" covering the first two spaces;
kg Closed

Item 1b (2) Only districts operating a 12 grade high school should report this information.

Item 2 School Personnel: If a part time person is employed please indicate the fractional amount of time spent; i.e. a principal who teaches 1/2 of the time may be listed as .5 principal. Do not include teachers in this section.

Item 6a. State equalized valuation for 1958.

Item 6b. Item 3 and 6 under this section should be identical with the actual amount of money collected in each fund as shown in the receipts sections of the financial portion of this report.

Note! All tax money collected should be deposited directly into the fund for which it was collected and not put into the general fund and transferred.

FINANCIAL Item requiring special attention:

General Fund Receipts: Be sure that the beginning or July 1 balance is identical with the ending or June 30 balance of the previous year.

Item 221 - should be the actual amount received and should agree with Item 6b3 in the statistical section.

Item 222 - should be the actual amount received and should agree with item 6b6 in the statistical section.

Item 232 - should be the actual amount received during the fiscal year but should not include any advances on the next year's apportionment.

Item 233 - should include only those amounts received in the current year which were advanced on the next year's apportionment.

Item 285 - should include only those amounts of money transferred from the debt retirement fund or the building and site fund and should be balanced with an identical amount in Item 585 or 785 or a combination of the two items.

The sum of the beginning (July 1) balance and all receipts should be identical to the total of all disbursements plus the ending (June 30) balance for the fiscal year.

GENERAL FUND DISBURSEMENTS:

Item 361-1 - should include only the salaries of transportation personnel.

Item 361-2 - should include all other transportation expense with the exception of the purchase of buses and other capital outlay which should be reported in 374.

Item 374 - should include all bus payments, garage equipment and the garage itself if not built with building and site fund money.

Item 385 - should include only those transfers of money to the debt retirement fund or the building and site fund and should be balanced by an identical amount in item 485 or item 685 or a combination of the two items.

BUILDING AND SITE FUNDS:

All tax money specifically collected for building and site purposes should be deposited directly into the building and site fund. It should not be deposited in the general fund and transferred.

This year's beginning balance should be identical with last year's ending balance.

Item 421 - should be the actual amount received and identical to item 6b3 (second column) in the statistical section.

Item 422 - should be the actual amount received and identical to item 6b6 (second column) in the statistical section.

The July 1 balance plus all receipts should equal the June 30 balance plus all disbursements.

Item 450 - should include money obtained through the sale of district bonds which have been authorized by the electorate of the district and approved by the Municipal Finance Commission.

Item 485 - should include that money actually received by transfer from the general fund or the debt retirement fund and should be balanced by an identical amount in item 385, or 785 or a combination of the two.

Item 585 - should include money actually transferred to the general fund or the debt retirement fund and should show a balancing amount in item 285 or 785 or a combination of the two items.

DEBT RETIREMENT FUND:

All tax money collected to retire district bonds should be deposited directly into the debt retirement fund. It should not be put into the general fund and transferred. There may be two or more bond issues involved but for the purpose of this report they should be combined.

The beginning (July 1) balance of the current year should be identical to the ending (June 30) balance of the previous year.

Item 621 - should show the actual amount received and should be the same as item 6b3 (3rd column) in the statistical section.

Item 622 - should show the actual amount received and should be the same as item 6b6 (3rd column) in the statistical section.

Item 685 - should include all money received by transfer from the general fund or building and site fund and should balance with the amount in item 385 or item 585 or a combination of the two.

Item 785 - should include all money transferred to the general fund or the building and site and should balance with the amount in item 285 or 485 or a combination of the two.

Total receipts plus beginning balance should be equal to the total of all disbursements plus ending balance.

CERTIFICATION - PAGE 8, MIDDLE SECTION:

This space is designated for each board member to certify that he has read and is familiar with the report. Certify by signature of each.

SPECIAL REPORT SECTION:

Be sure to include the enrollment and number of teachers in the non-public school or schools within your district, using the regular count date as of the 4th Friday after Labor Day.

SPECIAL NOTE!

If during the fiscal year your district annexed another district, the beginning balance, all receipts and all expenditures for each fund up to the date of annexation should be added, item by item, to the report of your district.

FORM A AND B—1-1-59—7500

ANNUAL STATISTICAL AND FINANCIAL REPORT

For the school year ended June 30, 1959

(This report must be filed with the County Superintendent of Schools not later than July 15, 1959)

Dist. No. or Name.....Township.....County.....

ACT under which district is organized (check): ☐ 1st Class City, ☐ 2nd Class City, ☐ 3rd Class City, ☐ 4th Class District, ☐ Special, ☐ Primary.

PART I
STATISTICAL DATA

1. Child Accounting: (To be reported by County School Superintendent or Superintendent of Schools.)
   a. Number on school census May 31, 1959, 5-19 years, inclusive .....
   b. Attendance in public schools located within district:
      (1) Membership by grades at close of the year: When school is closed in part indicate by X for grades closed. Kg._____, 1_____, 2_____, 3_____, 4_____, 5_____, 6_____, 7_____, 8_____, 9_____, 10_____, 11_____, 12_____, Others_____, ...Total_____
      (2) Number of pupils graduated from Public High Schools operated by the district in 1958-59: Boys ..... Girls .....
      (3) Average daily attendance for the year: (a) Elementary (K-6) or (K-8)..... (b) Secondary (7-12).....
      (4) Number of non-resident pupils on 9-26-58: (a) Elementary (K-6) or (K-8)..... (b) Secondary (7-12).....
      (5) Average number of pupils transported to another district: (a) Elementary (K-6) or (K-8)..... (b) Secondary (7-12).....
      (6) Number of pupils attending Public school in another district: (a) Elementary (K-6) or (K-8)..... (b) Secondary (7-12).....
      (7) Total number of days school was in session in 1958-59 .....
      (8) Total number of days membership was counted in 1958-59 .....
2. School Personnel: Give total number of each type employed by the district: See instructions for further detail:
   a. Superintendents .....
   b. Ass't Supts. or Bus. Mgrs. .....
   c. Elementary Principal .....
   d. Secondary Principal .....
   e. Elementary Superv. and Consultants .....
   f. Secondary Superv. and Consultants .....
   g. Librarians .....
   h. Guidance Personnel .....
   i. Psychologists .....
   j. Attendance Officers .....
   k. Nurses .....
   l. Secretaries and Clerks .....
   m. Maintenance Personnel .....
   n. Plant Operation Personnel .....
   o. Transportation Personnel .....
   p. Other Personnel .....
3. Schools and School Buildings in District:
   a. Number of children on half day session at close of year due to lack of rooms .....

Schools	Elementary	Junior High	Junior-Senior High	Senior High
b. Number of public schools.....				
c. Number of non-public schools.....				

A Junior-Senior high school is a secondary school organized on a Junior-Senior basis and administered as one unit. More than one school may be housed in the same school plant or building as in the case of an Elementary school and a Junior-Senior high school.

   d. Number of new buildings completed during year.....; e. Number of additions completed during year.....
   f. Cost of new construction indicated in lines d and e above: (Report in even dollars)
      (1) Sites.....$_____ (2) Buildings.....$_____ (3) Equipment.....$_____
   g. Estimated value of school properties: (Report in even dollars)
      (1) Land.....$_____ (2) Buildings.....$_____ (3) Equipment.....$_____
   h. Insurance:

COVERAGE	*AMOUNT	TERM	ANNUAL PREMIUM	*AMOUNT OF LOSS SUSTAINED	*AMOUNT OF CLAIM COLLECTED
**Buildings—Fire	$	Yrs.	$	$	$
Contents—Fire					
Tornado					
***Other					
Total					

*Report in even dollars.
**Report buildings and contents under buildings if not kept separately.
***Explain kind of insurance.

4. Total amount of treasurer's bond for current year.....$_____ Cost per year.....$_____

5. District Debts:

Obligations	(1) Bonds outstanding	(2) Certificates of indebtedness	(3) Tax Notes	(4) Other, including Current Bills	(5) Total
a. Debt originating before December 8, 1932*		XXXXXXXXX XXXXXXXXX	XXXXXXXXX XXXXXXXXX	XXXXXXXXX XXXXXXXXX	XXXXXXXXX XXXXXXXXX
b. New debt originating after December 8, 1932**					
c. Total					

*Include debt originating before December 8, 1932 and obligations issued to refund debt originating before December 8, 1932.
**Include new debt originating after December 8, 1932 and obligations issued to refund new debt originating after December 8, 1932.

6. a. State equalized valuation for 1958 (Report in even dollars).....$_____

b. Tax Report

Taxes Levied and Collected	General Fund	Building and Site Fund	Debt Retirement Fund	Total
1. a. Voted increase (mills)				
b. For what years	19____ to 19____	19____ to 19____	19____ to 19____	XXXXXXXXXXX XXXXXXXXXXX
c. Mills actually levied				
2. Amount of tax levied	$	$	$	$
3. Amount of 1958 tax collected				
4. Amount of 1958 tax uncollected				
5. Amount of delinquent tax July 1, 1958				
6. Amount of delinquent tax collected during year				
7. Delinquent tax uncollected (4 + 5 — 6)				
8. Amount charged off or adjusted				
9. Total amount delinquent June 30, 1959 (7-8)				

7. Library:

a. Is Library established by vote of the people?.....

b. Number of volumes added this year_____; c. Total volumes in library._____

8. Are free textbooks furnished to:

a. Indigent children only.....; b. All elementary grades.....

c. All secondary grades.....; d. To none .....

PART II—FINANCIAL REPORT

Part II, Financial Report, is divided into three parts: General fund, Receipts and Expenditures; Building and Site Fund, Receipts and Expenditures; Debt Retirement Fund, Receipts and Expenditures. The General Fund, Receipts and Expenditures are to be filled in by ALL school districts. The Building and Site and Debt Retirement, Receipts and Expenditures, can be omitted unless the district has a Building and Site Fund or Debt Retirement Fund.

200—GENERAL FUND RECEIPTS

210 General Fund Balances on July 1, 1958

Cash Balances:

211 General Operating Fund	$	
212 Primary Fund		
213 State School Aid Fund		
214 Library Fund		
217 Revolving Funds		
219 Other General Fund Balances		

Investments: (Type—Purchase Price)

	$	
Total General Fund Balances on July 1, 1958		$

REVENUE RECEIPTS

220 Revenues from General Property Tax			
221 Current Tax Collections	$		
222 Delinquent Tax Collections			
227 Interest on Delinquent Taxes			
Total General Fund Property Tax Receipts		$	
230 Revenue from Grants			
231 State Primary Fund			
232 State School Aid 1958-1959			
233 State School Aid Advances on 1958-59		X X X X X	
234 Library Fund			
235 Hardship School Aid			
237 Vocational Education			
238 School Land Grants			
239 Other Grants			
240 Revenue from Services			
241 Tuition			
242 Transportation Fees			
250 Other Revenue Receipts			
Total Revenue Receipts			$

NON-REVENUE RECEIPTS

280 Non-Revenue Receipts		
281 Short Term Loans	$	
282 Sale of Property		
283 Collections on Loans to Revolving Funds and Student Activities		
285 Transfers from Building and Site Fund, or Debt Retirement Fund		
287 Revolving Fund Receipts		
289 Other Non-Revenue Receipts		
Total Non-Revenue Receipts		$
GRAND TOTAL OF GENERAL FUND RECEIPTS (the sum of Total Revenue Receipts plus Total Non-Revenue Receipts)		$
Total of 200 Series—Total available funds (Sum of July 1 balances plus total of all receipts)		$

(This amount should be the same as Total of 300 Series—General Fund Disbursements and Balances on June 30, 1959)

300—GENERAL FUND DISBURSEMENTS

310 Administration

311 Salaries of Board of Education	$	
312 Salaries of Superintendent and Assistants		
313 Salaries of Business Administrators		
314 Clerical Salaries		
315 Administrative Supplies and Expenses		
316 Census and Compulsory Attendance		
317 Elections		
319 Other Administrative Expense		
Total Administration disbursements		$

320 Instruction

321 Salaries of Supervisors	$	
322 Salaries of Principals		
323 Salaries of Teachers		
324 Clerical Salaries		
325 Teaching Supplies and Expenses		
326 Tuition Expense		
327 Textbooks		
328 School Library		
329 Other Instruction Expense		
Total Instruction disbursements		$

330 Operation of School Plant

331 Wages	$	
333 Fuel and Utilities		
335 Operating Supplies and Expense		
339 Other Operating Expense		
Total Operation disbursements		$

340 Maintenance of School Plant

341 Maintenance of Grounds	$	
342 Maintenance of Buildings		
343 Maintenance of Furniture and Equipment		
349 Other Maintenance Expense		
Total Maintenance disbursements		$

350 Fixed Charges

351 Rent	$	
352 Insurance		
353 Interest on Short Term Loans		
359 Other		
Total Fixed Charges disbursements		$

360 Auxiliary Services

361 - 1. Transportation Salaries ..... $_____

361 - 2. Other Transportation Expense ..... _____

363 Revolving Fund Deficits ..... _____

364 Health Service ..... _____

365 School Recreational Activities ..... _____

369 Other Auxiliary Expense ..... _____

Total Auxiliary Service disbursements ..... $_____

Total Current (Operating) Expenses (sum of items 311 through 369) ..... $_____

370 Capital Outlay

371 Grounds ..... $_____

372 Buildings ..... _____

373 Furniture and Equipment ..... _____

374 Transportation Equipment ..... _____

379 Other Capital Outlay ..... _____

Total Capital Outlay disbursements ..... $_____

Total Disbursements, 311 through 379 ..... $_____

Reconciliation to cash disbursements:

(This item to be omitted by ALL primary districts. Also by other districts if they report only receipts and expenditures received or paid out in the fiscal year.)

Deduct: Items distributed to current year budget expenditures, for which the cash was disbursed in a prior period, and items unpaid at the close of the fiscal school year.

From inventories ..... $_____

From prepaid budget accounts ..... _____

From unpaid warrants ..... _____ $_____

Total net disbursements ..... $_____

380 Supplemental Disbursements

381 Short Term Loans ..... $_____

383 Loans to Revolving Funds ..... _____

385 Transfers to Building and Site Fund, or Debt Retirement Fund ..... _____

387 Revolving Fund Disbursements ..... _____

388 Community Services ..... _____

389 Other Supplemental Disbursements ..... _____

Total Supplemental disbursements ..... $_____

GRAND TOTAL—GENERAL FUND DISBURSEMENTS ..... $_____

210 General Fund Balance on June 30, 1959

Cash Balance:

211 General Operating Fund ..... $_____

212 Primary Fund ..... _____

213 State School Aid Fund ..... _____

214 Library Fund ..... _____

217 Revolving Funds ..... _____

219 Other General Fund Balance ..... _____

Investments: (Type and Purchase Price)

_____ ..... _____

_____ ..... _____

_____ ..... _____

Total General Fund Balances on June 30, 1959 ..... $_____

Total of 300 Series—General Fund Disbursements plus Balances on June 30, 1959 ..... $_____

(This sum should be the same as Total of 200 Series—General Fund Receipts and Balances on July 1)

DISTRICTS HAVING A BUILDING AND SITE FUND AND (OR) A DEBT RETIREMENT FUND MUST COMPLETE THE BALANCE OF THIS REPORT. THE REPORTS OF ALL OTHER DISTRICTS END HERE WITH THE EXCEPTION OF THE SECRETARY'S SUMMARY OF FUND BALANCES, THE TREASURER'S VERIFICATION OF BANK BALANCES, AND THE NAMES OF THE DISTRICT OFFICERS REQUESTED ON THE LAST PAGE.

400—BUILDING AND SITE FUND RECEIPTS

410 Building and Site Fund Balances on July 1, 1958

Cash Balance:

411 Cash on Deposit ..... $_____

Investments: (Type—Purchase Price)

_____ $_____

_____ _____

_____ _____

Total Balances on July 1, 1958 ..... $_____

420 Revenue from General Property Tax Receipts

421 Current Tax ..... $_____

422 Delinquent Tax ..... _____

427 Interest on Delinquent Taxes ..... _____

Total of 420—Building and Site Property Tax Receipts ..... $_____

430 Grants ..... $_____

440 Insurance Settlements ..... $_____

450 Sale of District Bonds ..... $_____

482 Sale of Property ..... $_____

485 Transfers from General Fund or Debt Retirement Fund ..... $_____

490 Other Receipts ..... $_____

Total Building and Site Fund Receipts (accounts 421 through 490 inclusive) ..... $_____

Total Building and Site Fund Receipts and Balances on July 1, 1958 (Total available Funds—Sum of July 1 Balances plus Total of all Receipts) ..... $_____

500—BUILDING AND SITE FUND DISBURSEMENTS

570 Capital Outlay

571 Grounds ..... $_____

572 Buildings ..... _____

573 Furniture and Equipment ..... _____

579 Other Capital Outlay ..... _____

Total—Capital Outlay disbursements ..... $_____

585 Transfers to General Fund or Debt Retirement Fund ..... $_____

590 Other Building and Site Disbursements ..... $_____

Total—Building and Site Fund Disbursements (sum of accounts 571 through 590) ..... $_____

410 Build and Site Fund Balances on June 30, 1959

Cash Balance:

411 Cash on Deposit ..... $_____

Investments: (Type—Purchase Price)

_____ $_____

_____ _____

_____ _____

Total Building and Site Fund Balances on June 30, 1959 ..... $_____

Total Building and Site Fund Disbursements plus Balances on June 30, 1959 (sum of accounts 500 Series plus June 30, 1959 Balances) ..... $_____

(This sum should be the same as accounts 400 Series—Building and Site Fund Receipts and Balances on July 1, 1958)

600—DEBT RETIREMENT FUND RECEIPTS

610 Debt Retirement Balances on July 1, 1958

Cash Balances:

611 Cash on Deposit ..... $_____

Investments: (Type—Purchase Price)

_____ ..... $_____

_____ ..... _____

_____ ..... _____

Total Balances on July 1, 1958 ..... $_____

REVENUE RECEIPTS

620 Revenue from General Property Tax

621 Current Tax Collections ..... $_____

622 Delinquent Tax Collections ..... _____

627 Interest on Delinquent Taxes ..... _____

Total Revenue from Debt Retirement Property Tax ..... $_____

640 Revenue from Interest on Investments ..... $_____

660 Other Revenue Receipts ..... $_____

Total Revenue Receipts (the sum of accounts 621 through 660) ..... $_____

680 Non-Revenue Receipts

685 Transfers from General Fund or Building and Site Fund ..... $_____

689 Other Non-Revenue Receipts ..... _____

Total—Non Revenue Receipts ..... $_____

GRAND TOTAL OF DEBT RETIREMENT RECEIPTS ..... $_____

Total—Debt Retirement Receipts and Debt Retirement Cash Balances on July 1, 1958 (Total available Funds—Sum of July 1 Balances plus Total of all Receipts) ..... $_____

700—DEBT RETIREMENT FUND DISBURSEMENTS

720 Debt Retirement

721 Principal on Debts ..... $_____

722 Interest on Debts ..... _____

729 Other Debt Retirement Disbursements ..... _____

Total—Debt Retirement Disbursements ..... $_____

780 Supplemental Disbursements

785 Transfers to General Fund or Building and Site Fund ..... $_____

789 Other Supplemental Disbursements ..... _____

Total—Supplemental Disbursements ..... $_____

Total—Debt Retirement Fund Disbursements (the sum of account 721 through account 789) ..... $_____

610 Debt Retirement Balances on June 30, 1959

Cash Balances:

611 Cash on Deposit ..... $_____

Investments: (Type—Purchase Price)

_____ ..... $_____

_____ ..... _____

_____ ..... _____

Total Debt Retirement Balances on June 30, 1959 ..... $_____

Total Debt Retirement Fund Disbursements and Balances on June 30, 1959 (The sum of accounts 700 Series plus June 30, 1959 Balances) ..... $_____

SECRETARY'S SUMMARY OF FUND BALANCES

Fund Balances as of June 30, 1959	Cash	Investments	Total
General Fund	$	$	$
Building and Site Fund			
Debt Retirement Fund			
Total Fund Balances, June 30, 1959	(1)		

Signed _____
Secretary

TREASURER'S VERIFICATION OF BANK BALANCES

Total Bank Balances (per bank statement) June 30, 1959 ..... $ _____

Deduct total outstanding checks as of June 30, 1959 ..... _____

Net Balance on Hand in Banks—June 30, 1959 ..... $ _____ (2)

Signed _____
Treasurer

Total Cash Balances (1) and Net Balance on hand in Banks (2) should agree.

★ ★ ★ ★ ★ ★ ★ ★

We, the undersigned members of the Board of Education of _____ school district, hereby certify that we have read and are familiar with this statistical and financial report for the year 1958-59 and that the transactions shown herein have been made in accord with formal action authorizing the same.

President	Trustee
Secretary	Trustee
Treasurer	Trustee
Trustee	Trustee

★ ★ ★ ★ ★ ★ ★ ★

BOARD OF EDUCATION ELECTED FOR THE SCHOOL YEAR 1959-60

	Check One	Name (Please Print)	Address	Tel. No.	Term Expires
President	Mr. Mrs. Miss				
Secretary	Mr. Mrs. Miss				
Treasurer	Mr. Mrs. Miss				
Trustee	Mr. Mrs. Miss				
Trustee	Mr. Mrs. Miss				
Trustee	Mr. Mrs. Miss				
Trustee	Mr. Mrs. Miss				

SPECIAL REPORT

1. Number of pupils initially enrolled by grades in non-public schools located within the district: (Use Sept. 26, 1958 count date)

   Kg_____, 1_____, 2_____, 3_____, 4_____, 5_____, 6_____, 7_____, 8_____, 9_____, 10_____, 11_____, 12_____, Others_____, Total_____.

2. Number of teachers in non-public schools located within the district:

   Elementary (K-6) or (K-8)_____ Secondary (7-12)_____.

11

DEFINITION OF TERMS USED IN COMPLETING THE COMMUNITY COLLEGE SUPPLEMENT TO THE ANNUAL STATISTICAL AND FINANCIAL REPORT

Credit Courses	All courses offered for credit by the individual college should be counted in determining the amount of work the student is carrying.
Short Term Credit Courses	Credit courses offered over a shorter period of time than a full semester. Such courses could begin and end at any time during the school year.
Full Time Student	is any student carrying twelve or more hours a semester enrolled on the fourth Friday of the semester.
Part-Time Student	is any student carrying any fraction of twelve hours of regular semester credit enrolled on the fourth Friday of the semester.
Semester Membership	The number of full-time students enrolled on the fourth Friday of the semester plus the number of part-time students enrolled on the fourth Friday equated by totaling the number of part-time student credit course hours and dividing by twelve.
Average Yearly Membership	The average yearly membership is the sum of the equated summer school membership, the equated 1st semester membership, the equated 2nd semester membership and the equated short term credit course membership divided by two.
Total Individuals Enrolled	The total number of different individuals enrolled during the Community College year.
Resident Student	is a student whose official residency is within the school-district boundaries of the school district conducting the Community College.
Fees	The fees referred to on the financial report are only those fees used to defray the expense of instructional courses (library, laboratory, health fees, etc.) Fees to provide extra curricular activities are not to be reported.
Director, Dean, President	refers to the highest administrative officers of the college under the Superintendent of Schools.
Per Capita Cost	is the cost of educating each yearly member in the Community College. This computation is based on the operational costs only. It does not include Capital Outlay, Supplemental Disbursements, Building and Sites Disbursements or Debt Service Disbursements.
Community College Deficit	is the difference between total General Fund disbursements and total General Fund receipts assigned to Community College operation and indicates the amount of money contributed by the local community to support its Community College.

INSTRUCTIONS FOR THE COMPLETION OF FORM SA & SB - COMMUNITY COLLEGE SUPPLEMENT TO THE ANNUAL FINANCIAL AND STATISTICAL REPORT

Hereafter in these instructions the term Form SA & SB refers to the Community College Supplement to the Annual Statistical and Financial Report.

Expenditures and revenues reported on Form SA & SB shall not be duplicated on Annual Statistical and Financial Report - Form A & B except that the Community College deficit shown on Form SA & SB shall be carried forward to Form A & B and shown under other Supplemental Disbursements (389).

MEMBERSHIP REPORTING PROCEDURE:

Each full-time student enrolled on the fourth Friday of each semester is a member for that semester. The credit hours of all part-time students enrolled in the regular semester program on the fourth Friday of each semester shall be totaled and divided by twelve to determine the part-time student equated membership for that semester. The process of converting part-time student membership to full membership is referred to as equating membership. The full time membership plus the equated part-time membership for each semester is the semester equated membership. The credit hours of all summer school students of the previous summer shall be totaled, and divided by twenty-four to determine the summer school equated membership. The hours of all Short Term Credit Course students shall be totaled for the entire year, and divided by twenty-four to determine the Short Term Credit Course equated membership. The total of the equated membership of each semester (added together and divided by two), equated Summer School, and equated Short Term Credit Courses equal the total yearly membership which is the basis for determining the per capita cost and distribution of state monies to Community Colleges.

REVENUE:

All revenue received directly by the Community College and for its use specifically shall be recorded on this report with the exception that private grants and trust revenues shall be reported as revenue in the year in which it is expended. Local taxes even though used to support the Community College are not reported on this form but only on Form A & B. The Community College Deficit may be a result of not reporting tax revenue on Form SA & SB which is in effect the local contribution to the support of the Comminity College.

EXPENSES:

All expenses of operating the Community College should be reported on this form. Schools shall be encouraged to charge expenses specifically and directly to Community College accounts at the time of the expenditure. It shall be mandatory that Instructional Expense (except Salaries of Supervisors) and Capital Outlay be charged specifically and directly to Community College accounts at the time of the expenditure. Only those auxiliary expenses that accrue to the benefit of the Community College membership shall be reported.

Because many of the expenses of operating a Community College are combined with expenses of operating a school system in general, a pro-rata method of distributing such expenses is necessary. When necessary this pro-ratio of expenses shall be accomplished by the use of a decimal-multiple which shall be determined by dividing the total Community College Teachers' salaries (323) by the total of all teachers' salaries (323). The decimal should be carried to the fourth place. When this multiple is applied to expenses the resulting product will be that of the expenses assigned to Community College operation.

Example:

Community College Teachers' Salaries	$ 100,750.00
Total Teachers' Salaries (including C.C.)	1,900,000.00
$100,750 ÷ $1,900,000 = .05302 decimal multiple	
Total Administration Expenses	75,000
Decimal Multiple	.0530
Administration Expenses Charged to Community College	$ 3,975.00

Certain expenses reported on the Annual Statistical and Financial Report shall be deleted before computing Community College costs, they are:

a. Administration - Census and Compulsory Attendance
b. Instructional - Tuition Expense
   Instructional - Textbooks
c. Auxiliary - All auxiliary expenses except those accruing to the benefit of the Community College membership and then pro-rated.

The per capita operating cost shall be determined by dividing the total of operating expenses (Administration, Instruction, Operation, Maintenance, Fixed Charges, and Auxiliary) by the total equated membership.

The Community College Deficit is computed by subtracting Total Receipts from Grand Total - General Fund Disbursements. The Grand Total - Receipts plus Community College Deficit must equal Grand Total - General Fund Disbursements.

Form SA and SB

COMMUNITY COLLEGE SUPPLEMENT TO

ANNUAL STATISTICAL AND FINANCIAL REPORT

For the school year ended June 30, 1959.

Dist. No._____ Township or City of_____ County of_____

ACT under which district or college is organized (check): ☐ 1st Class City, ☐ 2nd Class City, ☐ 3rd Class City, ☐ 4th Class City ☐ Special Act. ☐ Separate College District

Important Notice - Do not include membership receipts or expenditures for non-credit adult education courses even though they may be appropriately operated in an administrative unit of the community college.

PART I STATISTICAL REPORT

1. MEMBERSHIP:	RESIDENT	NON RESIDENT	TOTAL
a. 1st Semester-Regular (Equated)			
b. 2nd Semester-Regular (Equated)			
c. Average Regular Membership (A+B÷2)			
d. Summer School (Equated) 1956			
e. Short Term Credit Courses (Equated)			
f. Total Membership (C+D+E+)			

2. TOTAL INDIVIDUALS ENROLLED:			

3. TUITION CHARGE: a. Resident _____
b. Non Resident _____

4. MULTIPLICATION FACTOR FOR PRO-RATED EXPENSES:
a. Total Community College Teacher Salaries (323) _____
b. Total All Teacher Salaries (323) _____
c. Expense Multiplication Factor (a ÷ b) _____

PART II

FINANCIAL REPORT

COMMUNITY COLLEGE RECEIPTS
For Operation

230 Revenue from Grants
232 Community College State Aid..... $_____
237 State Vocational Education Aid..... _____
239 Other Community College Grants (Local and Federal)..... _____
240 Revenue from Services
241 Tuition from Students..... _____
250 Other Revenue Receipts (student fees, etc.)..... _____
280 Non Revenue Receipts
287 Revolving Fund Receipts..... _____
289 Other Non Revenue Receipts..... _____
TOTAL RECEIPTS $_____
Community College Deficit (from district General Fund) _____
Grand Total Receipts plus Deficit $_____

COMMUNITY COLLEGE DISBURSEMENTS

310 Administration
Total Administration $_____x_____ $_____

320 Instruction
321 Salaries of Supervisors $_____x_____..... $_____
322 Salaries of Deans, Directors, and Presidents..... _____
323 Salaries of Instructors..... _____
324 Clerical Salaries..... _____
325 Instructional Supplies and Expenses..... _____
328 School Library..... _____
329 Other Instruction Expense..... _____
Total Instruction $_____

330 Operation of School Plant
Total Operation $_____x_____ $_____

340 Maintenance of School Plant
Total Maintenance $_____x_____ $_____

350 Fixed Charges
Total Fixed Charges $_____x_____ $_____

360 Auxiliary Services
Applicable Auxiliary Charges $_____x_____ $_____

PER CAPITA OPERATING COSTS:
Total Current Operating Expenses $_____
divided by Average Yearly Membership _____
Per Capita Operating Cost $_____

370 Capital Outlay
371 Grounds..... $_____
372 Buildings..... _____
373 Furniture and Equipment..... _____
374 Transportation Equipment..... _____
Total Capital Outlay $_____
TOTAL DISBURSEMENTS, 311 THROUGH 379 $_____

380 Supplemental Disbursements
387 Revolving Fund Disbursements..... $_____
389 Other Supplemental Disbursements..... _____
Total Supplemental Disbursements $_____

GRAND TOTAL - GENERAL FUND DISBURSEMENTS $_____

PART-TIME MEMBERSHIP DATA (Revised 1954)

(INDIVIDUAL PUPIL RECORD)

(1) Date Entered . . . . . _____

(2) Date Left or Course Completed . _____

(3) Total Units of Credit Earned (Col. 1) . _____

(4) Did you use Col. 2 . . . . . _____

(5) Did you use Col. 3 . . . . . _____

NET MEMBERSHIP AS OF THE FOURTH FRIDAY FOLLOWING LABOR DAY

1. If total appears on line 3, divide by 4, enter as NET MEMBERSHIP.
2. If line 4 is YES—enter 2/5 NET MEMBERSHIP.
3. If line 5 is YES—enter 1/2 NET MEMBERSHIP.

NET MEMBERSHIP

ORDER BY FORM NO. CA-28 PART-TIME MEMBERSHIP CARD (INDIVIDUAL)
Printed on 110# Salmon Index Bristol. MADE BY DOUBLEDAY BROS. & CO., KALAMAZOO, MICH. 354706

PART-TIME MEMBERSHIP DATA (Revised 1954)

(INDIVIDUAL PUPIL RECORD)

(1) Date Entered . . . . . _____

(2) Date Left or Course Completed . _____

(3) Total Units of Credit Earned (Col. 1) . _____

(4) Did you use Col. 2 . . . . . _____

(5) Did you use Col. 3 . . . . . _____

NET MEMBERSHIP AS OF THE FOURTH FRIDAY FOLLOWING LABOR DAY

1. If total appears on line 3, divide by 4, enter as NET MEMBERSHIP.
2. If line 4 is YES—enter 2/5 NET MEMBERSHIP.
3. If line 5 is YES—enter 1/2 NET MEMBERSHIP.

NET MEMBERSHIP

ORDER BY FORM NO. CA-28 PART-TIME MEMBERSHIP CARD (INDIVIDUAL)
Printed on 110# Salmon Index Bristol. MADE BY DOUBLEDAY BROS. & CO., KALAMAZOO, MICH. 354706

FOREWORD

Properly controlled and constructively administered school activities are playing an increasingly important role in educational systems throughout the state. Co-curricular activities provide a means for helping children develop habits and skills in areas of civic responsibility, health, family living, and recreation. School activities also provide opportunities for the development of competency in the handling of money, an important need in modern society. In general, support for these activities stems from admissions, membership dues, sales and campaigns. The internal school accounts known as extra-curricular or activity funds are being used to handle large volumes of these quasi-public funds in Michigan public schools.

The responsibility of the board of education regarding such activities is generally recognized, and many requests and even demands have been made for a suitable and simple accounting system whereby all moneys derived from these activities may be properly safeguarded. Under Michigan law it is the duty of the Superintendent of Public Instruction "to prescribe finance accounting records for use in the school districts of this state and to make such rules and regulations for their adoption as he may deem necessary".

It is to satisfy this demand and to provide standards for appraisal that this manual has been developed. The recommended accounting procedures are simple yet provide for adequate control and handling of Activity Fund monies. This is a manual of instruction for all school officials having any responsibilities in connection with the identification, recording, or reporting of school Activity Funds. Our new auditing law means that school districts will have to be more exacting in the control of these funds.

Valuable assistance in preparing this manual has been provided by a committee consisting of: Tom Campbell, Assistant Superintendent, Saint Clair Shores; Donald B. Doubleday, Publisher, Kalamazoo; John Frechette, Superintendent, Merrill; Lyle Hepfer, C.P.A., Lansing; Lee Kinney, Principal, East Lansing; Robert Muth, Assistant Business Manager, Grand Rapids; Winston Roesch, University of Michigan; Fred Sherk, C.P.A., Grand Rapids; Fred Vescolani, Michigan State University.

Lynn M. Bartlett

Superintendent of Public Instruction

INTRODUCTION

The courts of the State of Michigan have determined that school activity moneys are quasi-public funds, and, as such, are subject to the control and direction of the board of education in the same manner as all other funds of the school district. In essence, boards of education in all Michigan school districts are required to identify and control the funds of any school approved and administered student organization or school service agency.

The financial accounting procedures and forms presented in Chapters I and II of this manual have been prepared for school athletic associations, clubs, class organizations and all co-curricular activities so designated by the board of education. Also included in Chapters I and II are the financial procedures for the school book store operated within the Activity Fund accounting system. As the school lunch program is a service to the educational program of the entire school system, it is considered to be a direct function and responsibility of local boards of education. Michigan statutes provide for the support of this program from the General Fund, therefore the accounting and control of receipts and expenditures should be maintained in the General Fund books, or a separate set of books may be maintained including a separate bank account covering the entire school lunch program.

It is required that the administration of the school district's Activity Fund be centralized by appropriate delegation of managerial responsibility to a qualified member of the staff. Such person shall be known as the Activity Fund Manager. The recommendation for centralization of accounting authority is made to assure uniformity of procedures, to facilitate reporting, to aid in post-auditing, and to provide adequate cost data for planning purposes. The Activity Fund Manager is delegated with the responsibility of only financial control. The active management of the various activities rests with the student officers and faculty advisors so elected or delegated.

Developing a centralized activity fund accounting system in which a specific person for the school system does all the accounting of activity funds for all schools of the district has proven to be a success. It seems to present fewer problems, and gives a much better feeling of protection by those who have responsibilities in this area.

To aid in the supervision of the financial aspects of student activities, consideration should be given to the appointment of a school activities finance committee. In addition to helping student organizations prepare budgets, the committee may be given the responsibility for auditing student activity accounts. The preparation of instructions for students explaining the financial procedures to be followed by clubs and other organizations should also be considered as a committee function. It is recommended that a training course on school activity accounting be conducted for activity treasurers and other student officers. Although the training programs will vary, the nature and character of student activity accounting offers instructional opportunities for business education teachers, business managers, and in smaller school districts, the school system bookkeeper.

The financial accounting records outlined in this manual should be considered a minimum requirement for school districts. The procedures established for the use of these records should enable the student officers of the various organizations to check at anytime their own financial records with those maintained by the school district's Activity Fund Manager. School districts are encouraged to use any additional records and forms that will prove helpful in establishing and maintaining a unified, adaptable, and stable activity accounting system.

It is not intended that this manual be used so as to restrict the business transactions of the individual organizations. Rather, it should be considered as a guide that will aid in the prudential and efficient administration of student activity funds, and thereby assist student organizations and school service agencies in the attainment of their objectives.

CHAPTER I

ACTIVITY FUND ACCOUNTING PROCEDURES

The needs of athletic associations, school clubs, book stores and other co-curricular or school service activities will vary by school districts. The accounting procedures presented in this Guide are for use in all school districts with such additional procedures as local conditions may require.

Personal loans to students, faculty members and others shall not be permitted from the Activity Fund.

GENERAL PROCEDURES

All receipts of a student organization or activity shall be deposited with the manager of the school district's Activity Fund and all disbursements shall be made by the manager of the school district's Activity Fund as provided in this Guide.

All money accumulating in the Activity Fund shall be deposited in a separate bank account of the school district and shall be called the Activity Fund Account. The school district's Activity Fund shall be considered a financial entity distinct from the General Fund, the Building and Site Fund, and the Debt Retirement Fund.

The board of education shall designate the official depository for activity funds. Each student activity with any financial transactions shall have a set of accounts. The treasurer of the student activity shall, under supervision of the faculty advisor, maintain the accounts of the activity. The athletic association, school book store, or any other non student directed activity shall each have a set of accounts maintained by the faculty or staff director or manager. A separate set of accounts setting forth the financial operations and conditions of the student activities, athletic associations, book stores and similar school service activities shall be maintained by the manager of the school district's Activity Fund. The manager of the Activity Fund shall be a qualified and bonded employee of the school district. He shall be responsible for the Activity Fund accounting system.

The financial accounting records of each student activity and school service activity and the financial accounting records of the school district's Activity Fund shall be closed on or before June 30th of each year and be made available for auditing purposes.

The accounts of a student activity or school service activity that has been officially disbanded or terminated shall be designated as inactive accounts, and any funds remaining in those accounts after all obligations have been fully met shall be transfered on the approval of the superintendent or board of education to another student activity or school service activity. Money shall be transfered to an account outside the Activity Fund only on the approval of the board of education.

Receipts Procedures

All receipts from athletic associations, student or school service activities, shall be deposited with the Activity Fund Manager in accord with the provisions of this Guide.

All Activity Fund receipts shall be turned into the treasurer of the respective student activity. A school depository form shall be used by the treasurer of the activity in depositng the receipts with the School Activity Funds Manager. All money should be counted, packaged, and properly recorded on the deposit form, which shall also indicate the name of the activity and the date of the deposit. The form shall be completed in duplicate, as in regular banking procedure, and the duplicate copy shall be initialed by the manager and returned to the treasurer of the activity with a receipt after a count of the money validates the accuracy of the deposit. The original of the school deposit form or duplicate receipts shall be the basis for entry on the books of the manager.

Activity Fund cash shall be deposited in the bank as soon as possible. The use of a night depository is recommended, whenever feasible. The Activity Fund Manager should include on the deposit slip, a listing of the individual organizations school deposit tickets making up the bank deposit. All receipts shall be entered in the accounts of the school district's Activity Fund by chronological order of the school deposit forms. The original of the school deposit forms should be filed by date by the Activity Fund Manager.

Disbursement Procedures

All disbursements shall be made by pre-numbered check drawn by the manager of the school district's Activity Fund. For student activities the check shall be drawn only upon written order signed by the treasurer of the student activity and countersigned by the faculty advisor. The principal's or superintendent's signature may also be required depending upon the policy of the school. For athletic associations, school book stores, and other similar school service activities, the order to pay shall be drawn by the staff manager or director, and countersigned by the principal or superintendent of the school. In addition to the signature the disbursing order shall include the name of the activity, the date, the purpose for which the check is to be drawn, the amount, and shall have attached an itemized invoice for the amount of the order.

Disbursements shall be entered in the accounts of the school activity by the numerical sequence of the disbursing orders and in the accounts of the school district's Activity Fund by numerical order of the checks drawn.

A petty cash fund may be established by the treasurer of the school district's Activity Fund to pay items of small amounts. This fund should be operated as follows: (1) The petty cash should be kept in a separate cash box. (2) A fund of a round amount, such as $10.00 or $15.00 should be established. (3) As payments are made from this fund, petty cash vouchers signed by the student activity treasurer receiving the cash are placed in the petty cash box to support the disbursements. (4) The sum of these petty cash vouchers, plus the cash in the box, should always

equal the established amount of the fund. (5) Entries are made in the student activity treasurer's books at the time the petty cash is paid for an item, the basis for the entry is a duplicate of the petty cash vouncher. (6) The manager of the school district's Activity Fund makes only one entry at the time the fund is replenished, charging the proper student activity accounts for the total amount of the petty cash vouchers. (7) When the account is replenished the following procedures should be followed by the manager of the school district's Activity Fund: (a) List the vouchers to show the amount expended by the organizations, (b) Prepare a check made payable to petty cash for the total shown on the summary. (8) The summary with the supporting petty cash vouchers attached should then be filed with identification showing date paid and check number. (9) In order to reflect all disbursements made during the month the petty cash fund should be replenished at the end of each month. (10) At the end of the year the petty cash fund should be deposited in the Activity Fund bank account.

Report Procedures

A monthly report of beginning balance, receipts, disbursements, and ending balance of all activities shall be prepared by the manager of the school district's Activity Fund. The information of this report shall be disseminated to all activity treasurers.

Records and Audit Procedures

All financial records pertaining to Activity Fund accounts should be retained in a safe place for at least six years after the close of a given fiscal period.

Student activity treasurers should be provided with the necessary forms for keeping accurate records. Such records should be of a permanent type so that they may be passed on to succeeding treasurers.

Individual organizational records should be balanced, reconciled and turned in to the Activity Fund Manager at the end of the school year and should become the basis for starting the operations of the student organization in the new school year.

An audit of all Activity Fund accounts shall be made at least annually in conjunction with, and at the same time as, the audit of other board of education accounts. The auditor who has the responsibility for auditing other board of education accounts shall also be responsible for auditing the accounts of the Activity Fund.

FINANCIAL OPERATION OF STUDENT AND SCHOOL SERVICE ACTIVITIES

To assist in the financial management of student organizations and school service activities, financial procedures pertaining to major types of school activities in Michigan public schools have been prepared. The instructions contained in this Guide are for athletic associations, and school approved and administered student activities including class and club organizations. Financial procedures for school book stores, or school store activities operating within the Activity Fund accounting system are also included.

ATHLETIC ASSOCIATIONS

It shall be the responsibility of the manager of the school district's Activity Fund to be custodian of the tickets for all athletic contests.

Prenumbered tickets should be purchased for use in all events. Student, adult and children tickets should be available. In cases where season tickets are used, the final reconciliation of unused tickets shall be made with the school district's Activity Fund Manager.

The Activity Fund Manager shall, before each contest, hand to the faculty manager the proper number of tickets to be used, retaining the numbers of the tickets. After the game, the faculty manager will return the unused tickets which, with the game report, and cash, will show reconciliation for every ticket used.

Receipts

All cash receipts from the sale of tickets for games shall be collected, tabulated and then deposited with the manager of the Activity Fund by the faculty manager, as soon as possible after the game, but no later than the next school day following the contest. In addition to the cash receipts, or bank deposit form duplicate if a night depository is used, the faculty manager shall also deposit with the Activity Fund Manager a copy of the game report and all unused tickets. An example of the game report may be found on page 22.

Receipts from season ticket sales or advanced sales shall be deposited daily with the manager of the Activity Fund.

Disbursements

Money shall be disbursed only by means of check, issued by the manager of the Activity Fund upon written order signed by the faculty manager of athletics and countersigned by the principal or superintendent as required. Invoices shall substantiate all orders for payment.

Before the manager of the Activity Fund draws any checks to pay for game services by referees, policemen, ticket takers and others, a request must support the proper disbursing order, which request shall list names

and amounts to be paid each person. Checks will be drawn to each individual in his own name.

Disbursements made in connection with a specific game shall be included on the game report.

Upon completion of a statement of each game, the visiting team's share, if any, should be remitted to them by the manager of the Activity Fund.

SCHOOL BOOK STORES

The majority of school store accounts are handled in one of two different ways. One method channels all accounting through the office of the business manager or the superintendent of schools and is connected directly to the accounts of the board of education through the revolving fund. The other makes use of the school activity accounting system and the manager of the school district's Activity Fund. As a school service activity the book store may be operated by students under the direct supervision of a staff manager.

Receipts

All cash receipts shall be recorded in a sales record by the staff bookstore manager. It may be desirable to record bookstore sales by class of merchandise. All receipts shall be deposited by the bookstore manager with the Activity Fund Manager at least twice weekly, and at such time, that receipts on hand shall be more than a stated amount as determined by the school Superintendent or Board of Education.

Receipts shall be deposited with the Activity Fund Manager by means of the school deposit form.

Disbursements

All disbursements shall be made by check and drawn by the manager of the Activity Fund. The bookstore manager shall fill out and sign an order to pay, which shall be countersigned by the Principal or Superintendent.

Disbursements shall be entered in the proper accounts by the bookstore manager according to the numerical order of the orders to pay. Disbursements may be recorded by class of merchandise and type of expenditure. The advantage of such distribution is to make possible a more informative Profit and Loss Statement and to improve store management.

Change Fund

At the beginning of each school year a fund for making change may be established. This fund should be set up as a specific amount with the amount being drawn by check by the manager of the Activity Fund for the bookstore manager.

At the end of each school year this fund should be redeposited with the manager of the Activity Fund. All necessary precautions regarding the handling of money should be observed. Loans to teachers, students or others shall not be made.

Reports and Audit

A report of beginning balance, cash receipts, disbursements, ending balance, and inventories shall be made out by the bookstore manager and countersigned by manager of the Activity Fund. Copies of this report shall be presented to the Superintendent of Schools, the building principal, and should be made available to student officers.

An annual audit of the school stores accounts shall be made in conjunction with and at the same time as the audit of the regular board of education accounts.

CLASS AND CLUB ACTIVITIES

The following accounting procedures shall be used in all student activities such as class organizations, or clubs approved by and under the administration of the school. The class organization or other student activity shall be responsible for its own financial transactions. The student treasurer shall keep all accounting records under the supervision of a faculty advisor. It should be noted that this manual establishes a student activity as a business with a bookkeeping system and a treasurer. The Activity Fund Manager serves as the banker of the individual organization.

At the beginning of the school year an individual ledger binder should be provided each activity treasurer. This binder should contain a supply of duplicate receipts, duplicate orders to pay, and individual ledger sheets. The receipts and orders shall be numbered by the student activity treasurer in advance, in order that they may be posted numerically.

Receipts

The first entry made by the student treasurer at the start of each year should be the cash on hand, if any, credited to that organization by the manager of the school district's Activity Fund.

A receipt for all money received shall be issued by the treasurer of the student activity. The original shall be given to the person turning in the money and the duplicate shall be retained in the receipt book as a permanent record and will be the basis for entry in the treasurer's ledger. This receipt shall show the name of the individual reporting the money and the identification of the deposit, i.e., dues, play tickets, refreshment sales or other source. All receipts must be accounted for and in case of error in the issuance of a receipt form, the original shall be kept in the receipt book and marked "cancelled" with a statement of the reason for such cancellation.

All money received by the student activity treasurer shall be deposited daily with the manager of the Activity Fund. His school deposit form should list the numbers of receipts issued in accumulating the deposit. The money should be carefully counted, wrapped and checked with the receipts issued before completing the school deposit form.

Disbursements

All disbursements shall be made by check drawn by the manager of the Activity Fund upon receipt of an "order to pay" signed by the student treasurer of the activity and countersigned by the faculty advisor. The principal's or Superintendent's signature may also be required. An invoice must accompany the order.

Summary of Procedures

The individual ledger used by the student activity treasurer is a summary of the amounts of money received and disbursed by the organization. All receipts must be recorded in numerical order in accord with the issued receipts. All disbursements or expenditures shall be posted by numerical sequence of the "order to pay" forms. All expenditures shall also be distributed to the proper account if a columnar record is used.

Exemption from sales tax has been granted for the sale of school books and essential school supplies. Schools are advised not to permit the sale of other merchandise, except as the sales tax has been paid on the purchase price.

CHAPTER II

ACTIVITY FUND ACCOUNTING RECORDS AND FORMS

The Activity Fund accounting records and forms contained in this Guide are designed for use in the Activity Fund accounting system. To attain simplicity and adaptability, basic records and forms only have been included. Supplemental forms should be procured to meet the special Activity Fund accounting needs of the school district.

These records and forms are sold by all major school publishing companies and may be ordered according to the number given on the record or form. For mechanization or other reasons schools may devise their own forms, but the minimum control and procedure as provided by the standard forms must be attained.

ACTIVITY FUND MANAGER'S RECORDS

The district's Activity Fund Manager shall be furnished with a supply of checks, deposit tickets, receipts, and a ledger. These forms are designated as follows:

Form Number	Item
S-234	Receipts and Disbursement Journal
S-236	Receipts and Disbursement Ledger
S- 36 (optional)	Receipts and Disbursement Ledger
S-240 (optional)	Receipts and Disbursement Ledger
S-252	Receipt Forms
S-253	Checks
S-259 (optional)	Checks
S-	Deposit Envelopes

A. Receipts and Disbursement Journal (Unit Plan)

(Form No. 234) This is a journal which identifies each prenumbered receipt by date, amount, and from whom received, and each prenumbered check drawn by date, amount and payee. Both checks and receipts must be prenumbered.

RECEIPTS AND DISBURSEMENTS JOURNAL

SHEET NO.

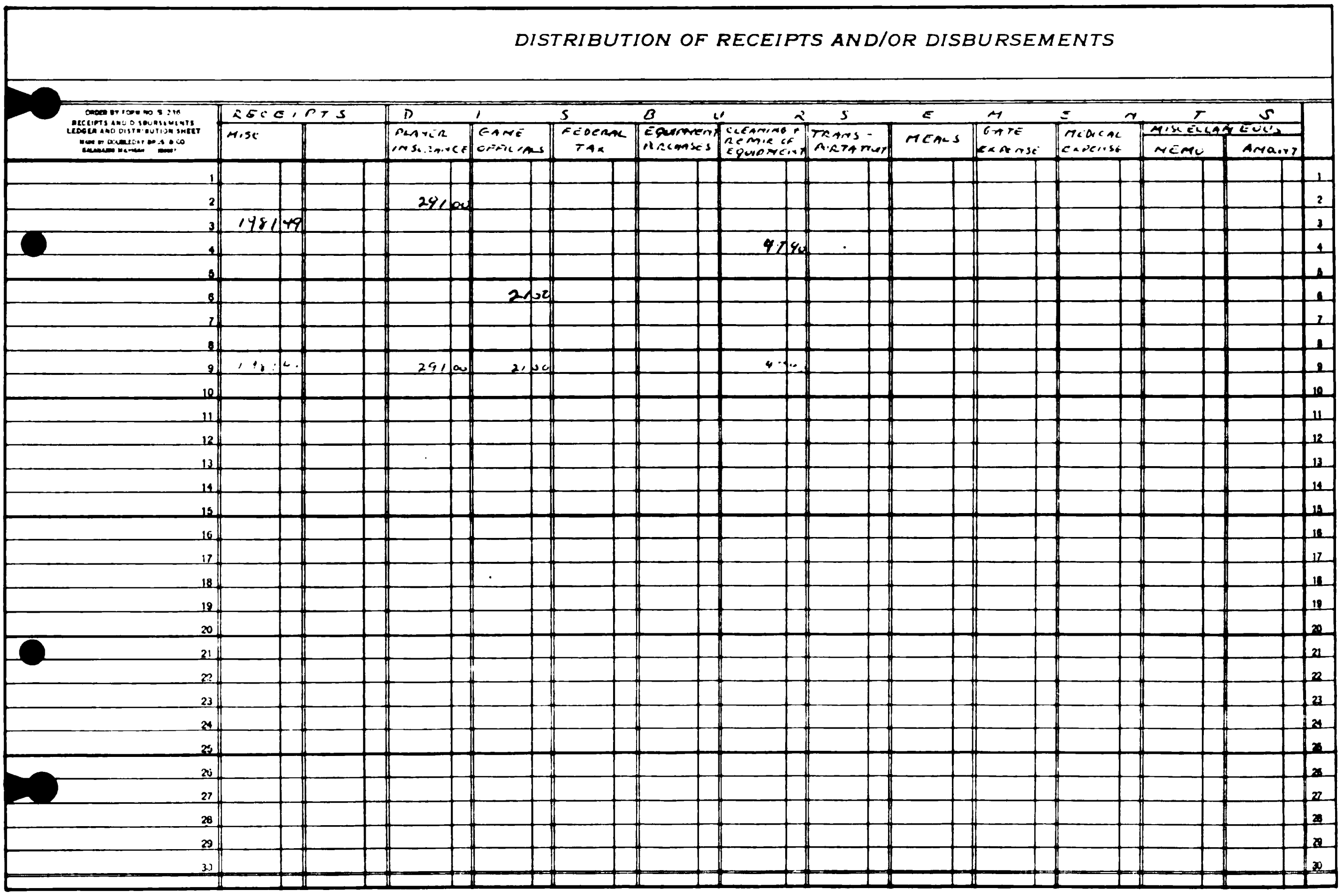
ORDER BY FORM NO. 6-234 RECEIPTS AND DISBURSEMENTS JOURNAL

DATE M	DATE D	DATE Y	RECEIPT NO.	CHECK NO.	FROM WHOM RECEIVED OR TO WHOM PAID	FUND	MEMO OR PURPOSE	RECEIPTS	DISBURSEMENTS	BALANCE
					Balance forward					2265 00
9	3	57	391		Doris Jackson	Student Council	41 Activity tickets	164 00		2429 00
9	3	57	—	—	Transfer to Art Club	from Student Council	make up deficit	12 00	12 00	2429 00
9	4	57	392		Mary Jones, Treasurer	Jr. High Assembly	Profit on Assembly	11 50		2440 50
9	4	57	393		Barbara Sinclair, Treas.	G.A.A	Dues 5¢ Fines 1¢	7 00		2447 50
9	4	57		647	Athletic Insurance Co	Athletics	Player Insurance		291 00	2156 50
9	6	57		648	Rowena Jones	Jr. High Assembly	Entertainment		25 00	2131 50
9	6	57	394		Paula Rasmussen	G.A.A	Concession sales	26 25		2157 75
9	11	57	395		Board of Education	Athletics	Deficit of last season	1981 49		4139 24
9	11	57		649	School Annual Publishers, Inc.	School Annual	Deposit		50 00	4089 24
9	12	57		650	City Cleaners & Dyers	Athletics	Cleaning & repair uniforms		47 90	4041 34
9	13	57		651	Frosty Ice Cream Co.	G.A.A	Ice cream bars		7 49	4033 85
9	16	57		652	Louis Lavarone, Advisor	G.A.A	Conference at Clearlake		21 00	4012 85
9	16	57	396		Dorothy Adams, Treas.	Class of 1957	Dues	42 00		4054 85
9	17	57		653	Soft Drink Distributors, Inc.	Class of 1957	Drinks for concessions		23 21	4036 64
9	18	57		654	College Jewellers, Inc.	Class of 1958	Deposit on Class rings		375 00	3661 64
9	18	57		655	Board of Education	G.A.A	Custodian overtime		5 08	3656 56
9	19	57	397		Mary A. Johnson	Athletics	2 football season tickets	108 00		3764 56
9	20	57	398		Ruth Henderson	French Club	Profit on breakfast	1 31		3765 87
9	20	57	399		Dorothy Adams, Treas.	Class of 1957	Receipt from pencil sales	6 00		3771 87
9	20	57		656	Neil L. Franks	Athletics	Football referee		21 50	3750 37
9	20	57	400		Geo. M. Kinney, Football Mgr.	Athletics	Football gate receipts	583 50		4333 87
9	25	57	401		Margery Morrison	School Annual	Annual Sales	128 50		4462 37
9	26	57	402		Karen Kriegsnga, Treas	Class of 1958	Dues	39 00		4501 37
9	26	57	403		Karen Kriegsnga, Treas.	Class of 1958	Class ring deposit	5 00		4506 37
9	30	57		657	Greyhound Lines	Class of 1957	Class Trip		108 00	4398 37
9	30	57		658	Whoopite Dairy	French Club	Icebreaker bars		12 65	4385 72
								3129 55	999 83	

Form 234 - Receipts and Disbursement Journal

B. <u>Receipts and Disbursement Ledgers</u>

(236 (Columnar Plan) S36 (Unit Plan) S240 (Columnar Plan). These are approved forms which provide a record of all receipts and disbursements by organization or activity from which balances may be readily obtained at any time for each activity. Some schools may prefer a single ledger sheet for each organization while others may desire to use a columnar type ledger.



DISTRIBUTION OF RECEIPTS AND/OR DISBURSEMENTS

ORDER BY FORM NO. S 236 RECEIPTS AND DISBURSEMENTS LEDGER AND DISTRIBUTION SHEET MADE BY DOUBLEDAY BROS. & CO KALAMAZOO MICHIGAN	RECEIPTS		DISBURSEMENTS											
	MISC		PLAYER INSURANCE	GAME OFFICIALS	FEDERAL TAX	EQUIPMENT PURCHASES	CLEANING & REPAIR OF EQUIPMENT	TRANS-PORTATION	MEALS	GATE EXPENSE	MEDICAL EXPENSE	MISCELLANEOUS MEMO	MISCELLANEOUS AMOUNT	
1														1
2			291 00											2
3	198 49													3
4							47 40							4
5														5
6				21 50										6
7														7
8														8
9	198 49		291 00	21 50			47 40							9
10														10
11														11
12														12
13														13
14														14
15														15
16														16
17														17
18														18
19														19
20														20
21														21
22														22
23														23
24														24
25														25
26														26
27														27
28														28
29														29
30														30

Form S236 - Receipts and Disbursements Ledger

SHEET NO. 1 ACCOUNT NO. 3 LEDGER SHEET

NAME OF ACCOUNT Athletic Association

	DATE M	D	Y	RECEIPT NO.	CHECK NO.	FROM WHOM RECEIVED OR TO WHOM PAID	FOR WHAT PURPOSE	RECEIPTS	DISBURSEMENTS	BALANCE	RECEIPTS FOOTBALL	RECEIPTS BASKETBALL	
1	7	1	57			Brought	TOTALS BROUGHT FORWARD			(1781 49)			1
2	9	4	57		647	Athletic Insurance Co	Player insurance		291 00	(2272 49)			2
3	9	11	57	345		Board of Education	Transfer from General Fund	1981 49		(291 00)			3
4	9	12	57		650	City Cleaners + Dyers	Cleaning + repair of uniforms		47 90	(338 90)			4
5	9	19	57	347		Mary C. Johnson	2 football season tickets	108 00		(230 90)	108 00		5
6	9	22	57		652	Paul L. Franks	Referees		21 50	(252 40)			6
7	9	22	57	4		Geo M Kinney Football Mgr	Foot gate receipts	583 50		331 10	583 50		7
8													8
9													9
10								2,772 00	360 00				10
11													11
12													12
13													13
14													14
15													15
16													16
17													17
18													18
19													19
20													20
21													21
22													22
23													23
24													24
25													25
26													26
27													27
28													28
29													29
30							TOTALS CARRIED FORWARD						30

Form S236 - Receipts and Disbursements Ledger

ACCOUNT NO. 8 SHEET NO. 1

Class of 1957

NAME OF ACCOUNT

ORDER BY FORM NO. S-36 ACCOUNT LEDGER DOUBLEDAY BROS & CO. KALAMAZOO, MICH. 49001

DATE M	D	Y	RECEIPT NO.	CHECK NO.	FROM WHOM RECEIVED OR TO WHOM PAID	FOR WHAT PURPOSE	RECEIPTS	DISBURSEMENTS	BALANCE
					Balance				260 00
9	16	57	346		Dorothy Adams, Treas	Class Dues	47 00		247 00
9	17	57		653	Soft Drink Distributors Inc.	Drinks for Concession		23 31	223 74
9	22	57	349		Dorothy Adams Treas	Receipts from general sales	6 00		229 74
9	22	57		637	Greyhound Lines	Class Trip		108 00	121 74

Form S36 - Receipts and Disbursement Ledger (Unit Type)

RECORD OF *Receipts*

	DATE 1957	DESCRIPTION	NO.	TOTAL AMOUNT	STUDENT COUNCIL	ART CLUB	JUNIOR HIGH ASSEMBLY	G.A.A.	CLASS OF 1957	FRENCH CLUB	SCHOOL ANNUAL	CLASS OF 1958	ATHLETICS	FORM NO. S-240
1	Sept 3	Doris Jackson	391	16400										1
2	3	Transfer from Activities Card	—	1200		1200								2
3	4	Mary Jones Insur.	392	1150			1150							3
4	4	Barbara Sinclair, Insur	393	700				700						4
5	6	Paula Rasmussen	394	2625				2625						5
6	11	Bd. of Education	395	1981 49									1981 49	6
7	16	Dorothy Adams Insur	396	4700					4700					7
8	19	Mary A Johnson	397	1080									1080	8
9	20	Ruth Henderson	398	131						131				9
10	20	Dorothy Adams Insur	399	600					600					10
11	20	Geo. M. Kinney	400	5835									5835	11
12	25	Marjory Morrison	401	1285							1285			12
13	26	Karen Kuizenga	402	3900								3900		13
14	26	Karen Kuizenga	403	500								500		14
15														15
16														16
17														17
18														18
19														19
20														20
21														21
22														22
23														23
24														24
25														25
26														26
27														27
28														28
29														29
30														30

Form S240 - Receipts and Disbursement Ledger (Receipts)

RECORD OF *Disbursements*

	DATE 1957	DESCRIPTION	NO	TOTAL AMOUNT	STUDENT COUNCIL	ART CLUB	JUNIOR HIGH ASSEMBLY	G.A.A.	CLASS OF 1957	FRENCH CLUB	SCHOOL ANNUAL	CLASS OF 1958	ATHLETICS	FORM NO. S-240
1		Balance		22650										1
2	Sept 3	Transfer to Act Club	—	1200	1200									2
3	4	Athletic Insurance Co	647	2910									2910	3
4	6	Rowena Jones	648	2500			2500							4
5	11	Ind. Central Publ. Co	649	5000							5000			5
6	12	City Cleaners + Dyers	650	4798									4798	6
7	13	Frosty Ice Cream Co	651	749				749						7
8	16	Louise Fourness	652	2100				2100						8
9	17	Soft Drink Dist. Co	653	2321					2321					9
10	18	College Jewelers, Inc	654	3750								3750		10
11	18	Bd. of Education	655	508				508						11
12	20	Paul L. Franks	656	2150									2150	12
13	20	Greyhound Lines	657	10800					10800					13
14	20	Snowhite Dairy	658	1265						1265				14
15														15
16														16
17														17
18														18
19														19
20														20
21														21
22														22
23														23
24														24
25														25
26														26
27														27
28														28
29														29
30														30

Form S240 - Receipts and Disbursement Ledger (Disbursements)

C. Receipt Forms

(Form S-252) These receipts should be made out in duplicate or triplicate and it should be noted that this recommended receipt may be purchased either in duplicate or triplicate. One copy goes to the organization paying the money to the Activity Fund Manager, the other copy remains in the Activity Fund Manager's bound receipt book as a record of the transaction.

ORDER BY Form No. S-252 in Duplicate OR S-252-3 in Triplicate Made by DOUBLEDAY BROS. & CO. Kalamazoo 3, Mich.

ACTIVITIES FUND RECEIPT No. 395
Date Sept. 11, 1957
Received of Board of Education
One thousand nine hundred eighty-one and 19/100 Dollars $ 1981.19
For Make up Athletic deficit
Account Credited ATHLETIC ASS'N
J. C. Smith

ACTIVITIES FUND RECEIPT No. 391
Date Sept 3 1957
Received of Doris Jackson
One hundred sixty four + no/100 Dollars $ 164.00
For 41 Student Activity tickets
Account Credited STUDENT COUNCIL
J. C. Smith

ACTIVITIES FUND RECEIPT No. 396
Date Sept. 16, 1957
Received of Dorothy Adams, Dues Class of 1957
Forty Seven + no/00 Dollars $ 47.00
For Class dues
Account Credited CLASS OF 1957
J. C. Smith

ACTIVITIES FUND RECEIPT No. 392
Date Sept. 4, 1957
Received of Mary Jones, Dues
Eleven and 32/100 Dollars $ 11.32
For Profit on assembly
Account Credited JR HI. ASSEMBLY
J. C. Smith

ACTIVITIES FUND RECEIPT No. 397
Date Sept 17, 1957
Received of Mary A Johnson
One hundred eight + no/100 Dollars $ 108.00
For 30 Football season tickets
Account Credited ATHLETIC ASS'N
J. C. Smith

ACTIVITIES FUND RECEIPT No. 393
Date Sept. 4, 1957
Received of Barbara Sinclair, Dues.
Seven and no/100 Dollars $ 7.00
For dues and fines
Account Credited G.A.A.
J. C. Smith

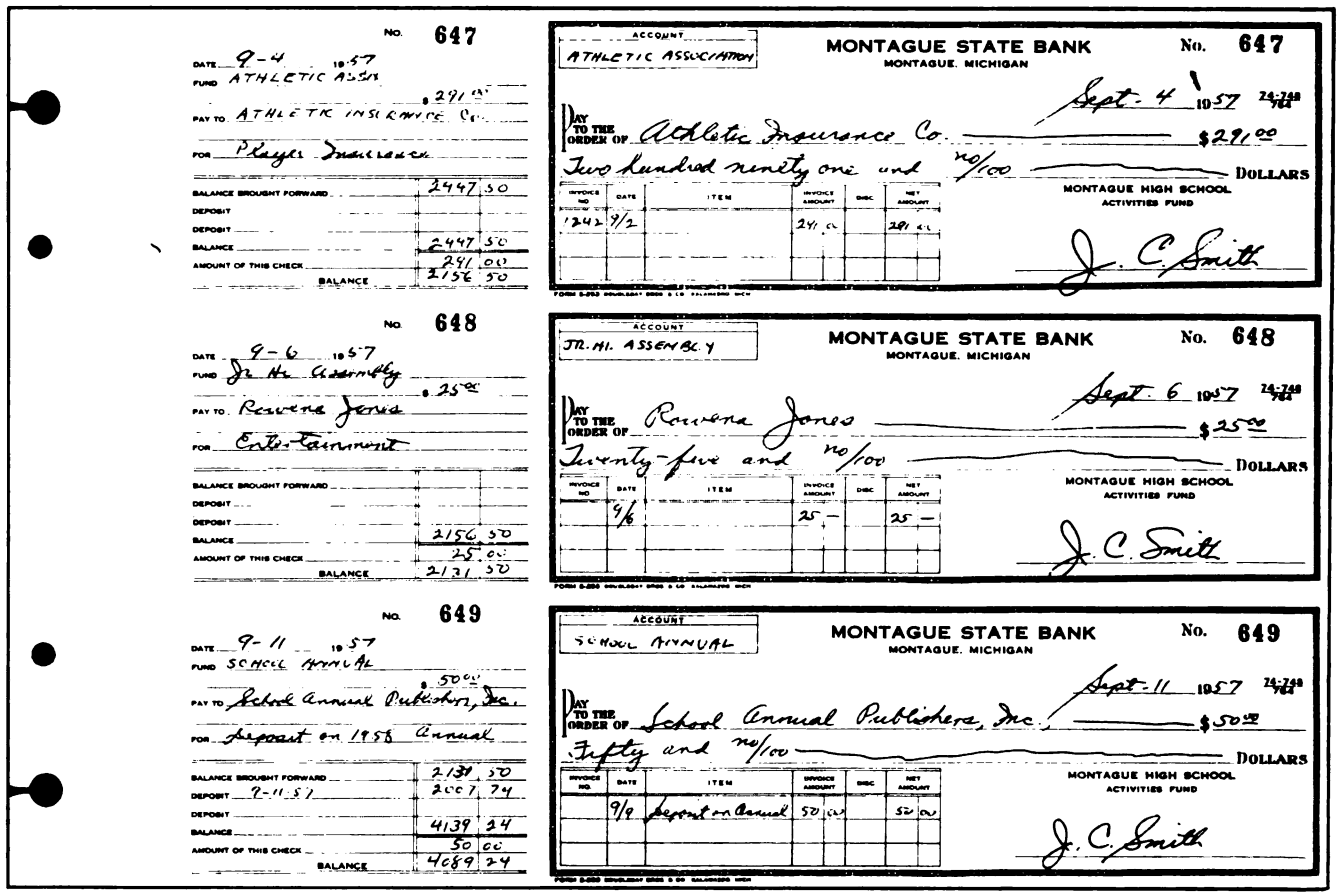
ACTIVITIES FUND RECEIPT No. 398
Date Sept. 20, 1957
Received of Ruth Henderson
One + 31/100 Dollars $ 1.31
For Profit on a breakfast
Account Credited FRENCH CLUB
J. C. Smith

ACTIVITIES FUND RECEIPT No. 394
Date Sept 6, 1957
Received of Paula Rasmussen
Twenty six and 25/100 Dollars $ 26.25
For Concession Sales
Account Credited G.A.A.
J. C. Smith

Form S252 - Receipt Forms

D. Checks

(Form S-259 - S-253) Since the procedure recommended earlier requires that a signed order with attached itemized invoices must be on file before the Activity Fund Manager is authorized to draw a check in payment thereof, the Activity Fund Manager's signature on the check is deemed sufficient. If a different check form is used it must show the account to which the disbursement is charged. It is advisable to use a check which shows items for which payment was made, plus invoice number and date. It is permissable to use Form S-253 with three checks on a page.



Form S253 - Checks

E. Paid Invoice File

When paid, the respective invoice with attached order on the Activity Fund Manager should be transferred to a "paid" file. The original invoice of the vendor, stapled to the above, is to be preferred in all instances. When such invoice is not obtainable for good and sufficient reason the order form itself, properly filled in, may constitute the official invoice.

If a duplicate of the voucher check is not attached to the invoice, the check number, amount and date paid should be recorded on the invoice.

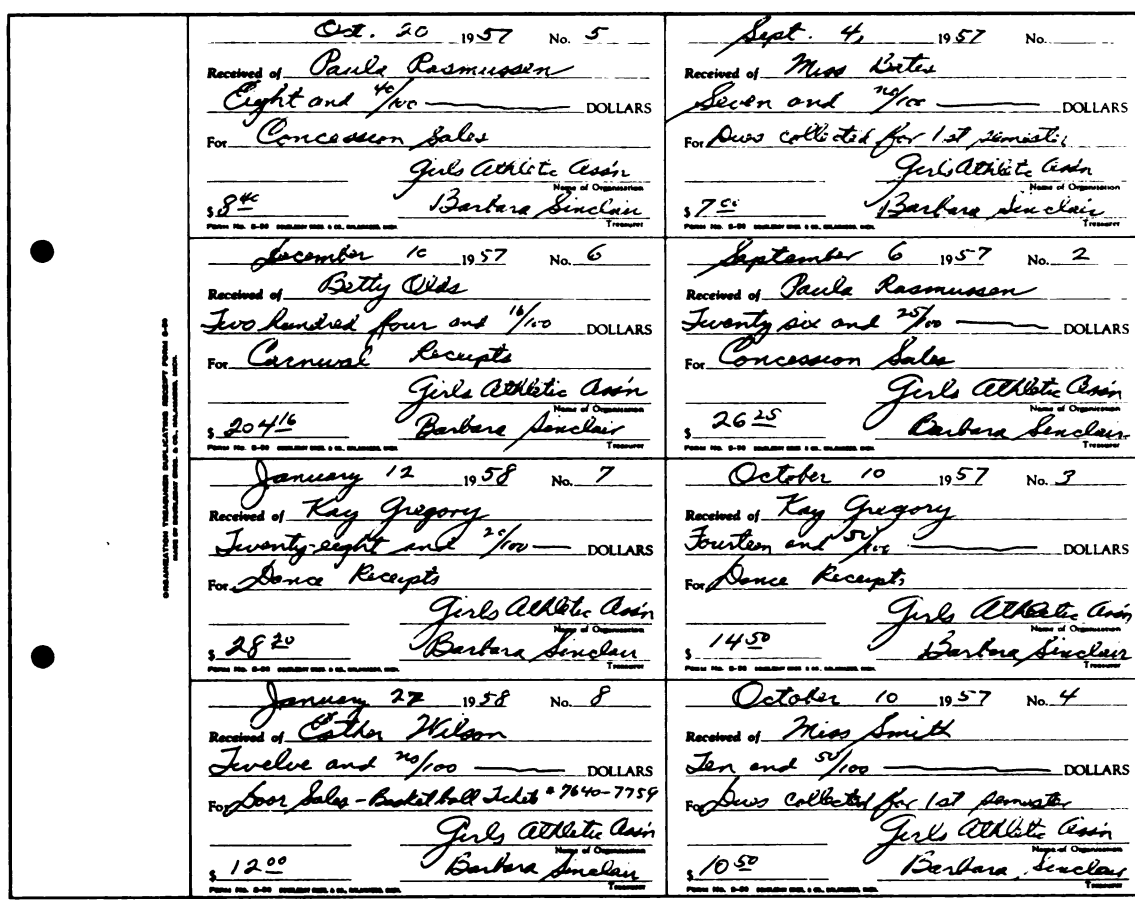
STUDENT ACTIVITY TREASURER'S RECORDS

The complete set of records needed by the student treasurers of the various organizations or activities may be purchased from the major publishing houses for a nominal charge. Each activity treasurer shall be furnished with a supply of receipts, order forms, deposit tickets, and ledger sheets. These forms are designated as follows:

Form Number	Item
S-50	Treasurer's Receipts
S-51	Treasurer's Orders
	Deposit Ticket
S-35	Activity Ledger
S-235 (optional)	Journal for Receipts and Disbursements

A. Receipt Forms

(Form S-50) A receipt should be issued by the student activity treasurer for all money paid to him from every source. Receipts should be numbered in consecutive order in advance. All original receipts which are voided must be accounted for by attaching to the duplicate.


Oct. 20 1957 No. 5
Received of Paula Rasmussen
Eight and 40/100 DOLLARS
For Concession Sales
Girls Athletic Assn
$8.40 Barbara Sinclair

Sept. 4, 1957 No.
Received of Miss Bates
Seven and 70/100 DOLLARS
For Dues collected for 1st semester
Girls Athletic Assn
$7.00 Barbara Sinclair

December 10 1957 No. 6
Received of Betty Olds
Two hundred four and 16/100 DOLLARS
For Carnival Receipts
Girls Athletic Assn
$204.16 Barbara Sinclair

September 6 1957 No. 2
Received of Paula Rasmussen
Twenty six and 25/100 DOLLARS
For Concession Sales
Girls Athletic Assn
$26.25 Barbara Sinclair

January 12 1958 No. 7
Received of Kay Gregory
Twenty-eight and 20/100 DOLLARS
For Dance Receipts
Girls Athletic Assn
$28.20 Barbara Sinclair

October 10 1957 No. 3
Received of Kay Gregory
Fourteen and 50/100 DOLLARS
For Dance Receipts
Girls Athletic Assn
$14.50 Barbara Sinclair

January 27 1958 No. 8
Received of Esther Wilson
Twelve and 00/100 DOLLARS
For Door Sales - Basketball Tickets #7640-7759
Girls Athletic Assn
$12.00 Barbara Sinclair

October 10 1957 No. 4
Received of Miss Smith
Ten and 50/100 DOLLARS
For Dues collected for 1st semester
Girls Athletic Assn
$10.50 Barbara Sinclair

Form S50 - Student Treasurer's Receipts

Special report sheets may be used for the collection of class dues and other small amounts, but a receipt must be given to the collector and, an entry must be made on the student activity treasurer's receipts. (See sample sheet in back of manual).

B. Disbursement Orders

(Form S-51) Disbursements are to be made only by the school Activity Fund Manager. In order to accomplish the payment of a bill it is necessary that the student activity treasurer draw an order for the amount, obtain the necessary counter-signature and present the order together with an invoice of the amount due, to the Manager of the Activity Fund. Numbered order (S-51) should be used for this purpose. These orders should be numbered in advance and should be used consecutively.

ORDER ON SCHOOL ACTIVITY FUND MANAGER — No. 4
Oct. 2 1957 $ 26.40
MANAGER Pay to the Order of Cass Supply Co.
Twenty-six + 40/100 DOLLARS
From funds of G.A.A. Name of Organization
For what purpose Purchase of a new Basketball
O.K. by Louise Lawrence Advisor or Sponsor — Barbara Sinclair Secretary or Treasurer

ORDER ON SCHOOL ACTIVITY FUND MANAGER — No. 1
Sept. 13 1957 $ 7.49
MANAGER Pay to the Order of Frosty Ice Cream Co.
Seven + 49/100 DOLLARS
From funds of Girls Athletic Association Name of Organization
For what purpose Purchase of ice cream for resale
O.K. by Louise Lawrence Advisor or Sponsor — Barbara Sinclair Secretary or Treasurer

ORDER BY FORM S-51 ORDER ON SCHOOL ACTIVITY FUND MANAGER

ORDER ON SCHOOL ACTIVITY FUND MANAGER — No. 5
Oct. 30 1957 $ 20.00
MANAGER Pay to the Order of Coca Cola Co.
Twenty and no/100 DOLLARS
From funds of G.A.A. Name of Organization
For what purpose Invoice #630, Purchase of soft drinks for Sept. and October
O.K. by Louise Lawrence Advisor or Sponsor — Barbara Sinclair Secretary or Treasurer

ORDER ON SCHOOL ACTIVITY FUND MANAGER of G.A.A. — No. 2
Sept. 16 1957 $ 21.00
MANAGER Pay to the Order of Louise Lawrence
Twenty-one + no/100 DOLLARS
From funds of G.A.A. Name of Organization
For what purpose Expenses for Miss Lawrence to attend Clear Lake Conference
O.K. by Louise Lawrence Advisor or Sponsor — Barbara Sinclair Secretary or Treasurer

ORDER ON SCHOOL ACTIVITY FUND MANAGER — No. 6
November 5 1957 $ 7.50
MANAGER Pay to the Order of Recording Music Co.
Seven + 50/100 DOLLARS
From funds of G.A.A. Name of Organization
For what purpose Music rental for a dance
O.K. by Louise Lawrence Advisor or Sponsor — Barbara Sinclair Secretary or Treasurer

ORDER ON SCHOOL ACTIVITY FUND MANAGER — No. 3
Sept. 18 1957 $ 5.08
MANAGER Pay to the Order of Board of Education
Five + 8/100 DOLLARS
From funds of G.A.A. Name of Organization
For what purpose Custodian Overtime
O.K. by Louise Lawrence Advisor or Sponsor — Barbara Sinclair Secretary or Treasurer

Form S51 - Treasurer's Orders

C. Receipts and Disbursement Ledger

(Form S-35, S235) The student activity treasurer shall enter all receipts and disbursements in the order of issue in the activity ledger. The first entry made each year should be the cash balance on hand at the beginning of the year credited to that organization. Each entry thereafter should show the date, number, description of the entry and the amount. The balance shall be determined at the close of each month except a running balance is maintained in form S235, and should be compared with the Activity Fund Manager's ledger total. Form S-35 is recommended for most activity uses, however, if it is desirable to keep an analysis of items of receipts and disbursements within a single activity, other forms are available. Form S235 is illustrated.

SHEET NO ____ ACCOUNT NO ____

ACCOUNT Girls Athletic Association

Barbara Lucian, Treas.

	DATE M	D	Y	RECEIPT NO	ORDER NO.	FROM WHOM RECEIVED / TO WHOM PAID	FOR WHAT PURPOSE	RECEIPTS	DISBURSEMENTS	Y	BALANCE	
							AMOUNT BROUGHT FORWARD				100.00	
1	9	4	57	1		Miss Baltz, Home Room	1st Semester dues	7.00			107.00	1
2		6		2		Paula Rasmussen	Concession Sales	26.05			133.05	2
3		13			1	Frosty Ice Cream Co	Ice Cream bars		7.48		125.57	3
4		16			2	Louise Lawrence	Conf at Class Tea		21.00		104.57	4
5		18			3	Board of Education	Custodian overtime		5.08		99.68	5
6	10	2	57		4	Cass Supply Co	Purchase of u. textbooks		26.40		73.28	6
7	10	10	57	3		Kay Gregory	Dance Receipts	14.50			87.78	7
8		10			4	Miss Smith - Homeroom	1st Semester dues	10.50			98.28	8
9		24			5	Paula Rasmussen	Concession Sales	8.40			106.68	9
10		3			5	Cola Cola Co	Invoice # 63.		20.00		86.68	10
11	11	5	57		6	Recording Music Co.	Music rental		7.50		79.18	11
12		5			7	Northern Candy Co	Purchase of candy		11.50		67.38	12
13		22			8	Board of Education	Custodian overtime		6.00		61.38	13
14												14
15												15
16												16
17												17
18												18
19												19
20												20
21												21
22												22
23												23
24												24
25												25
26												26

FORM S-35 INDIVIDUAL LEDGER

Form S35 - Individual Ledger

Form S235 - Journal for Receipts and Disbursements

RECEIPTS AND DISBURSEMENTS DISTRIBUTION

ORDER BY FORM NO. S-235
RECEIPTS AND DISBURSEMENTS DISTRIBUTION SHEET
MADE BY DOUBLEDAY BROS. & CO.
KALAMAZOO 5, MICHIGAN

	RECEIPTS			DISBURSEMENTS					
	FOOTBALL		MISC. RECEIPTS	PLAYER INSURANCE	FEDERAL TAX	OFFICIALS AT GAMES	EQUIPMENT CLEANING + REPAIR	EQUIPMENT PURCHASES	MEALS + TRANSPORTATION	MISC.
1										
2				291 00						
3			1981 49							
4							47 90			
5	108 00									
6						21 50				
7	583 50									
8										
9										
10	691 50		1981 49	291 00		21 50	47 90			
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

SHEET NO. 1 ACCOUNT NO. _____

NAME OF ACCOUNT Athletic Association

	DATE M	D	Y	RECEIPT NO.	CHECK NO.	FROM WHOM RECEIVED OR TO WHOM PAID	FOR WHAT PURPOSE	RECEIPTS	DISBURSEMENTS	BALANCE
1	7	1	57			Deficit	TOTALS BROUGHT FORWARD			(1981 49)
2	9	4	57	647	647	Athletic Insurance Co	Player insurance		291 00	(2272 49)
3	9	11	57	395	345	Board of Education	Transfer to pay deficit	1981 49		(291 00)
4	9	12	57	650	650	City Cleaners + Dyers	Cleaning + repair of uniforms		47 90	(338 90)
5	9	17	57	397	347	Mary A Johnson	2 football season tickets	108 00		(230 90)
6	9	20	57		650	Paul L. Franks	Referee		21 50	(252 40)
7	9	20	57	400		Geo. M Kinney, Athl Mgr	Football Gate Receipts	583 50		331 10
8										
9										
10								2672 99	2341 89	
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30							TOTALS CARRIED FORWARD			

D. Deposit Slips - Envelopes

The student activity treasurer shall deposit all money received with the Manager of the Activity Fund using a predetermined form and method. It is recommended that a duplicate deposit ticket be used; however in some cases deposit envelopes are preferred. For the convenience of the Activity Fund Manager, activity treasurers of student organization should process cash before it is deposited, wrapping coins, separating bills and totaling the amounts. He shall receive a receipt and initialed deposit ticket from the Activity Fund Manager for each deposit.

E. Transfer Between Funds

Transfers may be made between funds for various reasons. To effect such transfers without the exchange of cash, an Authorization for Transfer Between Funds form should be prepared. It should be used only for this purpose and the proper entry must be made in journal and ledger records. This form when properly executed should be kept on file in the Activity Fund Manager's office.

F. Record of Dues Paid

Form No. S-99
ORGANIZATION TREASURER'S RECORD OF DUES PAID
Doubleday Brothers & Co., Kalamazoo, Mich.

RECORD OF DUES PAID

PAGE NO. 1

Girls Athletic Association

YEAR OF 1957—1958

Dues 50¢ per semester

MISS BATES Room 206

NAME	OFFICE HELD	PAYMENTS SEPT.	OCT	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL PAYMENT		BASKET BALL TICKETS ADVANCE SALES	
Joyce Rogers	Pres.	.50					50					1.00		1.25	
Mary Hintz	Sec.	.50					50					1.00		5.00	
Esther McDaniel	V.P.	.50				Left school						.50			
Barbara Sinclair	Treas	.50					.50					1.00			
Kay Gregory		.50					.50					1.00		1.00	
Christine Amble		.50					.50					1.00			
Ann Erickson		.50					50					1.00		3.50	
Phyllis Walter		.50					.50					1.00		1.25	
Betty Olds		.50					.50					1.00		.50	
Grace Robinson		.50					25		.25			1.00		1.75	
Beatrice Coggins		.50						.25	.25			1.00		2.00	
Helen Stoner		.50					.50					1.00			
Sue Walter		.50					.50					1.00			
Esther Wilson		.50					.10	.10	.30			1.00			
		7.00					5.35	.35	.80			13.50		16.25	

SUGGESTED FORM

GAME REPORT

_____ High School Date _____ 19__

Sport _____ Visiting Team _____ Date Played _____

Officials _____ _____

Short Weather Report _____

INCOME

Advance Sales Tickets Sold _____ Amount $ _____

Reconciliation of tickets

_____ to _____ No. _____ Price per ticket _____

_____ to _____ No. _____ " " " _____

_____ to _____ No. _____ " " " _____

Gate Sales Tickets Sold _____ Amount $ _____

Reconciliation of tickets

Adult Tickets _____ to _____ No. _____ Price per ticket _____

Student " _____ to _____ No. _____ " " " _____

Children's " _____ to _____ No. _____ " " " _____

Received from Advance Sale in Visitors School (if any)

No. Tickets _____ Amount $ _____

EXPENDITURES

Game Officials $ _____

Gate " $ _____

Policing $ _____

Misc. $ _____ Total Disbursements $ _____

RECAPITULATION

Total Receipts $ _____

" Disbursements $ _____

Net Balance $ _____

This Report

Prepared by _____
(Faculty Manager)

Audited by _____

STATE AID ACT 1958-59

(Act #312 of the Public Acts of 1957,
As Amended, By Act #22, P.A.1958)

The People of the State of Michigan enact:

Sec.1. There is hereby appropriated from the school aid fund established by section 23 of article 10 of the constitution of the state of Michigan for the fiscal year ending June 30, 1959, the sum necessary to fulfill the requirements of this act.

Sec.2. From the total amount appropriated in section 1 of this act there is hereby appropriated to county school districts as established under sections 291 to 308, inclusive, of the school code of 1955, being sections 340.291 to 340.308, inclusive, of the Compiled Laws of 1948, the sum necessary but not to exceed $650,000.00 to provide state aid to such districts in an amount equal to 1/2 of 1% of the total state school funds distributed to local school districts of each county during the previous school year: Provided, That if the total appropriated is not sufficient to meet the requirement of this provision, a lesser amount proportionately shall be distribted to such districts: Provided further, That additional aid shall be appropriated under the terms of section 16 of this act to county school districts formed by the consolidation of 2 or more county school districts: Provided also, That the amount and allocation of such aid to any county school district shall be determined and authorized by the superintendent of public instruction under the terms of section 16 of this act.

Sec.3. From the amount appropriated in section 1 of this act there is hereby appropriated to school districts the sum of $700,000.00 for vocational education to be administered by the state board of control for vocational education in the manner provided in Act No.149 of the Public Acts of 1919, being sections 395.1 to 395.10, inclusive, of the Compiled Laws of 1948, and Act No. 16 of the Public Acts of the First Extra Session of 1942, being sections 388.801 to 388.805, inclusive, of the Compiled Laws of 1948.

Sec.5. From the amount appropriated in section 1 of this act there is hereby appropriated to school districts for the reimbursement for the cost of maintaining adult education classes, the sum of $200,000.00 to be distributed by June 30, 1959, to school districts approved for this purpose by the superintendent of public instruction. The rate of reimbursement shall be on the basis of equated full-time membership for the year ending June 30, 1959.

Sec.6. From the amount appropriated in section 1 of this act, there is hereby appropriated to school districts experiencing financial hardship the sum necessary to provide additional state aid to such districts in an amount to be determined by the superintendent of public instruction under the provisions of section 15 of this act: Provided, That not more than $3,000,000.00 shall be so used.

Sec.7. The balance remaining in the appropriation provided for in section 1 of this act shall be distributed to school districts as provided in sections 8 et seq. of this act.

Sec.8. To every school district in the state, except as otherwise provided in this act, there shall be apportioned where the same is required to meet the provisions of this act, a sum which, when taken with the amount of the apportionment from the primary school interest fund, plus a sum equal to 2-3/4 mills on the valuation of the property in the district, will equal a sum obtained by computing the number of pupils at $190.00 each in membership, plus the amount allocated for transportation under section 11 of this act, and the amount allocated for tuition as provided in subdivisions (d), (e), (f) and (g) of section 10 of this act: Provided, however, That the apportionment of said school aid fund to the several school districts shall be governed and limited by the provisions of sections 10 and 35 of this act: Provided further, That school districts qualifying under the provisions of sections 309 to 327, inclusive, of the school code of 1955, being sections 340.309 to 340.327, inclusive, of the Compiled Laws of 1948, shall be entitled to $380.00 each for pupils in membership in programs for the homebound, and hospitalized, and for each visiting teacher, speech correction teacher and other professional employees as approved by the superintendent of public instruction as necessary to carry on approved programs under the provisions of sections 771 through 780 of the school code of 1955, being sections 340.771 through 340.780 of the Compiled Laws of 1948, the sum of $4,750.00: Provided, further, That whenever 2 or more districts are reorganized into a single district either through a procedure of annexation or consolidation, the amount of state aid to be received by such new district during the 2 years immediately subsequent to the annexation or consolidation shall not be less than the total sum of state aid which was received by all of the districts forming the new district during the last fiscal year in which the districts received aid as separate districts.

Sec.9. Notwithstanding the provisions of sections 8, 16 and 35 of this act, any county school district qualifying under the provisions of sections 291 to 327 of the school code of 1955, being sections 340.291 to 340.327 of the Compiled Laws of 1948, shall be entitled to $380.00 each for pupils in membership in programs for the homebound and hospitalized; and for each visiting teacher and speech correction teacher, the sum of $4,750.00; and for each other professional employee other than classroom teachers approved by the superintendent of public instruction as necessary to carry on approved programs under the provisions of sections 309 to 327 of the school code of 1955, being sections 340.309 to 340.327 of the Compiled Laws of 1948, the sum of $4,750.00. The amounts hereby appropriated for special programs shall not exceed 75% of the actual cost of such programs as determined by the superintendent of public instruction.

Sec.10. (a) Each district with 10 or more pupils and fewer than 15 pupils, including tuition pupils, in membership, shall be limited in its allotment from the school aid fund to the amount which, when taken with the amount of its primary school interest fund apportionment plus a sum equal to 2-3/4 mills on the valuation of the property within said district, will be sufficient to make a total of $2,850.00 plus any allowance hereinafter made for tuition under subdivisions (e), (f), (g) and (h) of section 10 of this act and for transportation under section 11 of this act.

(b) Each school district not maintaining classes above the eighth grade and employing only 1 teacher, and having not fewer than 15 elementary school pupils, or more than 1 teacher but fewer than 35 elementary school pupils, including tuition pupils, in membership in said grades, and each school district maintaining classes above the eighth grade and employing only 1 teacher in the grades from kindergarten to the sixth, inclusive, and having not fewer than 15 elementary school pupils in membership in said grades, shall be limited in its allotment from the school aid fund to the amount which, when taken with the amount of the primary school interest fund apportionment for the district for that year, plus a sum equal to 2-3/4 mills on the valuation upon the property within the district, will be sufficient to make a total of $4,370.00 plus any allowance made for tuition under subdivisions (d), (e), (f) and (g) of section 10 of this act and for transportation under section 11 of this act.

(c) Each school district not maintaining classes above the eighth grade and employing only 2 teachers, and having at least 35 elementary school pupils, or employing more than 2 teachers but having fewer than 60 elementary school pupils, including tuition pupils, in membership in said grades, and each school district maintaining classes above the eighth grade and employing only 2 teachers in the grades from kindergarten to the sixth, inclusive, and having at least 35 elementary school pupils in membership in said grades, shall be limited in its allotment from the school aid fund to the amount which, when taken with the amount of the primary school interest fund apportionment for that district for that year, plus a sum equal to 2-3/4 mills on the valuation of the property within the district, will be sufficient to make a total of $8,940.00 plus any additional allowance hereinafter made for tuition under subdivisions (d), (e), (f) and (g) of section 10 of this act and for transportation under section 11 of this act.

(d) Any district not maintaining school within the district may participate in the school aid fund under this subsection. The total amount which shall be apportioned to any such district shall be the sum which, when taken with the amount of the primary school interest fund apportionment to that district for that fiscal year, plus a sum equal to 2-3/4 mills on the valuation of the property within the district, will make an amount sufficient to pay the tuition charged the district in excess of $50.00 per pupil but less than $101.00 per pupil and all over $150.00 per pupil of the minimum rate which must be charged in accordance with section 13 (c) of this act, plus any sum which such school district shall be apportioned under other sections of this act: Provided, That districts sending pupils to other states shall be allowed an amount sufficient to pay the tuition charged the district in excess of $50.00 per pupil but less than $275.00 per pupil and all over $300.00 based on tuition rates computed in accordance with section 14 of this act.

(e) Additional allotments for tuition shall be made to school districts maintaining school in part only, according to law, and to school districts having high school pupils attending school in another district in amounts sufficient to pay the tuition charged the district in excess of $50.00 per pupil but less than $101.00 per pupil and all over $150.00 per pupil of the minimum rate which must be charged in accordance with section 13 (c) of this act: Provided, That if at any time part of a school district has been annexed to another district and the part remaining unannexed shall have been without school facilities by

reason thereof, the tuition allotments shall not exceed $50.00 for each elementary tuition pupil or $75.00 for each high school tuition pupil: Provided further, That districts sending pupils to other states shall be allowed an amount sufficient to pay the tuition charged the district in excess of $50.00 per pupil but less than $275.00 per pupil and all over $300.00 based on tuition rates computed in accordance with section 14 of this act.

(f) Any district paying tuition for pupils being educated under the provisions of sections 771, 772, 773, 774, 778, 779 and 780 of the school code of 1955, being sections 340.771, 340.772, 340.773, 340.774, 340.778, 340.779 and 340.780, respectively, of the Compiled Laws of 1948, shall be allowed an amount sufficient to pay the tuition charged the district in excess of $50.00 per pupil but less than $101.00 per pupil and all over $150.00 per pupil plus any sums which such district shall be apportioned under other sections of the act: Provided, That no allowances for such pupils shall be given under subsections (d) and (e) of this section.

(g) Any district paying tuition for pupils being educated under the provisions of sections 775 to 778, inclusive, of the school code of 1955, being sections 340.775 to 340.778, inclusive, of the Compiled Laws of 1948, shall be allowed an amount sufficient to pay the tuition not exceeding the amounts allowed for tuition under subsections (d) and (e) of this section, plus any sums which such district shall be apportioned under other sections of this act: Provided, That no allowances for such pupils shall be given under subsections (d) and (e) of this section.

(h) Any district operating a summer school program for the physically handicapped as approved by the superintendent of public instruction shall be allowed the actual cost of the program up to $3.00 per day attended by each pupil who is not enrolled full time in an approved program for the physically handicapped during the school year immediately preceding the close of such summer school.

(i) Any district having American Indian children in attendance, who reside within the district and upon a United States government Indian reservation, shall be allowed in addition to the allowances provided by the other sections of this act an amount equal to the number of such children in attendance times 1/2 the tuition rate as computed in accordance with sections 13a and 14 of this act and in accordance with section 582 of Act No.269 of the Public Acts of 1955, as amended .

(j) Not to exceed $4,000,000.00 shall be used from the school aid fund for the payment of tuition.

Sec.11. (a) Additional allotments for transportation of school children shall be made to districts in which school is not maintained in part according to law and to districts which were organized as township and rural agricultural school districts prior to July 1, 1955 and to primary or fourth class school districts transporting eighth grade graduates to high schools in other districts, to school districts transporting school children within the district but living outside the village or city limits and more than 1 mile from the school they attend, or living within the corporate limits of a municipality when such area

in which such children are living is a fraction of the municipality and the major portion of such municipality is contained in another single school district, and to fourth class school districts which do not contain within their boundaries a city or village and which transport resident school children living more than 1 mile from the school they attend, and to any school district containing 2 or more incorporated municipalities, or parts of 2 or more municipalities, for the transportation of those children enrolled in grades 7 through 12 who are resident in 1 of the municipalities and who live more than 1 mile from the school which they attend, when the school building in which those grades are taught is situated outside the corporate limits of the municipality in which the child resides, from the school aid fund in amounts determined by the superintendent of public instruction, but not to exceed $60.00 per year per school child transported. The superintendent of public instruction shall have authority upon investigation by him, or someone designated by him, to review, confirm, set aside or amend the action, order or decision of the board of education or school board of any school district with reference to the routes over which school children shall be transported, a distance they shall be required to walk, and the suitability and number of vehicles and equipment for the transportation of the school children.

(b) Any school district not maintaining school within the district may participate in the school aid fund under this subsection. The total amount which shall be apportioned to any such district shall be the sum sufficient to pay the transportation as determined by the superintendent of public instruction but not to exceed $60.00 per year per school child transported, less the amount received from the primary school interest fund apportionment for that fiscal year, and a sum equal to 2-3/4 mills on the valuation of the property within the district reported and determined as hereinafter provided: Provided, That if the amounts deducted herein have been used to determine the aid to any such district under any other section of this act, the amount herein allotted for transportation shall be in addition to such other amounts allotted.

(c) Any district providing transportation for mentally handicapped children or board and room for physically and mentally handicapped children under the provisions of sections 774 and 778, inclusive, of the school code of 1955, being sections 340.774 to 340.778, inclusive, of the Compiled Laws of 1948, shall be allowed an amount sufficient to pay the transportation up to $200.00 per pupil and the board and room up to an amount approved by the superintendent of public instruction: Provided, That no allowance for such pupils shall be given under subsections (a) and (b) of this section.

(d) For the transportation of each child resident in any school district attending school in another district and who, by reason of being blind or having defective hearing, or by reason of being crippled or otherwise physically handicapped, or who by reason of having epilepsy cannot safely walk to the school in which he is enrolled, an additional allotment shall be made to the district in which such child resides in an amount sufficient to pay the transportation not exceeding $60.00 per year per child: Provided, That no allowance for such pupils shall be given under subsections (a) and (b) of this section.

(e) Not more than $12,000,000.00 shall be distributed for transportation.

Notwithstanding the provisions of any section of this act, or any section of the school code of 1955, transportation allotments shall not be granted to school districts for the transportation of children who live less than 1½ miles from the school they attend.

Sec.12. "Membership" as used in this act shall be construed as registration plus receipts by transfer, plus returns, minus losses, as defined by the superintendent of public instruction in the Michigan child accounting system.

As used in this act a "pupil" is defined as a child in membership in a public school, and school children are defined as children in membership in any school.

All pupils to be counted in membership shall be at least 5 years of age on December 1, 1958 and under 21 years of age on September 1, 1958: Provided, That any former member of the armed services in attendance in the public schools, the cost of whose instruction is not paid for by other state funds or by the federal government, shall be counted in membership regardless of age: Provided further, That handicapped children enrolled under the provisions of sections 771 to 780, inclusive, of the school code of 1955, being sections 340.771 to 340.780, inclusive, of the Compiled Laws of 1948, may be counted in membership for the ages provided in those sections and in the following manner: Each pupil designated by the superintendent of public instruction as being physically handicapped, type I, shall be counted as 4 memberships, each pupil enrolled in the programsfor the homebound and hospitalized up to 15 full-time pupils per teacher shall be counted as 2 memberships, each pupil designated by the superintendent of public instruction as being mentally handicapped, types A and B, up to 15 full-time pupils per teacher shall be counted as 2 memberships and for each instructor or teacher approved by the superintendent of public instruction for speech correction and visiting teacher programs and for each professional employee other than classroom teachers approved by the superintendent of public instruction as necessary to carry on approved programs under the provisions of sections 771 through 780, inclusive, of the school code of 1955, being sections 340.771 to 340.780, inclusive, of the Compiled Laws of 1948, a membership allowance of $4,750.00: Provided further, That the amounts hereby appropriated for special programs under the provisions of sections 771 to 780 of the school code of 1955, being sections 340.771 to 340.780 of the Compiled Laws of 1948, shall not exceed 75% of the actual cost of such programs as determined by the superintendent of public instruction: Provided further, That any child whose parents or guardians live on land in this state over which the federal government has taken exclusive jurisdiction may be included in membership by the school district which he attends and for the purpose of this act be considered a tuition pupil.

"Full-time membership" shall be construed as all membership in kindergarten to twelfth grade, inclusive, for those actually enrolled in regular daily attendance on September 28, 1958.

No pupils enrolled in school programs organized under federal or state supervision and in which the teaching costs are fully subsidized from federal or state funds shall be eligible to be counted in membership.

It shall be the duty of the superintendent of public instruction to give a uniform interpretation and evaluation of memberships other than full-time memberships.

"Elementary pupils" are defined as pupils in school membership in grades from the kindergarten to the eighth grade, inclusive, in districts not maintaining classes above the eighth grade, and in grades from the kindergarten to the sixth grade, inclusive, in districts maintaining classes above the eighth grade.

"High school pupils" are defined as pupils in school membership in grades 7 to 12, inclusive, except in districts not maintaining grades above the eighth.

Sec.13. (a) An "elementary tuition pupil" is a child of school age attending school in grades kindergarten to sixth, inclusive, in a district other than of his residence and whose tuition is paid by the school board of the district of his residence: Provided, That if the district in which such child is in attendance does not operate grades above the eighth, elementary tuition pupils as herein defined shall also include pupils enrolled in the seventh and eighth grades.

(b) A "high school tuition pupil" is a child of school age attending school in grades seventh and eighth in a district other than that of his residence and in which grades above the eighth are being maintained, and in grades ninth to twelfth, inclusive, in a district other than that of his residence and whose tuition is paid by the school board of the district of his residence.

(c) Every school district having tuition pupils in membership on the fourth Friday following Labor day, 1958, shall charge the school district, in which such tuition pupil resides, tuition in at least the amount of the differences between the per capita cost as determined in section 14 of this act and the per pupil membership allowance provided in sections 8 and 10 of this act.

Sec.14. The board of education of each school district enrolling tuition pupils shall determine the actual per capita operation cost for the preceding fiscal year. For the purpose of making determination of the actual operation cost of school districts there shall be excluded moneys expended for sites, school buildings, equipment, payment of bonded indebtedness, and moneys expended for such other purposes as shall be determined by the superintendent of public instruction not properly included in operation costs: Provided, That such excluded items are applied uniformly in the determination of such operation cost to all the school districts affected. The per capita operation cost shall be determined by dividing the total expenditures for each school district, less the amount spent for such items as are excluded from the actual operation cost of the district as defined in this section, by the membership in grades kindergarten to 12, inclusive. For the purpose of determining the amount of tuition to be charged for nonresident pupils enrolled in grades kindergarten to 6, inclusive, the per capita cost thus obtained shall be used. For nonresident pupils enrolled in grades 7 to 12, inclusive, the per capita cost shall be the amount of the elementary per capita cost increased by 15%.

Sec.15. A school district experiencing financial hardship and eligible to receive additional aid under the provisions of section 6 of this act shall meet all the following conditions: (a) The total tax rate levied in the district for operating and debt retirement purposes for the fiscal year in which such

additional aid is allowed shall be at least 20 mills on the state equalized valuation of the district. (b) Of the tax levied by the district no more than 13 mills on the state equalized valuation for debt retirement shall be included for purposes of this section. (c) In order that millage levied for debt retirement may be counted as contributing to financial hardship, such millage must have been voted for a period of at least 10 years. (d) Of the tax levied and as herein limited no more than 30 mills shall be counted for purposes of this section.

A district meeting the foregoing conditions shall be granted additional aid as follows: Each district having a state equalized valuation of $3,000.00 or less on the basis of its resident pupil membership shall be granted an additional sum computed by multiplying its resident pupil membership by $5.00 times the number of mills or fraction of a mill levied over 20 mills. Each district having a state equalized valuation of at least $3,001.00 but less than $5,001.00 on the basis of its resident pupil membership shall be granted an additional sum computed by multiplying its resident pupil membership by $4.00 times the number of mills or fraction of a mill levied over 20 mills. Each district having a state equalized valuation of at least $5,001.00 but less than $7,001.00 on the basis of its resident pupil membership shall be granted an additional sum computed by multiplying its resident pupil membership by $3.00 times the number of mills or fraction of a mill levied over 20 mills. Each district having a state equalized valuation of at least $7,001.00 or less than $9,001.00 on the basis of its resident pupil membership shall be granted an additional sum computed by multiplying its resident pupil membership by $2.00 times the number of mills or fraction of a mill levied over 20 mills.

If, during the school year ending June 30, 1959, any school district receiving school aid allotted under the provisions of this section has transferred funds from the district's general fund to either its building and site or debt retirement funds the amount of such transfer shall be deducted from the school aid to be allotted the district during the school year ending June 30, 1960.

On or before January 15, 1959, the board of education of each district qualifying for aid under this section shall apply for funds appropriated under section 6 of this act on forms prepared by the superintendent of public instruction.

Sec.16. A county school district shall become eligible to receive aid under the provisions of section 2 of this act under the following conditions: (a) Professional employees of the county school district shall meet the standards set forth in the teacher certification code and sections 291 to 308, inclusive, of the school code of 1955, beings sections 340.291 to 340.308, inclusive, of the Compiled Laws of 1948. (b) The appropriation to any county school district under this act shall not exceed a sum equivalent to the amount appropriated by the county board of supervisors for county board of education purposes in the previous fiscal year, except that for a period of 3 years following the effective date of Act No. 188 of the Public Acts of 1956 no county school district shall receive from the state an amount less than the amount received plus 10% under the provisions of sections 2 and 5 of Act No.238 of the Public Acts of 1955, being sections 388.52 and 388.55 of the Compiled Laws of 1948. (c) Funds claimed and distributed under the terms of this act shall be used only for

those purposes set forth in sections 291 to 308, inclusive, of the school code of 1955, being sections 340.291 to 340.308, inclusive, of the Compiled Laws of 1948, and in Act No.18 of the Public Acts of 1954. (d) County school districts formed by the consolidation of 2 or more county districts shall be entitled to additional aid not subject to the limitation in (b) above as follows: Each such district shall receive an additional $3,500.00 for each former county school district included in the consolidation. (e) No county school district shall receive more than 10% of the amount appropriated in section 2 of this act.

Sec.17. The valuation of any whole district shall be the total assessed value of the property contained therein as fixed by the local assessing officer or officers, township or city board of review, which in turn shall be proportionately increased or decreased to the basis of the valuation of the township or city containing said district, as fixed by the county board of equalization, and the result in turn proportionately increased or decreased to the basis of the valuation of the county containing said district as last fixed by the state board of equalization.

The valuation of a fractional school district shall be the sum of the valuations of the fractions thereof, each of which shall be computed in the same manner as a whole school district.

The valuation, as herein defined, of property assessed under the provisions of Act No. 189 of the Public Acts of 1953, being sections 211.181 and 211.182 of the Compiled Laws of 1948, shall be deducted from the total valuation of a district in cases where school taxes levied against such property are not collected from the lessee or user of the property. The credit so obtained by a district in the application of the formula provided in section 8 of this act shall forever be a lien against the district and shall be paid by the district to the school aid fund at such time only as the taxes referred to above are collected.

The valuation, as herein defined, of property located on land over which the federal government has exclusive jurisdiction and upon which school taxes have been levied in accordance with federal law shall be deducted from the total valuation of a district if credits against such taxes as permitted by federal law result in a payment to the district of an amount less than the product of the valuation of such property times the millage referred to in section 8 of this act. Any amount of such taxes collected shall be deducted from the school aid to which the district is entitled under section 8 et seq. of this act up to an amount equal to the above product.

Sec.18. In determining the state aid allotment to school districts of the first class assisting in the support of a university, the millages referred to in sections 8 and 10 shall be 5/8 mill less than the millages used in determining state aid allotments to all other school districts.

Sec.19. The secretary of the board of education of each district enrolling nonresident pupils shall certify to the superintendent of public instruction on forms furnished by the superintendent of public instruction, the number of nonresident pupils enrolled in each grade on the fourth Friday following Labor day, 1958, the district in which the nonresident pupil resides, the amount of tuition charged for the current year, and any other information required by the superintendent of public instruction.

Sec.20. No school district maintaining an approved high school shall be paid less state aid under the provisions of this act than a sum obtained by multiplying the number of high school tuition pupils in membership in such district in grades 9 to 12, inclusive, by $190.00.

Sec.21. The county treasurer of each county shall furnish to the superintendent of public instruction, on or before May 1 following the receipt of assessment rolls, a statement of the assessed valuations of each school district and fraction of a school district within his county on forms furnished by the superintendent of public instruction.

Sec.22. The apportionments, and limitations thereof, made under this act shall be made upon the school census of the fiscal year closing June 30, 1957, on the membership and number of teachers employed as of the fourth Friday following Labor day, 1958, on the number of pupils for whom transportation is allowed for the fiscal year ending June 30, 1958, elementary and/or high school tuition payments for the fiscal year beginning July 1, 1958, per capita cost of pupils for the year beginning July 1, 1957, and on the state equalized valuation of each school district for the calendar year beginning January 1, 1958: Provided, That the membership in the programs for the physically and mentally handicapped and the number of instructors and teachers in speech correction, visiting teacher programs and professional employees other than classroom teachers approved by the superintendent of public instruction as necessary to carry on approved programs under the provisions of sections 771 to 780, inclusive, of the school code of 1955, being sections 340.771 to 340.780, inclusive, of the Compiled Laws of 1948, shall be counted as of December 15, 1958.

Sec.23. Notwithstanding the allowance made herein for pupils attending school in any other districts, for tuition, or transportation of school children, or both, no district shall receive more allowance therefor than such actual amounts paid by the district, and if any district shall have received in any apportionment more than it paid, such excess shall be deducted from its next apportionment.

Sec.24. The superintendent of public instruction shall, on or before the 15th day of March of each fiscal year, make the apportionment among the public school districts of the state as required in sections 8 et seq. of this act.

Sec.25. On or before the 15th day of each of the months of August, October, December, January, March and May, the superintendent of public instruction shall prepare a statement of 1/6 of the total amount, or as nearly 1/6 of such amount as can be determined, to be distributed under the provisions of this act to the school districts of each county, and shall deliver the same to the auditor general. The auditor general shall thereupon draw his warrant upon the state treasurer, in favor of the treasurer of each county respectively for the amount payable to such county according to said statement and forthwith deliver said warrants to said county treasurers respectively. At the same time that he furnishes said statement to the auditor general, the superintendent of public instruction shall send written notices to the clerks and treasurers of the several counties of the amount in the aggregate to be disbursed in their respective counties, and the amounts payable to the school districts therein respectively out of each installment of said fund. If at any time during the last 2 months

of the fiscal year ending June 30, 1958, and /or during the first 6 months of the fiscal year beginning July 1, 1958, a school district has insufficient funds on hand to meet its operating expenditures, the superintendent of public instruction, when proof of such need has been furnished to him, may advance an amount to meet said operating expenditures. In no case shall such payment in the first instance be greater than 1/4 of the total amount allotted to a district for the following school year under the terms of this act as near such an amount as can be determined when such advance payment is requested, and in no case shall such payment in the second instance be greater than 2/5 of the total amount allotted to a district for the current school year under the terms of this act as near such an amount as can be determined when such advance payment is requested.

Sec.26. Subject to the restrictions herein prescribed, the board of education of any school district in this state is authorized to borrow money for school operations, to issue its note or notes therefor, and to pledge for the payment thereof state appropriations available to said school district under this act. Such notes shall be the full faith and credit obligations of the school district. Notes issued under the provisions of this section shall become due and payable on or before September 1, 1959. The notes shall bear interest at not to exceed 4% per annum and may be made redeemable prior to maturity on such terms and conditions as shall be provided by the resolution of the board of education of the school district. No school district shall issue its notes pledging state appropriations under this act for the school year 1958-59 in an aggregate amount exceeding 100% of the undistributed balance of its share of the appropriation for the school year 1958-59: Provided, That not more than 20% of the said undistributed balance of its share of the appropriations shall be borrowed prior to July 1, 1958. Application for the issuance of such notes shall be accompanied by a certificate of approval from the superintendent of public instruction, which certificate shall show the amount as near as possible of state appropriation allocated to the school district for the school year of 1958-59 and any payments distributed to such school district prior to the date of such certificate. No notes shall be issued for borrowing under the provisions of this section without prior approval of the municipal finance commission, which order of approval shall recite the certificate of approval of the superintendent of public instruction. In respect to its powers and duties hereunder, the municipal finance commission shall be governed by the provisions of the act creating it, in so far as such provisions are applicable: Provided, however, That the said commission may authorize the secretary to sign its order of approval hereunder. Nothing herein contained shall prohibit a school district from making more than 1 borrowing during the school year 1958-59. Any issue of notes hereunder exceeding the principal sum of $50,000.00 shall be advertised and sold as provided by section 2 of chapter 3 of Act No. 202 of the Public Acts of 1943, as amended, being section 133.2 of the Compiled Laws of 1948. No school district shall contest the validity of any note issued by it under this act if it has received permission from the municipal finance commission to issue the same and has received the principal amount of the note.

Sec.27. The superintendent of schools of each county, between August 20 and August 30 of each year, and at any other times upon the request of the treasurer of said county, shall furnish to the said county treasurer the names and post office addresses of the treasurers and of the presidents and secretaries of the boards of education of all school districts in his county.

Sec.28. The several county treasurers shall receive such moneys as shall have been apportioned to their respective counties, pursuant to this act. Upon receipt of the said moneys, each of said treasurers shall immediately give notice to the secretary of each school district in his county of the amount of school moneys apportioned to his school district respectively, and shall forthwith pay said moneys to each school district treasurer respectively.

Sec.29. Whenever the returns from any county or district upon which a statement of the amount to be disbursed or paid to any school district shall be so far defective as to render it impracticable to ascertain the share of the appropriation to be disbursed or paid to the district under this act, the superintendent of public instruction shall ascertain by the best evidence in his power the facts upon which the ratio and amount of such apportionment shall depend, and shall make the apportionment accordingly.

Sec.30. Whenever any school district shall fail to receive its proper share of the appropriation due under the provisions of this act, the superintendent of public instruction, upon satisfactory proof that said district was justly entitled to the same, shall apportion such deficiency in the next apportionment. When any district has received more than its proper share of the appropriation the superintendent of public instruction, upon satisfactory proof, shall deduct such excess in the next apportionment.

Sec.31. No school district shall share in any apportionment of the appropriation contained in sections 8 et seq. unless school shall be taught in said district for the minimum term of 9 months: Provided, however, That whenever it shall appear to the satisfaction of the superintendent of public instruction that any district has failed to have the full-time of school required by law through no fault or negligence of the district or its officers, he may, in his discretion, include such district in his apportionment.

Sec.32. During the fiscal year beginning July 1, 1958, no district having a membership of more than 350 shall be allotted or paid any sum under the provisions of this act in said fiscal year for the number of pupils in membership in excess of a ratio of 34 pupils in membership to 1 teacher: Provided, That the superintendent of public instruction may include all pupils in membership regardless of the provisions of this section if in his judgment the district could not maintain the said ratio because of lack of funds or facilities or qualified teachers. For the purpose of this section, a teacher is defined as any employee of the school district holding a valid Michigan teacher's certificate.

Sec.33. Before the first Monday in November of each year each school district of this state shall furnish to the superintendent of public instruction such reports as he shall deem necessary for the determination of the allotment of funds under the terms of sections 8 et seq. of this act. Each school district employing 25 teachers or more shall furnish to the superintendent of public instruction a copy of its salary schedule and a statement to what extent the schedule is being observed. Any school district which fails through the negligence of its officers to file reports in accordance with this section shall forfeit such proportion of funds to which said district would otherwise be entitled under the terms of sections 8 et seq. of this act as the delay in said reports bears to the school term

as required by law for such district.

Sec.34. Except as provided in sections 3 to 6, inclusive, each school district shall apply the moneys received by it under the terms of this act on salaries of teachers, and other employees, on tuition, on transportion, lighting, heating and ventilation and water service and on the purchase of textbooks and other supplies: Provided, That an amount equal to not more than 5% of the total amount received by any school district under sections 8 et seq. of this act may be expended by the board of education of said district for capital costs or debt service for debts contracted after December 8, 1932; and no part of said money shall be applied or taken for any purpose whatsoever except as above provided. The superintendent of public instruction shall determine the reasonableness of such expenditures and may withhold from any school district which violates the provisions of this section, the apportionment otherwise due such school district under this act for the fiscal year following the discovery by said superintendent of public instruction of such violation or violations by said school district. For the purpose of determining the reasonableness of such expenditures and whether any violation of the provisions of this act has occurred, the superintendent of public instruction shall require that school districts have audits of their financial and child accounting records at least once every 3 years at the expense of said districts by certified public accountants or by county school superintendents, as may be required by the superintendent of public instruction, or in the case of school districts of the first class by a certified public accountant, the county school superintendent, or the auditor general of the city. Such audits shall be for such period or periods as the superintendent of public instruction shall specify, and shall be subject to such regulations as the superintendent, in consultation with the auditor general of the state may prescribe. Copies of the reports of such audits shall be filed as required by the superintendent of public instruction and shall be available at all reasonable times for public inspection.

Sec.35. No school district, except those coming under the provisions of section 20 of this act shall be allotted or paid any sum under the provisions of this act in any year unless it has voted to raise and there has been levied in the fiscal year in which allotment is made, at least a 5 mill tax on the state equalized valuation of the property within said district, for the purposes included in the operation cost of said district as defined in section 14 of this act, and has certified such fact to the superintendent of public instruction: Provided, That if the district does not levy at least a 7 mill tax for the above purposes, the amount allotted or paid shall be reduced to an amount which bears the same proportion to the total amount allotted or paid as the actual levy bears to 7 mills. No school district shall be allotted or paid any sum under the provisions of sections 8 et seq. of this act in any year, if the superintendent of public instruction shall determine that, at the end of the preceding fiscal year, the amount of funds on hand in said district available for the payment of the operation cost in said district, exceeded the amount of moneys expended for such operation cost in said district during the preceding fiscal year. During the fiscal year beginning on July 1, 1958, no school district shall be allotted or paid any sum under the provisions of this act in said fiscal year unless said district charges the legal amount of tuition, as provided in this act, for all tuition pupils enrolled on the fourth Friday following Labor day, 1958, from the school district or districts in which said tuition pupils reside, and has certified such fact to the superintendent of public instruction: Provided, That if no school district is legally liable for the payment of such tuition and such tuition has not been

collected from the parents or guardians of such tuition pupils on or before May 1, 1959, the number of such pupils shall be deducted from the membership of the district and the allowances as provided in section 10 of this act shall be recomputed accordingly.

In the fiscal year beginning July 1, 1958, no school district shall be allotted or paid any sum under the provisions of this act after April 1, 1959, unless said district pays the legal amount of tuition for tuition pupils on or before such date to the school district or districts in which such tuition pupils are in school membership on the fourth Friday following Labor day, 1958, and has certified such fact to the superintendent of public instruction.

In order to be eligible to receive state aid under the provisions of this act each school district shall, by the superintendent of each district through the secretary of each board, on or before the seventh Friday after Labor Day, 1958, and on or before the seventh Friday after Labor day of each year thereafter, file with the county superintendent of schools a certified and sworn copy of the enrollment for the current school year. In case of failure to file such sworn and certified copy on or before the seventh Friday after Labor day, state aid under the provisions of this act shall be withheld from the defaulting school district. Any person who shall wilfully falsify any figure or statement, in the certified and sworn copy of such enrollment shall, upon conviction thereof, be punished in the manner prescribed by the laws of this state.

Sec.36. Any school official or member of any board of education, or other person, neglecting or refusing to do or perform any act required by him by this act, or violating or knowingly permitting or consenting to the violation of the provisions of this act, shall be deemed guilty of a misdemeanor, and on conviction shall be punished by a fine not to exceed $500.00 or by imprisonment in the county jail not exceeding 3 months, or both such fine and imprisonment, in the discretion of the court.

Sec.37. All rights and claims under Act No.188 of the Public Acts of 1956, as amended, being sections 388.561 to 388.602 of the Compiled Laws of 1948, and undischarged as of July 1, 1957, shall continue until discharged.

Sec.38. The superintendent of public instruction shall not lower the total membership allowance to the school districts for the fiscal year ending June 30, 1957, as authorized by section 24 of Act No. 188 of the Public Acts of 1956, being section 388.585 of the Compiled Laws of 1948, more than 2.63%. Any deficit in the school aid fund shall be charged against the receipts for the fiscal year ending June 30, 1958.

Sec.39. (1) For the purpose of supplementing the school aid fund established by section 23 of article 10 of the state constitution, there shall be levied and collected, and there is hereby imposed, the following excise taxes which shall be in addition to any and all taxes now imposed by law:

(a) An excise tax equal to 1 mill on each cigarette, said tax to be paid monthly to the state department of revenue in the same manner and at the same and subject to the same rules and regulations as are provided in Act No.265 of the Public Acts of 1947, as amended. Every manufacturer, wholesaler, secondary wholesaler, vending machine operator, unclassified acquirer, transportation company and retailer as defined in Act No. 265 of the Public Acts of 1947, as amended, who has on hand on July 1, 1957, any cigarettes upon which a

tax of one and one-half mills has been previously paid under said Act No.265 of the Public Acts of 1947, as amended, shall file a complete inventory thereof with the state department of revenue and, at the same time, pay an excise tax of one mill on each such cigarette, said inventory and payment to be filed and paid on or before July 20, 1957.

(b) An excise tax equivalent to 4% of the retail selling price of spirits, as defined in section 2 of Act No.8 of the Public Acts of the Extra Session of 1933, as amended, being section 436.2 of the Compiled Laws of 1948, other than those containing an alcoholic content of less than 22%. The tax shall be collected by the state liquor control commission at the time of sale by the commission. In the case of sales to licensees, the tax shall be computed on the retail selling price established by the commission without allowance of discount.

(2) Upon collection, the department of revenue and the state liquor commission shall deposit the entire proceeds in the state treasury to the credit of the state school aid fund established by section 23 of article 10 of the state constitution.

Sec.40. As used in this act, the term school code of 1955 means Act No.269 of the Public Acts of 1955, as amended, being sections 340.1 to 340.984 of the Compiled Laws of 1948.

Section 2. This amendatory act shall take effect on July 1, 1958.

This act is ordered to take immediate effect.

Book II

Driver Education

Book II

DRIVER EDUCATION

Contents

.....

.....

.....

.....

1. Development of Driver Education

One of the newer and rapidly developing major supplemental services of public education is that of driver education. To implement the requirements of the law, a 44 member committee was appointed in 1955 to develop rules and regulations. These regulations are based upon the standards recommended by the Safety Commission of the National Education Association. The regulations also conform to the requirements of most insurance companies.[1]

2. Basic Provisions

The Michigan driver education law provides basically these things:

1. Beginning February 1, 1957, the completion of a course in driver education is a requirement for application for an operator's license by all persons under 18 years of age.

2. Driver education program must be made available to all persons under 18 years of age without tuition or fees prior to the time they are eligible to apply for an operator's license.

3. A subsidy up to $25 to public schools for each student completing a standard driver education course consisting of 30 hours of classroom instruction and an average minimum of six hours behind-the-wheel training.[2]

3. Legal Regulations

Driver education in Michigan is now operated under two Public Acts, both of which are amendments to Public Act No. 300 of 1949. Public Act No. 300 provide for the registration, titling, licensing, and regulations of vehicles on public highways.

The amendment passed by the extra session of the legislature of 1955 provide for the collection of moneys from operators' and chauffeurs' licenses to be used in driver education and training. It further stipulated that these moneys shall be used by the superintendent of public instruction for administration of the program and for distribution to local school districts to be used for driver education.

A second amendment was passed in the regular session of the legislature in 1957 which permitted the establishment of a driver safety school in any county. This amendment further provided for such items as appointment and make up of an advisory board, prescribed courses, court referrals, fees to be charged and the purposes for which the fee charges may be used.

---

[1]Gerald Poor, and Gladys Griffith, A Manual for Public Education in Michigan. (Mt. Pleasant, Michigan: Central Michigan College, Division of Field Services, 1956), p. 71.

[2]Ibid.

Official Forms and Communications

Enrolled House Bill No. 1
68th legislature. Extra Session of 1955.

Form DE-101 Declaration of Intention of Offer Driver Education Program.

Form DE-102 Application to Operate Experimental Program in Driver Education.

Form DE-103 Automobile Identification.

Form DE-104 Application for Special Certificate for Teaching Assistant in Behind-the Wheel Instruction.

Form DE-105 Application for Driver Education Certificates.

Form DE-106 Application for Reimbursement.

Form DE-106A (4 copies) Enrollment in Driver Education Programs.

Form Letter Requesting Driver Education Certificates.

— — — — — —

Enrolled House Bill No. 452
69th legislature. Regular Session 1957.

Tentative Rules and Regulations Governing Michigan Driver Safety Schools (County Driver Safety Schools)

Form DE-201 Application to Establish County Driver Safety Schools

Card Form DE-202 County Class Report.

Form DE-203 Referral Agency Assignment

Card Form DE-204 Class Record.

Form DE-205 County Driver Safety School Annual Report.

STATE OF MICHIGAN

68TH LEGISLATURE

EXTRA SESSION OF 1955

Introduced by Rep. Green

ENROLLED HOUSE BILL No. 1

AN ACT to amend section 811 of Act No. 300 of the Public Acts of 1949, entitled "An act to provide for the registration, titling, sale and transfer, and regulation of vehicles operated upon the public highways of this state; to provide for the licensing of motor vehicle dealers and wreckers; to provide for the examination, licensing and control of operators and chauffeurs; to provide for the giving of proof of financial responsibility and security by owners and operators of motor vehicles; to provide for the imposition, levy and collection of specific taxes on vehicles, and the levy and collection of sales and use taxes, license fees and permit fees; to provide for the regulation and use of streets and highways; to provide penalties for violation of any of the provisions of this act; to provide for civil liability of owners and operators of motor vehicles and service of process on nonresidents; and to repeal all other acts or parts of acts inconsistent herewith or contrary hereto," as amended by Act No. 215 of the Public Acts of 1953, being section 257.811 of the Compiled Laws of 1948.

The People of the State of Michigan enact:

Section 1. Section 811 of Act No. 300 of the Public Acts of 1949, as amended by Act No. 215 of the Public Acts of 1953, being section 257.811 of the Compiled Laws of 1948, is hereby amended to read as follows:

Sec. 811. (a) Every application for an operator's or chauffeur's license as provided in sections 307 and 312 of chapter 3 and every application for a minor's restricted license as provided in section 312 of chapter 3 of this act shall be accompanied by the following fees:

Original license	$3.00
Operator's license	1.50
Chauffeur's license	2.00
Minor's restricted license	1.00

(b) All sums of money received and collected under paragraph (a) of this section shall be deposited by the division in the state treasury to the credit of the general fund: Provided, That the division shall refund out of the fees collected to each and every county or municipality, acting as an examining officer or examining bureau, an amount equal to $2.00 for each and every applicant examined for an original license and an amount equal to 50 cents for each and every other applicant examined, whose application is not denied on the condition, however, that such money refunded shall be paid to the county or local treasurer and is hereby appropriated to the county, municipality or officer or bureau receiving the same for the purpose of carrying out the provisions of this act: Provided further, That an amount equal to $1.00 for each and every applicant examined for an original license or an operator's license, and 35 cents for a chauffeur's license shall be deposited by the state treasurer in a driver education and training fund. Moneys in such fund shall be used by the superintendent of public instruction for administration of a driver education and training program, and for distribution to local school districts to be used for driver education and training programs.

(c) From the moneys credited to the driver education and training fund, the sum of $20,000.00 shall be apportioned annually to the state superintendent of public instruction for state administration of the program. The remainder of the fund shall be distributed to local public school districts on the basis of $25.00 per qualified enrollment in driver education training courses conducted for children enrolled in the high school grades of public, parochial or private schools: Provided, That if the amount available in the driver education and training fund is insufficient to allow the maximum payment, then payment to local public school districts shall be prorated on the basis of total membership in all driver education training classes conducted in the state. Such courses must be conducted by the local public school district, but enrollment shall be open to high school students who are enrolled in private or parochial schools in the public school district. Reimbursement to local school districts shall be made on the basis of an application made by the local school district superintendent to the state superintendent of public instruction.

(d) Driver education and training courses, as used for the purposes of this act, shall include classroom instruction plus behind the wheel instruction and observation in an automobile, and shall be under the supervision of a qualified teacher.

(e) The superintendent of public instruction is hereby authorized to determine rules and regulations, including instructional standards, teacher qualifications, reimbursement procedures, and other requirements which will further implement this legislation.

(f) Notwithstanding the provisions of sections 303, 306, 308 and 312, after the first day of February, 1957, no operator's or chauffeur's license shall be issued to any person under 18 years of age unless such person shall have successfully passed a driver education course and examination given by the public schools or by some agency offering a course recognized by the department of public instruction as equivalent thereto: Provided, That any person who has been a holder of a motor vehicle operator's license issued to him by any other state, territory or possession of the United States or any other sovereignty for 1 year immediately prior to application for an operator's license under this act shall not be required to comply with the provisions of paragraph f of this section: Provided further, That this subdivision shall not be construed to affect the requirements of section 305 of this act with respect to the issuance of certain chauffeur's licenses: A driver education course shall be made available for any person under 18 years of age within such time as will enable such person to qualify for a license prior to the time such person is permitted by law to have a license.

(g) No charge or enrollment fee for a driver education course shall be required to be paid by any student desiring to take said course as a duly enrolled student for said course in any school of the public school system.

This act is ordered to take immediate effect.

.....
Clerk of the House of Representatives.

.....
Secretary of the Senate.

Approved .....

Governor.

STATE PUBLIC [illegible]
FORM DE-101

[illegible] of Public Instruction
Driver Education Division
Lansing 2, Michigan, prior
to beginning of program.

DECLARATION OF INTENTION
TO OFFER
DRIVER EDUCATION PROGRAM FOR STATE SUBSIDY

The Board of Education of _____ school district

_____
City or Town

hereby makes application for special state subsidy up to $25.00 for each student completing a course in driver education. The Board of Education agrees to offer the course in terms of the rules and regulations established by the superintendent of public instruction, in accordance with the provisions of Act No. 1, First Extra Session 1955, as amended by P.A. 141 and P.A. 235 of 1957.

The Board of Education agrees to furnish the superintendent of public instruction with a special report of compliance at the end of the school year which will provide the necessary information, including the number of students whose names are on file in the school office and who have completed a course and for whom the school district is entitled to compensation. It is understood that the school district will be reimbursed for all students enrolled in courses who complete the necessary number of hours in the classroom and practice driving instruction whether or not passing grades are attained.

This application represents an action of the Board of Education of _____

_____ school district on _____ _____, 19____.

Signed and subscribed to this _____ day of _____ 19____

_____ _____
Secretary, Board of Education School Administrator

Estimated number of students who will complete a subsidized driver education course during the fiscal year July 1, 19____, through June 30, 19____: [ ]

PLEASE DO NOT FILL IN BELOW THIS LINE.

_____ _____
Approved for Supt. of Public Instruction by Date

Dept. Public Instruction
Form DE-102
2-56

Return one copy to Clair L. Taylor
Superintendent of Public Instruction
Lansing 2, Michigan

APPLICATION TO OPERATE EXPERIMENTAL PROGRAM IN DRIVER EDUCATION

The Board of Education of _____,
(name of school district)
_____, hereby makes application to operate
(address)
an experimental program in driver education as provided under Section 2, 3 (a), and 3 (b) of the official rules (DE-103).

The experimental phase of the program is described as follows:

_____

_____

_____

_____

_____

(If additional space is needed use reverse side of sheet.)

It is the opinion of this school district that this program is equivalent to or better than those standards outlined in the official rules (DE-103) for the operation of a subsidized program in driver education.

Signed and subscribed to this _____ day of_____19___.

_____
Secretary, Board of Education

_____
Superintendent of Schools

AFFIDAVIT OF QUALIFICATIONS

If your experimental program falls under rule 4 (Sec. II), DE-103, and you are requesting a special certificate for a teaching assistant who does not possess a certificate valid for teaching at the secondary level or is not qualified for such a certificate, list the names of such persons below:

_____

_____

_____

I hereby certify that these persons are of good moral character, have a valid operator's license, and have had minimum specialized training in driver education as required by the official rules (DE-103).

_____
Superintendent of Schools

_____ 19_____

DEPARTMENT OF PUBLIC INSTRUCTION
Lansing 2, Michigan

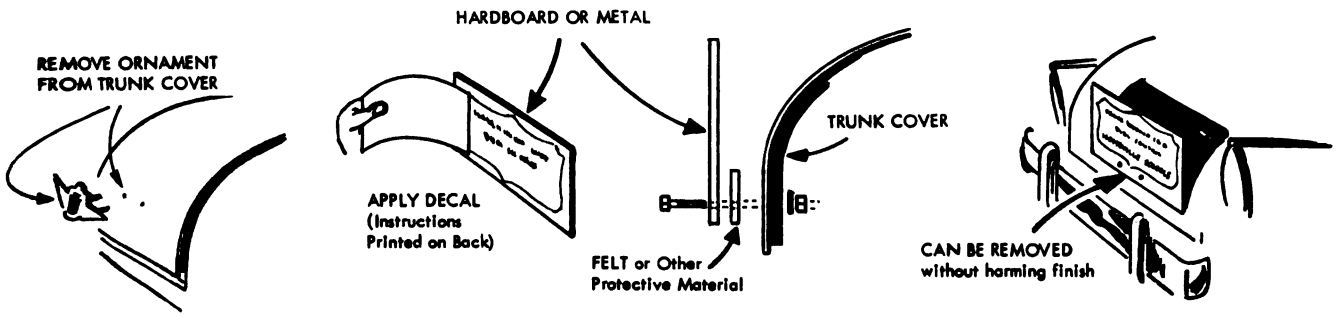
Automobile Identification

Form DE-103, Sec. 12: "Automobile identification. Any automobile used for driver education purposes shall carry a special designation visible from the rear either as a printed sign or a decalcomania, of a size and design prescribed by the superintendent of public instruction, with the following wording:

DRIVER EDUCATION CAR DUAL CONTROL (Name of School)"

The attached decal transfer in school bus chrome yellow and black is the approved identification that must be placed on the rear of all cars used for the official driver training program. It is also required that the name of the individual school be painted directly beneath the words "dual control." Directions for applying are printed on the reverse side of the decal.

You will notice that the decal will adhere to metal or wood or other surfaces, and may be applied directly to the trunk cover of the car. Some schools have reported success in applying decals to a piece of hard board or metal and then attaching it to the car at the place where the rear deck ornament is found. (This method makes it unnecessary to repaint the trunk cover when car is turned back to dealer). There are many makes and models of cars and attaching the decal will require ingenuity on the part of the dealer or school official. If some schools find a better method of applying the decal to the car than is illustrated below, we hope they will provide us with the information.



Dept. Public Instruction
Form DE-104
11-56--500

Return one copy to Clair L. Taylor
Superintendent of Public Instruction
Lansing 2, Michigan
(Include two oath forms)

APPLICATION FOR SPECIAL CERTIFICATE
for Teaching Assistant in
BEHIND-THE-WHEEL INSTRUCTION OF THE DRIVER EDUCATION PROGRAM

Instructions:

This application should be used to apply for a special certificate for an applicant who does not intend to become a professional teacher but who is to be employed only as a behind-the-wheel driver education instructor in an experimental program which has been approved as such by the Superintendent of Public Instruction.

Please note that before presenting this application you should have sent to the Superintendent of Public Instruction your request for approval of your driver education program on an experimental basis (DE-102), along with your affidavit to the effect that the teacher whom you are recommending for the special certificate is of good moral character, has a valid operator's license, has a good driving record, and has completed the minimum amount of training in driver education as required by the rules (DE-103).

Please fill out this application form completely and return it to the Driver Education section of the Department of Public Instruction with oath forms in duplicate.

1. Applicant's name_____ Citizen: Yes_____ No_____

   Applicant's address_____

2. Age _____ Occupation_____

3. Statement: I affirm that _____ will be employed as a behind-the-wheel driver education instructor only.

_____
Superintendent

_____
School and Address

_____ 195_____
Date

Approved for Superintendent of Public Instruction:

_____

_____
Date

Dept. Public Instruction
Form DE-105
5-57--2M

Return one copy to: Superintendent of Public Instruction, Driver Education Division, Lansing 2, Mich.

APPLICATION FOR DRIVER EDUCATION CERTIFICATES

The school district of _____,

(if private or parochial school, check here_____), certifies that it is operating a driver education program in accordance with Section 811, Act 300, P.A. 1949, as amended by Act No. 1, P.A. 1st Ex. Sess. 1955. The program is being offered in accordance with the official rules governing the Michigan driver education law (Form DE-103). We hereby request a supply of approved certificates to be issued to students passing the course. The estimate of the number required is for the current school year and for the next succeeding school year. We understand that the numbered certificates are recorded in the name of our school district in the Department of Public Instruction.

Please forward _____ driver education certificates to _____
(name of school)

_____ _____
(street address) (city)

We agree to protect these certificates against loss and understand that they may not be transferred, loaned, or supplied to other agencies or institutions. We further agree to keep an accurate record in our files of each certificate issued.

_____
School Administrator

_____ 19_____
Date

(The certificates will be furnished in strips of ten for ease in filling in information. Therefore, please order in multiples of ten).

rm DE-106
59 Rev. 3M

Retain Green Copy.
Return other three copies to:
Supt. Public Instruction
Driver Education Division
Lansing 2, Michigan

APPLICATION FOR REIMBURSEMENT AND ENROLLMENT IN DRIVER EDUCATION PROGRAMS

Fiscal Year July 1, 1958, through June 30, 1959
By authority of Sec. 811, Act 300, P.A. 1949, as amended by
Act No. 1, P. A. 1st Extra Session 1955

strict No._____ Township or City of_____ County of_____

gal Name of School_____

iling Address_____

Total No. Driver Education students for which public school is eligible for reimbursement_____
(Students who have completed at least 30 hours of classroom instruction and an average minimum of 6 hours behind-the-wheel instruction in accordance with official rules DE-103.)

No. of students successfully completing course during this fiscal year and issued certificates _____

No. of students completing course during this fiscal year but not issued certificates_____
(The sum of items 2 and 3 should equal item 1.)

Of total (item 1), how many students were enrolled from public school_____, parochial school_____, private school_____, out-of-school (under 18) _____.

No. of students repeating driver education course included in items 2 or 3 above_____

No. of Michigan Driver Education Certificates issued to persons for which no reimbursement is claimed_____
a. Issued to qualified students to replace lost certificates: No._____
b. Certificates issued to qualified transfer or out-of-state students: No._____

---

cts given above and on reverse side are obtained from our school district records and will be intained for audit purposes.

Signed and certified to this_____day of_____, 1959.

_____
Secretary, Board of Education

_____
Superintendent of Schools

FILL IN REVERSE SIDE

Please do not use. (For Department of Public Instruction Use.)

mber of eligible students for driver education reimbursement in public school program_____

proved for payment:

_____
Name

Amount of Reimbursement:

_____
Date

ENRO
Fiscal
By authority
A

Type of School:

llment in Driver
to have complet
of 6 hours behind-

dents successfu

dents completin
of items 2 and 3

dents repeating

ation course c
rage minimum of

hool grant cr
w much credit?

d makes of cars

$ Tota

$ Tota

hool offer a

lassroom instru

completing

ber of stude
(July 1, 195

7. Driver Education course consisted of a total of_____hours of classroom instruction, and an average minimum of_____hours in behind-the-wheel driving per student.

8. Does your school grant credit for driver education toward graduation? Yes____No____ If yes, how much credit?_____

9. Numbers and makes of cars used:_____

10. No. Cars_____ $_____ No. Cars_____ $_____ No. Cars_____ $_____
Leased Total Cost Loaned Total Cost Purchased Total Cost

11. Does your school offer an adult driver education program? Yes____No____(Not reimbursable from driver education funds)
NOTE: PLEASE DO NOT REPORT COUNTY DRIVER SAFETY TRAINEES ON THIS FORM.

Hours of classroom instruction_____Hours of behind-the-wheel_____Fee charged $_____No. persons completing_____

12.

	APPROVED INSTRUCTORS TEACHING DRIVER EDUCATION											
	Driver Education Instructor Courses						Teacher Certificate				(L) Teaching time in Driver Ed. (Check)	
				(E) Non-Credit	Credit							
(A) Name	(B) Where Taken	(C) When	(D) Course Number and Title	No. of Clock Hours	(F) Sem.	(G) Term	(H) Type	(I) Degrees Held	(J) Majors	(K) Minors	Full-time	Part-time
1.												
2.												
3.												
4.												
5.												
6.												

IMPORTANT

13. Estimated number of students in Driver Education for the next fiscal year: [ ]
(July 1, 1959 through June 30, 1960.)

FILL IN

Form DE-106A
4-59 2C

Retain Green Copy
Return other three copies to:
Supt. of Public Instruction
Driver Education Division
Lansing 2, Michigan

ENROLLMENT IN DRIVER EDUCATION PROGRAMS

Fiscal Year July 1, 1958, through June 30, 1959
By authority of Sec. 811, Act 300, P. A. 1949, as amended by
Act No. 1, P. A. 1st Extra Session 1955

Name of School _____ County of _____

Mailing Address _____

Please Check Type of School: Parochial _____, Private _____, Commercial _____.

---

1. Total enrollment in Driver Education: _____
(Students who have completed at least 30 hours of classroom instruction and an average minimum of 6 hours behind-the-wheel instruction in accordance with official rules DE-103.)

2. No. of students successfully completing course during this fiscal year and issued certificates _____

3. No. of students completing course during this fiscal year but not issued certificates _____
(The sum of items 2 and 3 should equal item 1.)

4. No. of students repeating driver education course included in items 2 or 3 above _____

5. Driver Education course consisted of a total of _____ hours of classroom instruction, and an average minimum of _____ hours in behind-the-wheel driving per student.

6. Does your school grant credit for driver education toward graduation? Yes ____ No ____
If yes, how much credit? _____

7. Numbers and makes of cars used: _____

8. No. Cars _____ (Leased) $_____ (Total Cost) No. Cars _____ (Loaned) $_____ (Total Cost)

No. Cars _____ (Purchased) $_____ (Total Cost)

9. Does your school offer an adult driver education program? Yes ____ No ____

Hours of classroom instruction _____ Hours of behind-the-wheel ____ Fee charged _____

No. persons completing _____

IMPORTANT

10. Estimated number of students in Driver Education for the next fiscal year: [ ] FILL IN
(July 1, 1959, through June 30, 1960.)

(OVER)

II. APPROVED INSTRUCTORS TEACHING DRIVER EDUCATION

(A) Name	Driver Education Instructor Courses						Teacher Certificate				(L) Teaching time in driver education (Check)	
	(B) Where Taken	(C) When	(D) Course Number and Title	(E) Non-Credit No. of Clock Hours	Credit (F) Sem.	Credit (G) Term	(H) Type	(I) Degrees Held	(J) Majors	(K) Minors	Full-time	Part-time
1.												
2.												
3.												
4.												
5.												
6.												

Facts given above and on reverse side are obtained from our school records and will be maintained on file.

Signed and certified on this _____ day of _____, 1959.

_____
School Administrator

Driver Education Division
Department of Public Instruction
Lansing 2, Michigan

To _____ Date _____
Superintendent of Schools

_____
Name of School

_____
Address

Enclosed are_____Driver Education Certificates Nos. _____through_____.

These are the official certificates which persons under the age of 18 must have in order to secure an operator's license.

The student must sign the certificate in the presence of the instructor as it will be used for identification purposes.

The certificate numbers are recorded in this office so that in case of loss or theft they may be traced by the proper officials.

The certificate number issued to the student upon the satisfactory completion of the driver education program should be recorded on the student's permanent school record.

Enrolled House Bill No. 491 of the Regular Session of the 1957 Michigan 69th Legislature, Section 306 (c), states: Upon completion of an approved driver education course and the issuance of a driver education certificate to the permittee, the permittee may be authorized to drive when accompanied by a parent or guardian for the purpose of additional instruction until reaching age of 16.

The certificate may be used by parents for insurance purposes indicating that minors in the family have completed an approved driver education course.

Any questions regarding the certificates should be directed to Malcolm D. Whale, Consultant, Driver Education, Department of Public Instruction, Lansing 2.

NOTE: The certificates should be folded into wallet-sized cards.

Act No. 230 Public Act of 1957 Approved by Governor June 6, 1957

STATE OF MICHIGAN

69TH LEGISLATURE

REGULAR SESSION OF 1957

Introduced by Reps. DeMaso, Sanborn, Lesinski and Bowman

ENROLLED HOUSE BILL No. 452

AN ACT to amend Act No. 300 of the Public Acts of 1949, entitled "An act to provide of the registration, titling, sale and transfer, and regulation of vehicles operated upon the public highways of this state; to provide for the licensing of motor vehicle dealers and wreckers; to provide for the examination, licensing and control of operators and chauffeurs; to provide for the giving of proof of financial responsibility and security by owners and operators of motor vehicles; to provide for the imposition, levy and collection of specific taxes on vehicles, and the levy and collection of sales and use taxes, license fees and permit fees; to provide for the regulation and use of streets and highways; to provide penalties for violation of any of the provisions of this act; to provide for civil liability of owners and operators of motor vehicles and service of process on nonresidents; and to repeal all other acts or parts of acts inconsistent herewith or contrary hereto," as amended, being sections 257.1 to 257.923 of the Compiled Laws of 1948, by adding a new section 320b.

The People of the State of Michigan enact:

Section 1. Act No. 300 of the Public Acts of 1949, as amended, being sections 257.1 to 257.923 of the Compiled Laws of 1948, is hereby amended by adding a new section 320b, to read as follows:

Sec. 320b. (1) There may be established in any county a driver safety school by an advisory board consisting of the superintendent of schools of the largest school district who shall act as chairman and fiscal agent, the county superintendent of schools, the judge of probate, the prosecuting attorney, the sheriff, the chief of police of the largest city; and a municipal judge, a justice of the peace, and 2 citizens at large, who shall be appointed by the county board of supervisors. Any school so established shall be conducted under the supervision of the superintendent of public instruction and in accordance with the rules and regulations prescribed by him.

(2) Courses, as prescribed by the superintendent of public instruction, shall be offered for the purpose of developing good driving habits and promoting highway traffic safety. The courses shall be open to: Such persons who shall have been referred to a school by a court having jurisdiction over traffic violations after 2 or more convictions of a moving traffic violation within a 12 month period and who, in the determination of the court, are in need of such remedial education; such persons who, after a hearing as provided in section 320 of this act, shall have been referred to a school by the commissioner; and such persons as may voluntarily choose to attend.

(3) For the purpose of referral as provided in this section, the court, after entry of judgment of conviction, may stay the imposition of sentence until the violator has attended the school. Any person referred to a school by a court or by the commissioner may attend any school in the state which has been established in conformity with this section.

(4) A fee not to exceed $10.00 may be charged for attendance at the school. The fees shall be established by the advisory board and shall be used to defray the cost of instruction, materials and clinical services.

(5) The advisory board may approve schools now in existence if the schools are conducted and courses offered in accordance with the rules and regulations of the superintendent of public instruction. No person shall be referred to a school which has not been approved by the advisory board and the superintendent of public instruction.

SUPERINTENDENT OF PUBLIC INSTRUCTION

Tentative Rules and Regulations Governing Michigan Driver Safety Schools

(By authority of Act No. 230, Public Acts of 1957)
(Items designated as explanation are not a part of the official rules.)

1. Identification of Schools. These schools shall be known as Driver Safety Schools with any identification that the county advisory board may wish to designate.

   Explanation:: County advisory boards may identify schools in an appropriate manner such as, "Ingham County Driver Safety School."

2. Starting Date for Approved Schools. The effective date for this Act to operate a driver safety school is on or after September 27, 1957.

   Explanation:: County advisory boards may request approval to establish and conduct a driver safety school under the provisions of this Act after September 26, 1957.

3. Approval of Schools. Application to the superintendent of public instruction for approval of driver safety schools shall be made on forms designated for this purpose.

4. Appointment of County Board Members. The county board of supervisors shall appoint a municipal judge, a justice of the peace, and two citizens at large to serve on the county advisory board for driver safety schools. The appointees shall serve for a term of one year beginning July 1 and may be reappointed to succeed themselves.

   Explanation:: The initial appointments shall be made any time after July 1 and prior to the time of the establishment of the original county advisory board. Other members of the county advisory board are designated by law.

5. Duties of County Advisory Board. A county advisory board is empowered to establish driver safety schools and determine the policies governing the operation, including:

   A. Making application for the approval of the operation of new and existing driver safety schools to the superintendent of public instruction.

B. Submitting course of study and plans for program operation to the superintendent of public instruction for his approval.

C. Appointing of instructors and determining instructors' salaries.

D. Setting of course fees.

E. Designating the locations where schools shall be conducted.

F. Establishing a finance and audit committee within the membership of the board.

G. Submitting an annual report to the superintendent of public instruction on forms provided for this purpose following the end of the fiscal year ending June 30.

Explanation:: The superintendent of schools of the largest school district is officially designated as the chairman of the county advisory board and its fiscal agent. He should assume the responsibility for getting the designated members of the county advisory board together for an organizational meeting. If for some reason he does not act, it is permissible for any other designated member of the county advisory board to assume the responsibility of calling the initial organizational meeting of the county advisory board.

6. Operation of Driver Safety Schools.

A. There shall be a minimum of eight clock hours of classroom instruction offered.

Explanation:: It is recommended that the course be for a minimum of four two-hour sessions or its equivalent which should be approved by the superintendent of public instruction.

B. The maximum number of students shall not exceed 30 persons per class.

Explanation:: The process of learning requires small groups so that individual students can become involved in the exchange of ideas and enter into group involvement where behavioral changes are more easily accomplished. This is particularly true when changing of attitudes is the major goal.

C. Course Content. Course content shall be reviewed by the advisory board and approved by the superintendent of public instruction. Such course shall include causes of traffic accidents, traffic laws and their enforcement, psychology of the driver, development of good driving attitudes, physical and emotional factors related to driving, and defensive driving techniques.

Explanation:: A recommended course of study and teacher's guide will be available from the driver education division of the department of public instruction.

D. Qualification of Instructors. Instructors having the responsibility for the operation of driver safety schools shall be certified driver education instructors. Local resource people may be utilized in the instructional program to assist an instructor in the presentation of information in technical or special areas.

Explanation:: It is recognized that driver education instructors for driver safety schools should be especially qualified for teaching adults and possess demonstrated abilities for inducing behavioral change.

E. Course Fees. The course fees shall be established by the advisory board and shall be used to defray the cost of instruction, materials, and clinical services. The course fees shall not exceed $10.00 per student.

Explanation:: The advisory board should establish a fee rate sufficient to insure an excellent program but should not exceed actual program cost.

F. Reports and Records.

(1) Records of attendance and evaluation of student progress shall be maintained by the instructor on forms provided for this purpose. Summaries of the records shall be submitted to appropriate referring agencies when applicable.

(2) An annual report shall be submitted at the end of the fiscal year to the county advisory board for transmittal to the superintendent of public instruction.

Explanation:: Permanent records of attendance and student evaluation together with other appropriate records should be maintained by each school district operating a driver safety school.

- - - - - - - - - - - - - - - - -

TENTATIVE RECOMMENDATIONS

1. It is recommended that as far as possible these county driver safety schools be administered through regular existing adult education facilities of the public school.

2. It is the intention of this law that the program be self-substaining, therefore, for accounting purposes funds should not be transferred between this program and other adult education activities.

3. It is recommended that the salary for instructors established for this program be comparable to the regular adult education salaries prevalent in the county or community.

4. It is recommended that none of the student fees should be used for advisory board expenses.

5. It is recommended that the director of the program and the instructors be invited to attend appropriate advisory council sessions.

6. Where the courses are to be held would be a decision of the county advisory board although the courses wherever possible should be held in facilities similar to those in which all other adult education programs are held.

7. It is recommended that the more populous counties should invite the superintendent of schools of each city where there is a potential training center at the first organizational meeting. This recommendation was made with the anticipation that they would return to their own city and organize a similar advisory group for their area.

8. It is recommended that all instructors of county driver safety schools be invited to attend a two-day session in which personality factors of driving would be the key topic. This workshop would be sponsored by the Department of Public Instruction and the Highway Traffic Safety Center.

Department of Public Instruction
Driver Education Division
Lansing 2, Michigan

EXPLANATION OF THE OFFICIAL FORMS FOR THE APPROVAL AND OPERATION OF COUNTY DRIVER SAFETY SCHOOLS

Form DE-201--Application to Establish County Driver Safety Schools. This form should be completed in triplicate, returning the white and blue copy to the Superintendent of Public Instruction. Upon approval the blue copy will be returned to you as your authorization to operate county driver safety schools. Please note that on the reverse side of this form is printed the rules and regulations in accordance with the authority of Public Act 230 of 1957.

Form DE-202--County Driver Safety School Report of Class Operation. This card should be mailed to this office after the first meeting of each class of an established county driver safety school.

Form DE-203--Referral or Assignment Form to Driver Safety Class. This form is prepared in triplicate and should be made available in quantity lots to referral agencies such as municipal judges, justices of the peace, judges of probate, and other referral agencies. Please note that Form DE-203 is such that one copy will remain in the file of the referral agent, a copy given to the student with information as to where to attend school, and a copy sent to the school for their record.

Form DE-204--County Driver Safety School Class Record. This form should be maintained by the school as a student record form. After completion of the driver safety school, the pink form should immediately be sent to the referral agent that was responsible for enrolling the student.

Form DE-205--County Driver Safety School Annual Report. The green and canary copies should be filled out and sent to the Superintendent of Public Instruction at the end of the fiscal year. The blue copy may remain in your school file. This report is included so that the necessary information pertaining to the operation of county driver safety schools may be accumulated in accordance with the information requested.

DPI
Form DE-201

Return White and Blue Copies to:
Supt. of Public Instruction
Driver Education Division
Lansing 2, Michigan

Application to Establish County Driver Safety Schools

1. Official Name of County Driver Safety School: _____

Mailing Address: _____

_____

2. Name of Chairman and Fiscal Agent: _____

A meeting of the county advisory board consisting of the superintendent of schools of the largest school district, the county superintendent of schools, the judge of probate, the prosecuting attorney, the sheriff, the chief of police of the largest city; and a municipal judge, a justice of the peace, and 2 citizens at large who have been appointed by the county board of supervisors has been held with a majority in attendance. This advisory board hereby requests approval from the Superintendent of Public Instruction to establish and conduct driver safety schools in accordance with the provisions of Public Act No. 230 of 1957 and the official rules and regulations as prescribed by the Superintendent of Public Instruction. (See reverse side for official rules and regulations.)

3. Place and address where school is held: _____

_____

4. Has a course of study been approved by the advisory board? Yes_____ No_____

Course of study to be used:

A. Suggested state course _____

B. Other _____. If other, please attach copy with application.

Signed by fiscal agent: _____

Date: _____

DO NOT FILL IN BELOW THIS LINE

Approved by Superintendent of Public Instruction

_____

Date: _____

SUPERINTENDENT OF PUBLIC INSTRUCTION
Rules and Regulations Governing Michigan Driver Safety Schools
(By authority of Act No. 230, Public Acts of 1957)

1. Identification of Schools. These schools shall be known as Driver Safety Schools with any identification that the county advisory board may wish to designate.

2. Starting Date for Approved Schools. The effective date for this Act to operate a driver safety school is on or after September 27, 1957.

3. Approval of Schools. Application to the superintendent of public instruction for approval of driver safety schools shall be made on forms designated for this purpose.

4. Appointment of County Board Members. The County Board of Supervisors shall appoint a municipal judge, a justice of the peace, and two citizens at large to serve on the county advisory board for driver safety schools. The appointees shall serve for a term of one year beginning July 1 and may be reappointed to succeed themselves.

5. Duties of County Advisory Board. The county advisory board is empowered to establish driver safety schools and determine the policies governing the operation, including:

   A. Making application for approval of the operation of new and existing driver safety schools to the superintendent of public instruction.
   B. Submitting course of study and plans for program operation to the superintendent of public instruction for his approval.
   C. Appointing of instructors and determining instructors' salaries.
   D. Setting of course fees.
   E. Designating the locations where schools shall be conducted.
   F. Establishing a finance and audit committee within the membership of the board.
   G. Submitting an annual report to the superintendent of public instruction on forms provided for this purpose following the end of the fiscal year ending June 30.

6. Operation of Driver Safety Schools.

   A. There shall be a minimum of eight clock hours of classroom instruction offered.

   B. The maximum number of students shall not exceed 30 persons per class.

   C. Course Content. Course content shall be reviewed by the advisory board and approved by the superintendent of public instruction. Such course shall include causes of traffic accidents, traffic laws and their enforcement, psychology of the driver, development of good driving attitudes, physical and emotional factors related to driving, and defensive driving techniques.

   D. Qualification of Instructors. Instructors having the responsibility for the operation of driver safety schools shall be certified driver education instructors. Local resource people may be utilized in the instructional program to assist an instructor in the presentation of information in technical or special areas.

   E. Course Fees. The course fees shall be established by the advisory board and shall be used to defray the cost of instruction, materials, and clinical services. The course fees shall not exceed $10.00 per student.

   F. Reports and Records.

      (1) Records of attendance and evaluation of student progress shall be maintained by the instructor on forms provided for this purpose. Summaries of the records shall be submitted to appropriate referring agencies when applicable.

      (2) An annual report shall be submitted at the end of the fiscal year to the county advisory board for transmittal to the superintendent of public instruction.

D.P.I.
E-205

Return 2 copies to:
Supt. of Public Instruction
Driver Education Division
Lansing 2, Michigan

COUNTY DRIVER SAFETY SCHOOL
ANNUAL REPORT
(Fiscal Year, July 1, 19____ Through June 30, 19____)

1. Name of County Driver Safety School: _____

   Mailing Address: _____

   _____

2. Total number of classes operated . . . . . _____

3. Enrollment in County Driver Safety School

   a. Students referred by Municipal or Justice of Peace Courts No._____

   b. Students referred by Secretary of State No._____

   c. Students referred by Judge of Probate No._____

   d. Students enrolled voluntarily No._____

   e. Other students enrolled No._____

   Total enrollment for the fiscal year: . . . . . No._____

4. Total amount of enrollment fees collected:. . . . . $_____

   a. Fee per student $_____paid for_____hours of instruction.

5. Cost for the Operation of County Driver Safety Schools

   a. Cost of instructor's salaries $_____

   b. Cost of visual aids and films $_____

   c. Cost of other instructional materials $_____

   d. Cost of clinical services $_____

   (e) Other expenses (itemize)

   _____

   _____ $_____

   Total Cost of County Driver Safety Schools Operation: . . . . . $_____

Signed by: _____
Adult Education Director or Instructor

_____
Fiscal Agent

Date: _____

Book III

Private Trade, Business,
and Correspondence Schools

Book III

PRIVATE TRADE SCHOOLS

Contents

1. Scope of This Analysis

This topic covers all private trade, business, and correspondence schools which have as their purpose the training for occupational pursuits. Any private school incorporated under Michigan laws by the Corporation and Securities Commission must provide an annual report and submit its program to the State Department of Public Instruction for recommendation and approval.

The State Department's interest in the private trade school is determined not so much from the involvement or interest of the local public school, but more from the counselling and guidance services the Department can offer for local children and parents seeking information on occupational training opportunities from the local public school administrator and counselling staff.

For further clarification this section covers only those schools concerned with occupational training, since the schools having avocational pursuits and/or self-improvement courses are not considered responsibilities of the State Department of Public Instruction.

No attempt will be made to evaluate the private school here. The function of the state under present laws is merely to judge the school in the light of established criteria, to authorize its operations, and to give authorization to solicit students.

Private trade schools and correspondence schools are increasing in number in Michigan. Present procedures for state approval are being revised and probably will be adopted by January 1, 1960. The procedures and forms listed at this time cover only the present practice.

Forms and Communications

Copy of Law Providing for Regulation and Licensing of Private Trade Schools.

Standards for Licensing and Regulation of Private Trade Schools.

Form PTS - 2 Personnel Qualification Blank
Form PTS - 3 Visitation Report
Form PTS - 4 Private Correspondence School Report
Form PTS - 303 Annual Report Form
Form PTS - 7 Inspection Report
Form PTS - 8 Application for Solicitors Permit
Form PTS - 8a Solicitors Renewal Application
Form PTS - 9 Application for License to Conduct a Private Correspondence School
Form PTS - 10 Application for License to Conduct a Private Trade, Business School or Institute

Building Standards for Private Trade Schools

Copy of Temporary Permit

Form PTS - 1 Copy of License

Visitation Check Sheet

Directory of Michigan Private Trade Schools, Business Schools, and Institutes

MINIMUM STANDARDS FOR THE REGULATION AND LICENSING OF PRIVATE TRADE SCHOOLS, BUSINESS SCHOOLS AND INSTITUTES IN MICHIGAN

THE LAW

Act 148 of Public Acts 1943,
as Amended by Act 258 of P.A. 1949 and Act 21 of P.A. 1957

AN ACT to provide for the regulation and licensing of private trade schools and institutes in the state of Michigan; to provide for the issuance of permits to solicitors and to prescribe a fee therefor; and to prescribe penalties for the violation of this act.

Section 1. All private trade schools, business schools and institutes operated by any person or persons, firm, corporation or any other private organization for the purpose of teaching any trade, occupation, or vocation, shall secure from the state board of education a license issued in such form as said board may direct and in accordance with the provisions of this act. Said license may be revoked at any time if, in the judgment of said board, the person or persons, firm, corporation or organization to whom the license has been issued is not complying with provisions of the law or the rulings of the board. A "private trade school, business school or institute" as contemplated by this act shall be any plan or method used by said person or persons, firm, corporation or organization for giving instruction in any form or manner in any trade, occupation or vocation for a consideration, reward or promise of whatever nature, except (a) schools or colleges possessing the authority to grant degrees, (b) schools licensed by law through other state boards, (c) schools or training programs conducted or maintained by persons, corporations or organizations for their own employees without profit, and (d) schools or training programs conducted by an educational corporation incorporated under Act No. 327 of the Public Acts of 1931, as amended, and approved by the state board of education. No person or persons, firm, corporation or organization may be granted a temporary permit or a license to operate a private trade school, business school or institute as part of, or in conjunction with, another business or commercial enterprise which utilizes or sells goods or services produced by students.

Section 2. On and after the effective date of this act, no license shall be issued until the applicant has operated under a temporary permit in a manner satisfactory to the state board of education, and said board has approved the method and content of the advertising, the standards and methods of instruction, personnel, and the operating and instructional practices of the school. A temporary permit to operate a private trade school, business school or institute may be granted on the basis of a written proposal submitted in such manner and form as may be provided by the state board of education: Provided, That the proposal includes plans for facilities, instructional procedures, personnel, business standards, and operating and instructional practices which meet the provisions of this act and such rules and regulations as may be established by the state board of education.

Section 2a. The state board of education shall provide for adequate inspection of all private trade schools, business schools and institutes. Said board shall make such rules and regulations and employ such personnel as are necessary

Issued by
THE STATE BOARD OF EDUCATION
Lansing, Michigan
1957

to carry out the provisions of this act. Private trade schools, business schools and institutes shall submit such reports as may be required by said board, and shall make available to authorized representatives of said board all records pertaining to the instructional program of the schools or to any individual student or enrollee.

Section 2b. (1) An "agent" or "solicitor" means a person employed by or representing a school located within or without this state who shall personally attempt to secure student enrollees in places other than the office or place of business of the school.

(2) No solicitor or agent shall personally solicit any prospective student to enroll in a school, as defined in this act, located within this state, or personally solicit any prospective student to enroll in a school, as defined in this act, outside of this state, unless such person applies for and obtains a permit issued in accordance with regulations and in a manner and form as prescribed by the board pursuant to the provisions of Act No. 88 of the Public Acts of 1943 and Act No. 197 of the Public Acts of 1952.

(3) No solicitor or agent shall solicit prospective students to enroll in schools other than those specifically listed in the application for a permit.

(4) Each solicitor's permit shall expire on June 30 following the date of issuance. The board shall collect from each applicant for a solicitor's permit or renewal thereof a fee of $5.00 which shall be credited to the general fund.

Section 3. Any person or persons, members of any firm or any other private organization that shall violate the provisions of this act shall be guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed $100.00 or imprisonment in the county jail for a period not to exceed 90 days, or both such fine and imprisonment in the discretion of the court.

STANDARDS FOR LICENSING AND REGULATION OF
PRIVATE TRADE SCHOOLS, BUSINESS SCHOOLS, AND INSTITUTES IN MICHIGAN

I. Licensing Procedure

A. Data upon which a temporary permit and subsequent license are issued shall be obtained through a written application on forms provided by the State Board of Education and the applicant shall provide such information as the State Board of Education may require.

B. Before the State Board of Education issues a license, it will grant a temporary permit under which the applying person or persons, firm, corporation, or organization shall be required to operate for a minimum of six months in a manner satisfactory to the State Board of Education.

C. A temporary permit or a license shall be issued to a definite school at a specified address in a definite location, under a specified management. Change in any one of these invalidates the permit or license. In such a case, or when a school ceases to operate, the temporary permit or license shall be returned to the State Board of Education.

D. A license remains effective so long as the school observes the law and the minimum standards and conditions under which it is issued. A license or temporary permit may be revoked at any time if, in the judgment of the State Board of Education, the person or persons, firm, corporation, or organization to whom the license has been issued is not complying with the provisions of the law or rulings and regulations of the State Board of Education.

E. Visitations and inspections will be made periodically at the discretion of the State Board of Education.

F. An annual report, and such other reports as required, shall be submitted on such forms and at such time as the State Board of Education may direct.

II. Regulations

A. Governing Board of Management

1. The management or governing board of a school shall be identified as persons of integrity in character and business practice.

2. The school shall file with the State Board of Education personnel qualification data for administrators, directors, and agents employed by the governing body.

3. Financial resources of the governing board of management shall be adequate to the realization of the announced instructional objectives.

B. School Records and Tuition Rates

1. Adequate and complete registration, attendance, and achievement records shall be kept for each individual student and made available to him or to an authorized representative of the State Board

of Education upon request.

2. Any charges or quotations of charges involved in the purchase of instructional supplies or equipment of the student shall be specified as items apart from tuition charges. Such supplies and equipment shall become the property of the purchaser on date of purchase.

3. Tuition rates shall be filed with the State Board of Education. Subsequent increased rates shall not be applied to a student for that term or course in which he is currently enrolled. Rates published in school literature or any other media shall be in accordance with rates on file with the State Board of Education.

4. The tuition charge and the refund policy of the school shall be clearly stated on the registration, enrollment or contract from which the student signs.

C. Selection of Students

1. Students selected for a course shall have the necessary ability and/or prerequisite education or training for such course.

2. Students shall have the physical and educational qualifications required in the occupational field for which they are to receive training.

3. No officer, employee, or agent of any school shall solicit any student to leave an institution in which he is in attendance, whether it be a high school, college, university, or other trade school, business school, or institute; nor shall he seek to induce a student to change his plans when such student has signed an enrollment form and paid a registration fee in another school.

4. The State Board of Education will hold a school accountable for the acts and statements of all its agents and others engaged in procuring student enrollees or subscribers in its behalf.

D. Qualifications for Instructional Personnel

1. All instructional personnel shall be competent to instruct and/or supervise instruction in the subject(s) assigned to them. The school shall file with the State Board of Education personnel qualification data for all instructional personnel.

2. A teacher shall hold a certificate or license in fields in which the trainees, upon entrance into employment, will be required to hold a certificate or license.

E. Instructional Practices

1. The average class and pupil load per teacher shall be consistent with approved educational practices in the subject matter field concerned.

2. Each course shall be planned to cover the subject adequately, shall be clearly presented, and treated in accordance with best

current knowledge and practice of trade or business standards. Duration of training shall extend over a period of time sufficient to complete the work with standards appropriate to the subject and the requirements of the trade or occupation.

3. Outlines in the form of lessons, units, or projects must be available to the State Board of Education for each course offered.

F. Housing Facilities

1. The housing facilities for any private trade school, business school, or institute shall be of such standard, kind, size, location and comfort as to be adequate and satisfactory to good instruction for the number of students enrolled and the type and number of courses offered, and to insure the health and safety of the students and teachers.

2. Acceptable safety, health, and sanitary conditions shall prevail with regard to lighting, heating, ventilation, lavatories, corridors, closets, water supply and cleaning services, and these shall be declared safe and sanitary for school use by appropriate local and/or state authorities.

G. Equipment

1. The equipment and instructional materials must be of such quantity, quality, and kind as to be adequate, suitable, and acceptable for the type of courses taught.

2. The equipment and instructional materials shall meet all requirements of local and state laws as regards fire, health, safety, and sanitation.

H. Advertising Policies

1. Content of all published literature and advertising, illustrations, diagrams and pictures shall convey only true meaning, relationships and conditions supported by facts and statistics about the school, its management, instruction, offerings, and opportunities; but no school shall guarantee or imply placement.

2. Only such persons shall be listed or advertised as members of the staff or faculty as are regularly employed to give or directly supervise the instruction in one or more of the regular subjects in the school.

3. Catalogues or informational literature shall give specific information regarding the prerequisite training requirements for admission to courses and the duration of each course.

4. Private trade schools, business schools, and institutes, shall not solicit students through the "Help Wanted" columns of newspapers or periodicals.

5. The term "college" or "university" shall not be used in describing the school unless the school was officially so named prior to

passage of Act 148 of Public Acts 1943.

6. A licensed school may advertise that it is licensed under the laws of Michigan by the State Board of Education, but it shall not advertise that the school is recommended, endorsed, or approved by the State Board of Education.

7. Copies of proposed advertising shall be submitted to the State Board of Education with the application for a permit.

8. Any statements made by employees or agents of the school are construed as advertising and must conform to the policies here stated.

I. Solicitors

1. No permit will be issued to any solicitor or salesman unless the school he represents is approved or licensed by the Michigan State Board of Education.

2. Separate applications must be submitted for each school represented.

3. Separate permits will be issued for each school represented.

4. It will be the responsibility of the school to notify the State Board of Education when the employment of the solicitor is terminated.

5. Within ten days of termination of employment with a school, the solicitor must return the permit to the State Board of Education. Willful failure to do so will be grounds for invalidating other permits held.

6. Failure to obey the law and the rules and regulations promulgated by the Board of Education shall constitute grounds for revocation of permit.

Michigan State Board of Education
PERSONNEL QUALIFICATION BLANK
Private trade school, business school, or institute

1. Name _____ Address _____

2. Name of Employing School _____

3. Position (administrator or teacher) _____

4. Duties or subjects to be taught _____

5. Personal References _____

_____

6. Qualifications for above position

High school Education — Encircle highest grade completed: 8 9 10 11 12 — What teaching certificates do you hold?
Name and location of last school attended:

_____

College or University Education — Encircle highest college year completed: 1 2 3 4 5 6

Name and location	Hours credit	Major work in	Degree	Dates

Business or Technical Training

Name of course completed	Hours per week	No. of weeks	License or certificate	Date

Teaching Experience

From	To	Name and address of employer	Subjects

Practical Experience Related to Position

From	To	Name and address of employer	Nature of Responsibilities

Information supplied by _____ Date _____

DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF VOCATIONAL EDUCATION
PRIVATE TRADE SCHOOL DIVISION

VISITATION REPORT

Name of School _____ Date _____

_____

Purpose of Visit _____

Person Contacted _____

Remarks:

Signed _____

State Board of Education
Lansing, Michigan

PRIVATE CORRESPONDENCE SCHOOL REPORT

Submitted in compliance with Act 148
of P.A. of 1943 as amended

I. GENERAL INFORMATION

A. Name of School_____
B. Address_____
C. Person in charge_____ Title_____
D. Owner/s_____
E. Type of organization: individual_____ partnership_____ corporation_____
F. Number of license_____ Date issued_____
G. Number of years that school has operated under present ownership_____
at present address_____

II. THE STANDARDS AND METHODS OF INSTRUCTION

A. Is schedule of tuition maintained as filed in application to the State Board of Education or as subsequently filed?_____
B. How many persons are used for correction service?_____
C. Indicate number of students enrolled during the fiscal year_____
D. Indicate number of students completing courses during the fiscal year_____

III. THE METHOD AND CONTENT OF THE ADVERTISING

A. Were agents employed for soliciting prospective students?_____
If so, give names:_____
_____
_____

B. List the trade, business, professional, or accrediting associations of which the school is a member:_____
_____

C. Enclose copies of:
1. The latest catalog if revised since copy was last submitted.
2. Samples of promotional material, including brochures, newspaper and other advertisements.

Signed_____ Date_____

Position_____
(Owner or Manager)

Form PTS 303
8-59—300

STATE OF MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF VOCATIONAL EDUCATION
Private Trade School Section

ANNUAL REPORT
RESIDENT SCHOOL
INCORPORATED

ANNUAL REPORT

FOR EDUCATIONAL CORPORATIONS OPERATING PRIVATE TRADE SCHOOLS, BUSINESS SCHOOLS AND INSTITUTES

This report is required annually in compliance with Act 327 of P.A. of 1931, as amended and must be submitted in duplicate.

The following data are to be furnished and certified to by an officer duly authorized to act for and in behalf of the school reporting:

Period covered by this report: From July 1, 19_____ to June 30, 19_____.

Date Submitted_____

Name of School_____

Street and Number_____City_____

Number of years school has been in operation_____

1. List any changes in corporate ownership, management, or administration which have occured during the period of this report.

2. List of Agents or Solicitors:

Name	Permit Number Covering Fiscal year of this report	Current year	Remarks

(attach additional sheet if necessary)

3. List of Instructional Staff:

Name	Subject Taught	Post-High School Training		Degree or Certificate Held	Other Professional Training and/or Years of Work Experience	No. Hours Teaching	
		No. of Years	Institution			Day	Evening

4. Instructional Personnel Data:

Number of teachers employed: Full-time_____ Part-time_____

How many of these have been with the school a year or more_____ less than a year___

Are teachers paid a salary?_____ Highest_____ Lowest_____

If paid on an hourly rate, give highest_____ Lowest_____

State any other plan of payment:

5. List Inservice or Teacher Education Program(s) which members of your staff participated in during the period of this report.

6. Students Statistics:

For Period July 1, 19___ to June 30, 19___		No. of Students			
		Day	Evening	Total	
Former Students Re-enrolled					
New Students enrolled					
	TOTAL				
				. . . .	
Completed program					
Dropped out					
	TOTAL				
				. . . .	
In School at end of this period					

7. Student Records:

(a) How long are student records kept after graduation?_____

(b) What percentage of the graduating class were employed upon graduation in the field in which they were trained?_____

(c) Are records of placement kept on each graduate?_____

(d) What student follow-up services are maintained by the school?

8. **Finance:**

a. Total authorized capital stock $_____

Amount donated $_____

Amount bequeathed $_____

Amount actually paid in $_____

b. Total value of physical property owned by corporation_____

c. Date of last financial audit_____

Name of auditing firm_____

d. Expenditures and income for last fiscal year ending 19_____.

(1) Total expenditures_____

(2) Total income_____

9. **Affiliations and Memberships:**

List trade, business, professional and accrediting associations of which the school is a member.

10. **Enclosures:**

This report must be accompanied by the following:

a. Copy of catalog if revised since copy was last submitted.

b. Brochures published and copies of advertising during the reporting period.

c. Lists showing major equipment and additional floor space added, if any, during the past year.

Signed_____ Title_____
Name of authorized official

Date_____

DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF VOCATIONAL EDUCATION
PRIVATE TRADE SCHOOL SECTION

INSPECTION REPORT

Date _____

School _____ License Number _____ or Permit Number _____

Address _____

Purpose of Visit _____ Displayed _____

Director _____ Persons Contacted _____ Title _____ Title _____

1. ADMINISTRATIVE EVALUATION:

Attendance Records: Accurate _____ Marking Adequate _____ Permanency _____

Progress Records: Adequate _____ Current _____ Conform to Course Outline _____

Report Cards: Used _____ Current _____ Enrollment Applications _____

Instructors Employed: Full time _____ Part-time _____ Approved _____

2. INSTRUCTIONAL EVALUATION:

Course Outline: Adequate _____ Followed _____ Remarks _____

Job Sheets _____ Adequate _____ Usage _____ Correlation with Outline _____

Library Aids _____ Instructional Organization _____ Study Activity _____

3. EQUIPMENT: Adequate _____ Condition _____ TOOLS: Adequate _____ Condition _____

4. SUPPLIES: Adequate _____ Condition _____ Storage _____

5. PHYSICAL PLANT:

Office Layout _____ Shop Layout _____ Classrooms _____

Ventilation _____ Lighting _____ Heating _____ Safety _____ Exits _____

Toilet Facilities: Adequate _____ Condition _____ Supplies _____

6. HOUSEKEEPING: Good _____ Fair _____ Poor _____

7. COURSES:

	Maximum Approved	Enrollments Full Time		Part Time	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

_____
Signature of Inspector

(Use reverse side for Remarks)

DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF VOCATIONAL EDUCATION
PRIVATE TRADE SCHOOL SECTION
LANSING, MICHIGAN

APPLICATION FOR A SOLICITOR'S PERMIT

Application is hereby made to the Michigan Department of Public Instruction for a permit to solicit under the provisions of Act 148 of Public Acts 1943, as amended by Act 21, of Public Acts, 1957. Each permit issued shall be effective for a period of one year: each permit year is to continue from the first day of July to and including the following thirtieth day of June.

Date _____

1. Name _____

   Phone _____ Age _____ Date of Birth _____

2. Home Address _____

3. Business Address _____

4. List the name and address of the school for which you are personally employed as an agent or solicitor.

   Name _____

   Address _____

5. List the names and addresses of any other schools for which you have personally solicited students.

   Name _____ From _____ To _____

   Address _____

   Name _____ From _____ To _____

   Address _____

6. Give the names and addresses of at least three references as to your character and integrity.

   Name _____ Address _____

   Name _____ Address _____

   Name _____ Address _____

7. Have you ever been convicted of any felony or misdemeanor involving moral turpitude? _____

8. Will you conform to all regulations required for solicitors? _____

9. On what basis are you employed? Salary only( ) Commission only ( )
   Salary and Commission( ) Other _____

10. Does the school which you represent promise or guarantee job placement? _____

Solicitor's Signature _____

TO BE FILLED IN BY THE SCHOOL

1. Have you satisfied yourself that the applicant is of good moral character?_____

2. Is the applicant qualified to act as a solicitor and is he competent to safeguard and protect the interest of the public?_____

3. Does the policy of your school prohibit your agents from misrepresentation or fraud in his soliciting?_____

4. We certify that the foregoing statements are correct to the best of our knowledge and belief, and that the applicant_____is a duly qualified agent of_____.

Signed_____
(Owner, President or Vice-President)

Signed_____
(Secretary)

Note: Return this application to the Supervisor of Private Trade Schools, Department of Public Instruction, Office of Vocational Education, Box 928, Lansing, Michigan, with a certified check in the amount of $5.00 as a permit fee, made payable to the Michigan State Board of Education.

PTS-8a

DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF VOCATIONAL EDUCATION
PRIVATE TRADE SCHOOL SECTION
LANSING, MICHIGAN

APPLICATION FOR RENEWAL OF SOLICITOR'S PERMIT
(A change of employment will necessitate a new application.)

Date_____

1. Name_____ Phone_____

2. Home Address_____

3. Name of School_____

4. Application for renewal of solicitor's permit for year ending June 30, 19____ Signed_____
(Solicitor or Agent)

We certify that, as of this date, the above applicant is a duly qualified agent of

_____ Signed_____
(Name of School) (Owner, Pres. or Vice-Pres.)

Date_____ Signed_____
(Secretary)

Attach a certified check or money order in the amount of $5.00 as a permit fee, made payable to the Michigan State Board of Education.

STATE OF MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF VOCATIONAL EDUCATION
PRIVATE TRADE SCHOOL SECTION

APPLICATION FOR LICENSE TO CONDUCT A PRIVATE CORRESPONDENCE SCHOOL

Application is hereby made to the State Board of Education for a license to conduct a Private Correspondence School under the provisions of the Act 148 of Public Acts 1943, as amended.

Date _____

1. Title or Name of School _____

2. Location _____

3. Owner of School

   (a) If the school is individually owned, list the name and home address of the owner or owners.

   Name _____

   Address _____

   Name _____

   Address _____

   Name _____

   Address _____

   (b) If the school is owned by a corporation, list the name and address of the corporation and the name and addresses of the President, Secretary and Treasurer thereof.

   Name of Corporation _____

   Address _____

   Name of President _____

   Address _____

   Name of Secretary _____

   Address _____

   Name of Treasurer _____

   Address _____

4. References: Give three references as to integrity and the financial responsibility for each person following the same order as listed in item 3(a) or (b).

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

5. Director of School

Name _____ Address _____

Experience: List administrative or supervisory (education) experience, teaching experience and other experience relative to education. Give place and years of service for each.

_____

_____

_____

_____

References: Give three.

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

6. Has the owner or any employee of this school ever been convicted of any violation of the Penal Laws of any State or the United States involving moral turpitude? _____

7. Depository of the School _____

Address _____

8. How much working capital is available with which to conduct the School?

$ _____

9. Will you upon request, provide promptly and willingly, any additional information which the State Board may deem necessary in determining the adequacy of your program of instruction and business integrity of your school? _____

10. List below:

1. Specific Course
2. Number of lessons in each course
3. Specific purpose of each course.
4. Cost of each course.

Course	Number of lessons	Purpose	Cost

11. List below the states in which the applicant school is now approved or licensed for the purpose of offering correspondence courses, and in each case, designate the State Agency which has granted the approval or license.

12. Submit all lessons and instructional material for courses listed in #10.

13. Administrative and Supervisory Staff:

Name	Administrative Duties

All other Staff Members:

Name	Function

14. Give details of your correction service procedure in processing tests and manuscripts returned by the students, and approximate average time required to make such return.

15. List equipment available for properly administering the correspondence courses of study offered.

_____

_____

_____

_____

_____

16. Attach hereto, or forward under separate cover, copies of brochures, prospectus information, mailing pieces, sample newspaper advertising, and all materials which will be used for promotional purposes within the State of Michigan. Include also, a copy of the contract between your school and the student.

IN WITNESS WHEREOF this school has caused this application to be signed by its duly authorized official having charge of the school, this_____day of_____19___

_____	_____	_____
Name	Official Title	Address

STATE OF_____)
COUNTY OF_____)

On this____day of _____19____, before me, a notary public in and for the County aforesaid, personally appeared _____ to me known to be the_____of the _____ who, being duly sworn, deposes and says that he has charge of the school, that he signed the foregoing statements, that he has read the same, and that it is made in good faith for the purposes therein set forth, and that all statements and representations in said statement are true to the best of his knowledge and belief.

_____
Notary Public

My Commission expires_____

SPACE BELOW FOR STATE OFFICE USE ONLY

Receipt of Application _____

Inspection — Health _____ — Fire _____

Approval — Health _____ — Fire _____

Committee Inspection _____

Curriculum Study _____

Permit — Issued _____ — Date _____ — Rejected _____

Permit Expires _____

Committee Inspection _____

License — Issued _____ — Date _____ — Rejected _____

License _____

(Return this application to Supervisor of Private Trade Schools, Department of Public Instruction, Office of Vocational Education, Box 928, Lansing, Michigan.)

Form No. PTS 101
8-59--500

STATE OF MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF VOCATIONAL EDUCATION
Private Trade School Section

APPLICATION
RESIDENT SCHOOLS
UN-INCORPORATED
IN-STATE

APPLICATION FOR LICENSE TO CONDUCT A PRIVATE TRADE SCHOOL, BUSINESS SCHOOL OR INSTITUTE IN MICHIGAN

Two copies of this application must be returned to the Private Trade School Supervisor, Department of Public Instruction, Division of Vocational Education, Box 928, Lansing, Michigan. If more space is required, answers keyed to the questions may be submitted on a separate sheet.

Application is hereby made to the State Board of Education for a License to conduct a Private Trade School, Business School or Institute under the provision of Act 148 of Public Acts of 1943, as amended.

PART I GENERAL INFORMATION

Date of Application _____

1. Name of School _____

2. Address of School _____
Street Town or City

3. OWNER or OWNERS (Supply information for each owner in appropriate space below)

Name _____ Title _____

Mailing Address _____

Employment or Business connections for last 10 years.

Firm(s)	Dates Employed From	Dates Employed To

Name _____ Title _____

Mailing Address _____

Employment or Business connections for last 10 years.

Firm(s)	Dates Employed From	Dates Employed To

Name _____ Title _____

Mailing Address _____

Employment or Business connections for last 10 year.

Firm(s)	Dates Employed From	Dates Employed To

4. Has owner(s) ever been connected in any capacity with a Private Trade School of any type? If so, give details.

5. DIRECTOR OR MANAGER OF SCHOOL

Name _____ Title _____

a. Experience in Educational Field

List all experience, (administrative, supervisory, or teaching) in the educational field. Give details.

School(s)	Official Title	Dates of Employment From	Dates of Employment To

b. Other employment or business connections during last 10 years.

Firm(s)	Dates Employed From	Dates Employed To

6. Has the owner or any member of the administration staff, teaching staff or solicitor employed by the school ever been convicted of any violation of the Penal Laws of any State or the United States? _____

7. Financial Status

a. Estimated cost of establishing the school $_____

b. Estimated cost of conducting the school for the first 6 mos. $_____

c. Amount of capital on hand $_____

PART II

OPERATIONAL INFORMATION

1. Describe advertising program including media to be used. Attach samples of proposed advertising copy.

2. Do you plan to employ agents or solicitors for recruiting students? Yes___ No___

(If "yes," application for solicitors permits must be made annually to the State Board of Education.)

3. Do you understand that the school either in its advertising or in oral or written agreements with students cannot guarantee, promise or imply job placement? Yes_____ No_____

4. Student Employment and Graduate Placement

a. State your policy in regard to providing or helping to find employment for students while attending school.

b. State your method of assisting the graduate in job placement.

5. Will you carry Public Liability Insurance to cover students and employed personnel? Yes_____ No_____

6. Will students receive written marks or progress reports?_____

7. Will students receive certificates or diplomas upon completion of each course?

_____

PART III

INSTRUCTIONAL PROGRAM

1. State the purpose or purposes for which the school is being established.

2. Courses

List courses for which approval is requested	Type of work or job for which student is being trained

3. Instructional Staff

Personnel Qualifications Blank, Form No. PTS-601 must be submitted for each instructor with this application or prior to his employment.

4. Class Schedules

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	From	To	From	To	From	To	From	To	From	To	From	To
Morning												
Afternoon												
Evening												

PART IV

MISCELLANEOUS SUPPORTING MATERIALS

This application must be accompanied by the following:

1. Proposed copy for the following:

   (a) School Catalog or Bulletin (2 copies) see "School Catalog Requirements" Appendix A.
   (b) Student Contract Forms
   (c) Student Enrollment Forms
   (d) Student Attendance Forms
   (e) Student Progress Forms
   (f) Tuition Record Forms
   (g) Diploma or Certificate awarded upon completion of each course
   (h) Any other forms you may use

2. Proposed floor plan showing:

   (a) Location of Offices, Counseling Rooms and Library
   (b) Location of Classroom Furniture
   (c) Placement of Machines and Equipment
   (d) Window Areas and Doors
   (e) Restroom Facilities

3. Include a list of books, tools, and other equipment which a student must have to pursue the course and the approximate cost. State whether these must be purchased from the school or may be purchased elsewhere.

We certify that the foregoing statements, policies and information are correct to the best of our ability and belief, that the courses listed are complete and accessable to the student. We further certify that before being enrolled, the student is fully informed on the policies and procedures of the school as stated in the catalog and that he clearly understands the type of work or job for which he is being trained.

_____	_____	_____
Name of Authorized Official	Title	Address

STATE OF _____)
) ss.
COUNTY OF _____)

_____ the officer whose true signature appears above, being duly sworn, deposes and says that the facts set forth in the above statements are true.

Subscribed and sworn before me this _____ day of _____ 19____.

_____
(Notary Public)

My Commission Expires _____ 19____.

BUILDING STANDARDS FOR PRIVATE TRADE SCHOOLS

General Statement

No private trade school shall be licensed in the State of Michigan until its facilities shall have been inspected and approved by the office of the State Fire Marshal and of the health department having jurisdiction.

Statutory Reference: (Act 306, PA 1937, as amended)

1. "No school building, public or private, or additions thereto, shall hereafter be erected, remodeled or reconstructed in the State of Michigan except it be in conformity with the following provisions:"

2. "No existing building or part of building regardless of the number of its stories or its cost to the school district which has not had prior use as a school building shall be so used until such use shall have been approved by the superintendent of public instruction and the state fire marshal."

The above statutory references would lead to this interpretation: That no new construction for school purposes either public or private can be approved which is not in accordance with Michigan School Building Law and the requirements set forth in Bulletin #412, Revised. In the case of buildings designed and built for other occupancy and later acquired for school use certain deviations from the regulations of the School Building Law may be approved.

Building requirements:

1. Facilities for private trade schools which are constructed for that purpose shall conform to building standards for public and non-public schools as outlined in Bulletin #412, Rev.

2. Facilities for private trade schools provided by purchasing a building not originally designed as a school must conform to building standards for public and non-public schools as outlined in Bulletin #412, Revised, with this exception: a basement heating plant, if properly protected, may be allowed if site limitation prohibits removal.

3. Facilities for private trade schools in leased quarters must conform to building standards for public and non-public schools as outlined in Bulletin #412, Revised, with the exceptions:

   (a) a suitably protected basement heating plant is allowed or one segregated at classroom grade.

   (b) classes may be held on floors above the first in combustible buildings if protected by an approved sprinkling system.

   (c) interior finishes must be in accordance with those approved in the Building Exits Code of the National Fire Protection Association.

(d) exit requirements shall be based on occupancy and and in conformance with exit standards for public and non-public schools as outlined in Bulletin #412, Revised, with the exception that doors to individual rooms may be swung in either direction if occupancy is 25 or less.

Miscellaneous requirements:

1. Fire extinguisher requirements shall be the same as for public and non-public schools.

2. An approved fire alarm system is required for the entire building if the school occupancy exceeds 60 students at any one time or if occupancy is other than the first floor.

3. All electrical wiring must be in accordance with the National Electrical Code.

Other occupancy:

No private trade school will be licensed to operate in any building having one of the following hazards unless the instructional and hazardous areas be adequately segregated.

Hazardous occupancies shall be classified as those having contents which are likely to burn with extreme rapidity or from which poisonous fumes or explosives are to be feared in the event of fire.

1. Occupancies where gasoline and other flammable liquids are handled, used or are stored under such conditions as to involve possible release of flammable vapors.

2. Where grain dust, wood, flour or plastic dusts, aluminum or magnesium dust or other explosive dusts may be produced.

3. Where hazardous chemicals or explosives are manufactured, stored or handled.

4. Where cotton or other combustible fibres are processed or handled under conditions such as to produce flammable flyings.

5. Other hazardous situations

Lease agreements for school occupancy of quarters should contain a "breaking" clause if occupancy in the total building changes so as to include one of the hazardous exposures described above.

Health requirements:

1. Sanitary facilities for private trade schools shall conform to standards.

2. Ventilation requirements for private trade schools shall conform to standards for the trade taught as established by the Division of Occupational Health of the Michigan Department of Health.

MICHIGAN

STATE BOARD OF EDUCATION

THIS CERTIFIES *that the State Board of Education has examined*

the .....

located at .....

under the ownership of .....

(Individual or Corporation Name)

and having obtained a satisfactory proposal to give resident training in vocational courses hereby grants to the owners this

TEMPORARY PERMIT

This permit expires.....

which authorizes the school to enroll and teach students in the following: .....

.....

.....

SAMPLE -- VOID

in conformity with the provisions of Act No. 148, P. A. of 1943, as amended by Act No. 258, P. A. of 1949.

This temporary permit is effective until the above expiration date provided the above named school faithfully observes the laws of Michigan and the requirements of the State Board of Education.

The number of this temporary permit is.....*for resident courses given at the above address.*

Given at Lansing, Michigan, this.....*day of*....., *A. D.* .....

In witness whereof this license bears the seal of the State Board of Education and signature of the Secretary.

.....

SECRETARY, STATE BOARD OF EDUCATION

THIS PERMIT IS VALID FOR THE SPECIFIED MANAGEMENT AND ADDRESS ONLY.

Form No. PTS-1

MICHIGAN

№ 238

STATE BOARD OF EDUCATION

In conformity with the provisions of Act No. 148, P. A. of 1943, as amended, the State Board of Education has inspected

the .....

located at .....

under the ownership of .....

(Individual or Corporate Name)

and having obtained satisfactory evidence that the school, under the above named ownership, can provide training in vocational courses, hereby grants this license which authorizes the school to enroll and teach students in the following:

.....

.....

.....

.....

SAMPLE -- VOID

This license is effective so long as the above named school faithfully observes the laws of Michigan and the requirements of the State Board of Education.

Given at Lansing, Michigan, this ..... *day of* ....., *A. D.* .....

In witness whereof this license bears the seal of the State Board of Education and signature of the Secretary.

.....

SECRETARY, STATE BOARD OF EDUCATION

CHANGE OF ADDRESS OR OWNERSHIP INVALIDATES THIS LICENSE

1

Form No. PTS-1

MICHIGAN

№ 238

STATE BOARD OF EDUCATION

In conformity with the provisions of Act No. 148, P. A. of 1943, as amended, the State Board of Education has inspected

the .....

located at .....

under the ownership of .....
(Individual or Corporate Name)

and having obtained satisfactory evidence that the school, under the above named ownership, can provide training in vocational courses, hereby grants this license which authorizes the school to enroll and teach students in the following:

.....

.....

.....

.....

SAMPLE — VOID

DUPLICATE

This license is effective so long as the above named school faithfully observes the laws of Michigan and the requirements of the State Board of Education.

Given at Lansing, Michigan, this ..... *day of* ....., *A. D.* .....

In witness whereof this license bears the seal of the State Board of Education and signature of the Secretary.

.....
SECRETARY, STATE BOARD OF EDUCATION

CHANGE OF ADDRESS OR OWNERSHIP INVALIDATES THIS LICENSE

1

VISITATION CHECK SHEET

Name of School_____ Date_____

Address_____

Persons Contacted_____

1. Condition

   a. Physical - Housing

   b. Equipment and Reference Material

   c. Enrollment

   d. Permit Status of Solicitors

2. Management

   a. Staffing and Staff Assignment

(1) Training and Background of Instructors

(2) Training and Background of Solicitors or Salesmen

b. Financial

(1) Auditing and Filing Report

(2) Profit Splitting

(3) Stock

c. Association Membership

3. Instructional Practice

a. Lesson and Course Outline

(1) Original Writing - Authority

(2) Provision for Revision

b. References

c. Correction and Grading

d. Personal Counselling and Advising

e. Progress of Students

(1) Record Keeping

f. Reward System

(1) Diploma or Certificate

4. Business Practice

a. Advertising

(1) Brochure

(2) Response to Inquiry

(3) Newspaper and Periodical

b. Contracting - Refund

c. Sales Approach

d. Selection of Students

e. Communications with Prospective Employers of Students

5. Other

DIRECTORY OF MICHIGAN

PRIVATE TRADE SCHOOLS, BUSINESS SCHOOLS, AND INSTITUTES

State of Michigan
Department of Public Instruction
Lynn M. Bartlett, Superintendent
Lansing

January 1959

This directory includes business schools, trade schools, correspondence schools, and institutes operating under licenses issued by the Michigan State Board of Education, in accordance with Act 148, P.A. of 1943, as amended, or as "Educational Corporations," and defined by that Act, and schools approved under the Veterans Readjustment Assistance Act of 1952.

The listing of these schools is not to be construed as a recommendation by the State Board of Education.

Public Act 148, P.A. of 1943, as amended, now requires Solicitors representing schools located within or outside of the state of Michigan to have a permit issued by the State Board of Education before they can solicit students. Questions relative to solicitors or schools should be directed to the State Department of Public Instruction.

K E Y

V - Approved under Public Law 550

D - Day School Program

E - Evening School Program

PRIVATE TRADE SCHOOLS, BUSINESS SCHOOLS, AND INSTITUTES

Name	Key	Courses
Academy Nvart 23510 Southfield Road Detroit 35, Michigan	D-E	Dressmaking, Designing, Retailing, Illustration and Sketching
Acme School of Die Design Engineering 883 Broadway Benton Harbor, Michigan	V-D-E	Industrial Mathematics, Mechanical Drawing, Tool Design, Die Design
Acme School of Die Design Engineering 755 Butterworth Street, N.W. Grand Rapids, Michigan	E	Industrial Mathematics, Mechanical Drawing, Tool Design, Die Design
Acme School of Die Design Engineering 13755 Woodward Avenue Highland Park, Michigan	E	Industrial Mathematics, Mechanical Drawing, Tool Design, Die Design
Adult Tutoring 1008 David Stott Building Detroit 26, Michigan	D	Shorthand, Typewriting, Bookkeeping
Allen Art and Airbrush Institute 940 East Nine Mile Road Ferndale, Michigan	E	Airbrush Techniques, Negative Retouching, Drawing, Oil Painting and Industrial Illustration
American Beauty Finishing School 825 Book Building Detroit 26, Michigan	D-E	Professional Modeling
Argubright College of Business Administration 43 West Michigan Avenue Battle Creek, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Baker Business University, Inc. 126 East Third Street Flint, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Belen's School of Floral Design 1100 North Washington Avenue Lansing, Michigan Mailing address: P.O. Box 943	D	Floral Design
Brogdon Sewing Center 1975 West Grand Boulevard Detroit 8, Michigan	D-E	Professional Dressmaking
Brooke School of Photographic Arts 2587 West Grand Boulevard Detroit 8, Michigan	D-E	Portrait Negative Retouching, Portrail Oil Painting

Name	Key	Courses
Builders and Traders School of Estimating 2210 Park Avenue Detroit 1, Michigan	E	Beginners Estimating, Advanced Estimating
Burroughs Office Machines Training Center 7355 Woodward Avenue Detroit, Michigan	D-E	Operation of Adding, Billing and Calculating Bookkeeping Machines
Burroughs Office Machines Training Center 3518 Detroit Street Flint, Michigan	D-E	Calculator
Business Institute of Pontiac 7 West Lawrence Street Pontiac, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Carnegie Institute 400 Park Avenue Building 2011 Park Avenue Detroit, Michigan	D-E	Medical Office Receptionist, Medical Office Assistant
Cloverland Commercial College 716 Ludington Street Escanaba, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration, Salesmanship, Professional Accounting, Technical Related Instruction
Comptometer School 1800 Industrial Building 232 Grand River Avenue Detroit 26, Michigan	V-D-E	Comptometry
Comptometer School 909 Sill Building Flint, Michigan	D-E	Comptometry
Comptometer School 453 Houseman Building Grand Rapids, Michigan	V-D-E	Comptometry
Comptometer School 210 Reynolds Building Jackson, Michigan	V-D-E	Comptometry
Comptometer School 212 South Grand Avenue Lansing, Michigan	V-D-E	Comptometry
Comptometer School 314 Hubbard Building Pontiac 15, Michigan	V-D-E	Comptometry

Name	Key	Courses
Comptometer School 615 Bearinger Building Saginaw, Michigan	D-E	Comptometry
Davenport Institute 12 South Division Avenue Grand Rapids, Michigan	V-D-E	Accounting, Secretarial, Stenographic, Salesmanship, Dale Carnegie Course in Public Speaking, Business Administration
David Wolcott Kendall Memorial School 145 Fountain Street, N.E. Grand Rapids, Michigan	V-D-E	Furniture Design, Interior Architecture and Design, Commercial and Advertising Art, Furniture and Interior Design, Advanced Layout and Advertising Production
Dearborn Keypunch Systems 13920 Michigan Avenue Dearborn, Michigan	D-E	Keypunch Operation
Delyda's Tutoring School 15622 Log Cabin Detroit 3, Michigan	D-E	Secretarial, Clerical
DePatis Florist School 262 East Montcalm Detroit 1, Michigan	E	Floral Designing and Store Operation
Detroit Business Institute Michigan Theater Building 220 Bagley Avenue Detroit 26, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Detroit Butcher and Meat Cutting School 16847 Hamilton Highland Park, Michigan	D-E	Meat Cutting
Detroit College of Applied Science 1200 West Eight Mile Road Ferndale 20, Michigan	V-D-E	Drafting, Tool Designing, Die Designing, Tool Engineering, Production Engineering, Automation
Detroit Engineering Institute 2030 West Grand River Avenue Detroit, Michigan	V-D-E	Mechanical Drafting, Tool and Die Design, Diesel Engine Design, Steam Engineering, Quality Control, Panel Tipping
Detroit Institute of Commerce 1308 Broadway Detroit 26, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration, Keypunch Operation, IBM Tabulating and Wiring, Mechanical Drafting, Architectural Structural, Tool Design

Name	Key	Courses
Detroit Practical School 944 West Seven Mile Road Detroit 3, Michigan	D-E	Steam Engineering, Boiler Operation
Detroit School of Announcing and Speech, Inc. 5840 Second Avenue Detroit, Michigan	E	Radio and Television Announcing
Detroit School of Real Estate 3415 Cadillac Tower Building Detroit 26, Michigan	E	Elements of Real Estate Selling
Detroit School of Swedish Massage 15139 Grand River Avenue Detroit 27, Michigan	D-E	Massage
Detroit Time Study School, Inc. 2467 Grand River Avenue Detroit 1, Michigan	V-D-E	Time Study Engineering, Tool Design, Drafting, Blueprint Reading, Process Inspection, Foremanship Training, Shop Mathematics
Dundon's Actual Business College 219 Stephenson Avenue Iron Mountain, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Eastern Michigan College of Commerce 1719 Military Street Port Huron, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
East Side Design & Engineering Institute 15645 Harper Detroit, Michigan	V-D-E	Mechanical Drawing, Blueprint Reading, Shop Mathematics, Tool Design, Die Design, Auto Body Design and Layout
Electronics Institute, Inc. 2457 Woodward Avenue Detroit 1, Michigan	V-D-E	Radio, Television, Electronics, Electronics and Television Engineering
Elsa Cooper School 1303 Cadillac Tower Detroit 26, Michigan	V-D-E	Legal Secretarial, Shorthand and Stenotype
Fairbanks School of Dressmaking 1735 Clairmount Detroit 6, Michigan	V-D-E	Dressmaking, Ladies' Tailoring, Millinery
Florence Utt Switchboard School 2612 David Broderick Tower Detroit, Michigan	D-E	Switchboard Operating, Personal Typing, IBM Key Punch Operation, IBM Tabulating and Wiring

Name	Key	Courses
Gleason School of Welding 215 South Larch Street Lansing, Michigan	D	Electric Welding, Acetylene Welding, Metal Finishing, Torch
Hamilton Business College 621 East William Street Ann Arbor, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Hazel M. Trafton Millinery School 406 Park Avenue Building 2011 Park Avenue Detroit 26, Michigan	D-E	Custom Millinery
Jackson Business University 234 South Mechanic Street Jackson, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Jerome Studio - School of Photography 18480 Grand River Avenue Detroit, Michigan	E	Photography
Key Punch Training Center, Inc. 613 Boulevard Building 7310 Woodward Avenue Detroit 2, Michigan	D-E	IBM Key Punch Operation, IBM Tabulating and Wiring
Kimble's School of Sewing 5395 Grand River Detroit 8, Michigan	D	Sewing
Landscape Gardening School of Michigan 6947 West Outer Drive Detroit 35, Michigan	E	Landscape Design and Budgeting, Landscape Construction and Planning, Landscape Maintenance and Improvement
Lansing Business University 130 West Ionia Street Lansing, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration, Salesmanship, Court Reporting
Leadership Training Institute 2026 Guardian Building Detroit 26, Michigan	V-E	Public Speaking, Personality Development and Human Relations (Dale Carnegie Course)
Lewis Business College 5450 John R Street Detroit 2, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting
Mary Ann Baldwin, Inc. 411 Book Building Detroit 26, Michigan	D-E	Switchboard-Receptionist

Name	Key	Courses
Meinzinger Art School 12 East Hancock Detroit 1, Michigan	V-D-E	General Course, Fashion Illustration, Advertising Illustration, Fine Arts, Sign and Show Card Writing, Airbrush, Layout, Lettering
Michigan Design Institute 621 North Cedar Street Lansing, Michigan	D-E	Auto Body Design
Michigan School of Meat Cutting 3510 Cass Avenue Detroit, Michigan	D-E	Meat Cutting and Cash Register Training
Michigan School of Modeling and Self-Improvement 15 Diamond, N.E. Grand Rapids 3, Michigan	D	Professional Modeling
Miller Textile Weavers, Inc. 13336 Livernois Avenue Detroit, Michigan	D	Invisible Reweaving
Muskegon School of Business 1003 Spring Street Muskegon, Michigan	V-D-E	Stenographic, Secretarial, Accounting, Office Machines, Business Administration, IBM Keypunch Operation, Airline - Reservations and Ticketing
Northeastern Leadership Institute 206 Davis-Hill Arcade 509-11 Center Avenue Bay City, Michigan	V-E	Public Speaking, Personality Development and Human Relations (Dale Carnegie Course)
Northeastern School of Commerce 701-705 North Madison Avenue Bay City, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Parisian Sewing School 1106 East Grand Boulevard Detroit 7, Michigan	D-E	Sewing
Parsons Business College 338 West Michigan Avenue Kalamazoo, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Patricia Stevens Finishing School 707 Empire Building Detroit 26, Michigan	D-E	Personal Charm, Professional Modeling - Fashion, Photographic and Television Modeling
Pearl Brooks Modeling 612 Leslie Avenue Lansing 12, Michigan	E	Professional Modeling

Name	Key	Courses
Perspective, School of Dynamic Design 18600 John R Street Detroit 3, Michigan	V-D-E	Industrial Clay Modeling, Automotive Dynamic Design
Pipe-Weld School of Welding 800 South Division Street Marquette, Michigan	V-D-E	Pipe Welding
PJ Models School 22260 Edison Dearborn, Michigan	D-E	Professional Modeling
Radio Electronic Television Schools 3730 Woodward Avenue Detroit, Michigan	V-D-E	Practical Television and Communications Engineering, Television Servicing, Industrial Electronics
Radio Electronic Television Schools 4900 North Saginaw Street Flint, Michigan	D-E	Practical Television Servicing, Industrial Electronics
Radio Electronic Television Schools 101-103 Campau Avenue, N.W. Grand Rapids, Michigan	D-E	Practical Television Servicing, Industrial Electronics
Richard V. Snyder School of Cake Decoration 16841 Grand River Avenue Detroit 26, Michigan	E	Cake Decoration
Ruth Dorsey's School 600 Francis Palms Building 2111 Woodward Avenue Detroit 1, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Saginaw Business Institute 310 South Washington Avenue Saginaw, Michigan	V-D-E	Secretarial, Stenographic, Office Machines, Accounting, Business Administration
Sales Training Institute 958 Maccabees Building Detroit 2, Michigan	D	Sales Training
Stenotype Commercial College Eighth Floor Industrial Building Detroit 26, Michigan	V-D-E	Stenotype Secretarial, Stenotype Court Reporting
Technical School of Metallurgy 14513 Puritan Avenue Detroit 27, Michigan	D-E	Metallurgy

Name	Key	Courses
Twin City Business College 198-200 Pipestone Street Benton Harbor, Michigan	V-D-E	Bookkeeping, Secretarial, Accounting, Stenographic
Will-O-Way Apprentice Theater, Inc. West Long Lake Road Bloomfield Hills, Michigan	D-E	Theory and Practice of Acting, History of Drama and the Theatre, Technical Studies, The Theatre as a Profession, Play Performance
Wolverine School of Trades 1400 West Fort Street Detroit 16, Michigan	V-D-E	Acetylene Welding, Electric Arc Welding, Body and Fender Collision, Auto Mechanic, Automotive Transmissions
Y.W.C.A. Educational Department 2230 Witherell Street Detroit 1, Michigan	D-E	Secretarial, Stenographic

CORRESPONDENCE AND HOME STUDY COURSES

Name	Key	Courses
Allen Audio-Visual Training 940 East Nine Mile Road Ferndale 20, Michigan		Basic Airbrush Technique
American Jet School, Inc. 1609 East Kalamazoo Street Lansing, Michigan		Jet Engine (theory only)
Argubright College of Business Administration 43 West Michigan Avenue Battle Creek, Michigan	V	Accounting, Salesmanship
Central Technical School 5800 Streefkirk Warren, Michigan Mailing address: P.O. Box 373		Airbrush and Photographic Retouching
Davison Technical School, Inc. 13314 Woodward Avenue Detroit 3, Michigan		Bookkeeping, Accounting
Detroit Engineering Institute 2030 Grand River Avenue Detroit 26, Michigan		Drafting, Blueprint Reading
Devereaux Taxidermy School Route #1 DeWitt, Michigan Mailing address: 724 North Verlinden Avenue Lansing, Michigan		Taxidermy
Eastern Michigan College of Commerce 1719 Military Street Port Huron, Michigan		Accounting
Industrial Training School, Inc. 1818 West Ganson Street Jackson, Michigan		Time Study Engineering, Process Engineering, Industrial Supervision, Blueprint Reading, Job Evaluation
Klok Institute 154 Louis Street, N.W. Grand Rapids, Michigan		Wood Production Engineering
Machine Precision Institute 16578 Baylis Detroit 21, Michigan		Machine Shop Training (theory only)
Maher Home Course of Ventriloquism 424 Book Building Detroit 24, Michigan Mailing address: Box 36, Kensington Station Detroit 24, Michigan		Ventriloquism

Name	Key	Courses
Michigan Timestudy School 3546 Trumbull Street Detroit, Michigan		Time Study Engineering, Process Engineering
Motion Picture Institute of U.S.A. 217 South Woodward Avenue Birmingham, Michigan		Cinematography, Advanced Home Movie Making, Dramatic Motion Picture Production, Business and Industrial Film Production
Polish-American Technical Society 11695 Farley Avenue Detroit 39, Michigan		Drafting
Progressive School of Knitting Design 10800 Stratman Avenue Detroit 1, Michigan		Knitting
Ruth Dorsey's School 600 Francis Palms Building 2111 Woodward Avenue Detroit 1, Michigan		Comptometry, Accounting, Shorthand
Stenotype Commercial College 8th Floor Industrial Building Detroit 26, Michigan		Stenotype
Tonne Technical School 318 Cooper Avenue Hancock, Michigan		Blueprint Reading

INFORMATION REGARDING PRIVATE TRADE SCHOOLS NOT COVERED BY ACT 148 OF THE PUBLIC ACTS OF 1943, AS AMENDED

Aeronautics Schools

Schools of aeronautics teaching flying and ground work related to flying are under the supervision of the State Department of Aeronautics, Capitol City Airport, Lansing.

Barbering Schools

Barbering schools are licensed by the Michigan State Board of Examiners for Barbers, 702 Cadillac Square Building, Detroit.

Beauty Culture Schools

Cosmetology schools are licensed by the State Board of Cosmetology, Stevens T. Mason Building, Lansing.

Corporation Institutes and Schools

The Michigan Private Trade School Licensing Act does not cover programs conducted or maintained by firms or organizations primarily for their own employees without profit. In this category are the following:

Chrysler Institute of Engineering Detroit 31, Michigan	An institute of the corporation offering work of college level in engineering for its employees and potential employees.
General Motors Institute Flint 2, Michigan	An institute of the corporation offering work in engineering and business administration for its employees, dealers, and distributors.

CORRESPONDENCE SCHOOLS OUTSIDE OF MICHIGAN

Correspondence schools located outside of the state of Michigan are not subject to Act 148, P.A. of 1943, but the agents or solicitors for these schools must secure a permit issued by the State Board of Education before they may solicit students in Michigan. A list of correspondence schools located outside of the state of Michigan may be secured from the National Home Study Council, 1420 New York Avenue, N.W., Washington 5, D.C. or the Association of Home Study Schools, 1001 Connecticut Avenue, N.W., Washington 6, D.C.

Page [illegible]

Directory of Michigan
Private Trade Schools, Business Schools, and Institutes

July 1959

NEW SCHOOLS:

Name	Key	Courses
Data Processing Institute, Inc. 1267 Griswold Detroit 26, Michigan	D	IBM Key Punch Operation, IBM Tabulating and Wiring
Northwood 503 North State Street Alma, Michigan (To start fall of 1959)	D	Stenographic-Clerical, Executive Secretarial, Business Management, Airline Hostess
Radio Electronic Television Schools 129 E. Michigan Avenue Lansing 16, Michigan	E	Practical Television Servicing, Industrial Electronics
The Hinchman Corporation School 1104 Francis Palms Building Detroit 1, Michigan	D	Corrosion Course for Engineers, Cathode Protection Maintenance, Water Treatment
Trans-Tech Institute 11429 E. Seven Mile Road Detroit 1, Michigan	D	Automatic Transmission Service, Automatic Transmission Rebuilding, Advanced Automatic Transmission Rebuilding

CHANGE OF ADDRESS:

Detroit School of Real Estate
1511 First Street
Detroit 26, Michigan

Michigan School of Modeling and Self-Improvement
161 Ottawa, N.W.
Grand Rapids 3, Michigan

DELETE:

Detroit Butcher and Meat Cutting School
16847 Hamilton
Highland Park, Michigan

(Terminated operation January 3, 1959.)

Pearl Brooks Modeling
612 Leslie Avenue
Lansing, Michigan

Book IV

Work Permits

Book IV

WORK PERMITS

Contents

1. Scope of Analysis

Laws pertaining to the legal employment of minors and regulations covering issuance of work permits are interdependent.

This section more properly should be classified under the title of Legal Employment of Minors, but since the schools concern themselves with the issuance of work permits and since the activity is more recognizable under the title of Work Permits, it appears advisable to so classify it.

2. Purpose of State and Federal Labor Laws[1]

A publication of the United States department of labor describes state and federal jurisdiction:

> Labor laws are passed by the State legislatures and by Congress often cover the same field.
>
> All the powers of government in our country come from the people, but some of these powers are exercised through the States and some through the Federal Government. When the Thirteen Original Colonies had freed themselves and set up state governments, they found that each State by itself was weak and that the States wrangled among themselves. So they set up a Federal Government, laying down in the Constitution both its powers and the limitations to its powers. Thus they secured the benefits of union while keeping local self-government.
>
> The powers which the Constitution gives to the Federal Government include the right to regulate commerce among the States and with foreign countries, the right to coin money, to provide for the national defense, and so on. The things which the Federal Government may not do, according to the Constitution, include restricting freedom of speech and freedom of religion.
>
> In the 160 years since the Constitution was adopted, this broad country has been knit together by modern means of transportation and communication--railroads, good automobile roads, electric power, telegraph lines. Bad working conditions in one State can undermine good conditions elsewhere, can cause unemployment, cut purchasing power, and thus reduce the flow of commerce between the States. Many persons began to ask why Congress, if it has the power to regulate interstate commerce, could not also regulate such things as labor standards which directly affect interstate commerce?
>
> As the need for a national policy on labor standards became more obvious, and the need for national action more urgent, Congress did act. The Supreme Court has settled any doubts about the right of Congress to act in this field by declaring constitutional the Federal laws that have been passed to set minimum wages and maximum hours, to prohibit child labor, and to do away with the causes of industrial strife.

---

[1]Bulletin No. 220, The Worker, His Job, and His Government, United States Department of Labor, 1942.

These Federal laws apply, however, only to workers in business or industry which is conducted across State lines, or which manufactures products which are shipped from one State to another. They apply, for example, to the employees of coal mines and steel mills, of lumber companies, of textile mills, and of transportation and communication services.

At the same time, the States still have the right and the duty to protect the health, safety, and well-being of their citizens; they still have important jobs to do in the field of labor legislation.

3. Early Developments--National

Another study by the United States Department of Labor traces the history of labor laws:[2]

The first labor laws to be passed in the United States were child labor laws. In the early days when the textile industry was starting, manpower was scarce and child labor was cheap. Young children were employed in the mills, usually working from dawn to dark. These children, of course, were getting no schooling. In 1813 Connecticut passed a law requiring mill owners to have the children in their factories taught reading, writing, and arithmetic. In 1836 Massachusetts required that children under 15 working in factories attend school for three months a year.

The next step was in 1842, when a maximum ten-hour day was set in Massachusetts for children under 12 and in Connecticut for those under 14. The first state adopting a minimum age law was Pennsylvania in 1848; this law set a 12-year minimum in textile plants. The first law requiring school attendance for nonworking as well as working children was passed in Massachusetts in 1852, requiring children between 8 and 14 years of age to attend school 12 weeks a year.

In the meantime agitation was developing for shorter hours for all workers. A ten-hour "legal working Day" for all workers was set by law in New Hampshire in 1847.

In 1852 Ohio enacted a law limiting women's hours of work to ten a day in a place used for mechanical or manufacturing purposes. However, it was not until 1879 that the first enforceable maximum ten-hour law for women was enacted. This was in the form of an amendment to a Massachusetts law of 1874.

The second half of the century also saw the rise of national organized labor unions; the Knights of Labor in the 1870's and the American Federation of Labor in the 1880's. With these unions pressing for better working conditions, particularly as to hours of work, came more women's hours laws and more child labor laws, as well as some hours laws for men. In additinn, a few other types of labor laws were making their appearance, such as those requiring guards for machines and those regulating private employment agencies.

---

[2]The American Workers' Fact Book, United States Department of Labor, Washington: United States Government Printing Office, 1956.

Significant moves also were the establishment in 1869 of the first bureau of labor statistics in Massachusetts, and ten years later, also in Massachusetts, provision for a special enforcing agency, that is, three factory inspectors to enforce the child labor, safety, and women's hours laws.

The status of labor legislation in 1900 shows that much progress had been made and reveals the following:

Twenty-states, including most of the industrial states, had enacted laws requiring a regular pay day, or payment in lawful money, at least in some industries.

About a dozen states required safeguarding of machinery in factories, while around 25 had laws relating to mine safety.

A few states regulated sanitary conditions in factories or in places where industrial homework was done.

Ten states had laws regulating private employment agencies.

The first public employment office had been established in Ohio in 1890; other states were just beginning to follow in 1900.

About 17 states provided for mediation of labor disputes.

Twenty states set a legal limit to the hours of work for women in one or more industries.

Twenty-eight had child labor laws, usually setting a 12- or 14-year minimum applying to work in factories or mines.

Some 30 states had compulsory school-attendance laws.

Seventeen states provided inspectors to enforce the laws and some 25 had bureaus of labor statistics.

The status today shows great progress has been made during the last half of the century as is further listed in the following condensed study from the American Workers Fact Book:

Every state has a workmen's compensation law, about half of which are compulsory, an unemployment insurance law, and a child labor law; all but one, a compulsory school attendance law.

Minimum wage legislation is now on the statute books of 29 states, the three territories, and the District of Columbia (three of these laws were enacted in 1955). Of these, the laws of eight states and the three territories apply to men as well as women. Wage payment laws are in effect in all but three jurisdictions, with wage collection provisions included in about one-third of the laws.

Laws establishing standards for working hours, working conditions, or wages for women have been enacted by every jurisdiction. Forty-three states set maximum hours. Nearly half establish a

six-day week for women in some or all industries; over half provide for meal periods, and eight for rest periods. All but two states have laws requiring seating facilities, and a number provide for other plant facilities, such as dressing and rest rooms. With the enactment of equal-pay laws in three States in 1955, 16 states and Alaska now have such legislation prohibiting employers from discriminating in the rate or method of pay, on the basis of sex.

Laws granting rule-making authority in the field of industrial safety are in effect in 30 jurisdictions and most of these have utilized this authority to a considerable extent.

All states and territories have free employment services and unemployment insurance programs operated in accordance with state law.

Private employment agencies are regulated by law in all but seven jurisdictions.

All but six jurisdictions have a state mediation service.

Temporary disability insurance laws and fair employment practice acts have made a start.

Twenty-five jurisdictions have laws setting up apprenticeship programs, while apprenticeship agencies have been established by the governor or the commissioner of labor in six others.

4. Labor Legislation Developments in Michigan

Section 29, Article V, Constitution of Michigan of 1908, reads as follows: "The Legislature shall have power to enact laws relative to the hours and conditions under which men, women, and children may be employed."

During the intervening half century the history of Michigan labor legislation is written as it pertains to intrastate activities. During this same period, Federal legislation has paralleled labor law needs as they affect interstate regulations. The recognition of state rights and the cooperative working together of persons responsible for corrective legislation has constantly bettered the conditions of the worker in keeping with the spirit and intent of the Act of 1908.

In 1909 the State Legislature passed Act 285, which created the State Department of Labor. This act prescribed its powers and duties for the regulation of employment and labor. Some pertinent sections of this basic act with subsequent acts covered such items as:

Employment of minors under 15
Hours of labor for females
Employment prohibited for females
Employers' register
Work permit issuance
Return of work permit
Special vacation permit
Proof of birth

5. Public School Involvement and Participation

In 1927 the Legislature passed Act 319 as part of the school code. It further strengthened the regulation pertaining to employment of minors. At this time the public schools began to take and play a very active part in such employment. Subsequent amendments, such as Act 35, were passed in 1944. This Act also covered children not required to attend school, including such items as:

1. Private, parochial, or denominational schools
2. Eighth-grade diploma
3. Pages of legislature
4. Physical incapacity
5. Working children

Part-time school, Chapter XXIII, covers such items as:

1. What constitute part-time vocational agriculture, etc., schools
2. Hours of Instruction (sec. 2)
3. Working Permits
4. Revocation of Permits

The Hittle Juvenile Act No. 157 of 1947 brought up to date and strengthened much of the earlier legislation.

6. Working Permit as a Counselling and Guidance Instrument

The issuance of work permits through boards of education, which is legal procedure and mandatory under the Hittle Juvenile Employment Act, No. 157 of 1947, offers a wonderful opportunity to disseminate occupational information in all its phases on the employment of minors.

In the pamphlet, "Procedures Covering Legal Employment of Minors in Michigan," the section "The Disposal of Permits" suggests that the working permit become a part of the student's permanent record which is valuable information to school administrators, counselors, and teachers in many of the aspects pertaining to the minor's total program of education.

The "how" of using this information is of special interest to counselors and guidance personnel since it affords an opportunity for a practical use of this information as it may pertain to the work experience of the minor, and more especially since it may be the first job that an individual may experience. The counselor can use this opportunity to work with the minor in this important step and begin to bring out many of the responsibilities of regular work-a-day life. It is also an opportunity for the counselor to begin making observations as they may pertain to aptitudes and interests of the student. In making this a part of the school record of the student, it gives the counselor a more complete picture of the student.

One of the trends that we find in modern day education is the work experience program. In school systems where this type of training is being integrated into the total school program as a part of the curricular offering, the use of this material and information is helpful for student and the employer.

Another contribution which the consolidating of this information will make is the value it will have in placement even after the student leaves school. Very often letters of information are received by schools for background and training of certain students, and the information pertaining to extracurricular activities and especially the work experience has been very meager. This type of information is of much interest to prospective employers.

In addition to these, the values to the Armed Services were especially noted during the World War II era when many young men and girls wishing to get proper service placement would have to rely upon school records for certain background training and experience. Here again, such information was not sufficiently complete for evaluation.

7. Bulletins Explaining Operations and Use

Bulletin No. 2131, published by the Office of Vocational Education, State Department of Public Instruction, covers such items as:

1. State and local school responsibilities of both the Department of Labor and public education in Michigan.

2. Issuance of work permits. Covered under a separate law. Act No. 117 of the Public Acts of 1935.

3. What constitutes legal employment—the approval of the occupation, place of work.

4. When the permit should be issued—the necessity for a proper application and the intent to hire.

5. Responsibilities of issuing officer. Covers a very important directive as it pertains to the best interest of the minor. Instruction for revocation is outlined.

6. Law enforcement. Outlines the duty of the Commissioner of Labor.

Bulletin No. L-51, Employment of Minors in Michigan, which is a companion to Bulletin No. 2131, covers specific items on employment controls for minors. Bulletin No. L-51 is published by the Michigan State Department of Labor and includes many items of mandatory regulations as well as references to the joint understanding and cooperative relationship with the State Department of Public Instruction. This bulletin also lists many Federal Provisions. Information in Bulletin L-51 covers such items as:

1. Legal employment.

2. Approval numbers.

3. Work permits—responsibility of local schools.

4. Minimum age for employment.

5. Exceptions (a very important part in the law, as exceptions are made for street trades, domestic work, farm work, parent and employed minor relationship, nonprofit corporation for citizenship and character building, and employment in an academy or college).

6. Meal and rest periods.

7. Hours of work.

8. The posting of time records.

Administrative Code, Act 88 of Public Acts of 1953 lists twenty-nine separate items of prohibited work. These are very important to know as there are no exceptions to these prohibitions. It includes: Hospitals and canneries (special exceptions may be procured in such employments).

Deviations. Under the law, the commissioner of Labor is impowered to make deviation from established standards when in the general interest of the public or an individual minor.

Forms and Communications

The following forms are procurable from commercial printing companies.

Steps Covering Approval of Occupations and the Issuance of Working Permits

(CA-6) Age Certificate and Working Permit (for out-of-school youth)

(CA-7) Student Age Certificate and Work Permit

(CA-6ab) Evidence of Age, from transcript of birth certificate.

(CA-6c) An Alternate Evidence of Age Certificate. Used when birth certificate is not available.

(CA-6b) Offer of Employment and Working Permit Request form.

The following form is available from the Michigan State Department of Labor.

(L52-rev.) Form furnished for use of employers who desire to employ minors.

The following form is available from the State Department of Public Instruction.

(L-76) A special form used to employ minors legally in semi-hazardous occupations. This form covers employment of a specific individual and is jointly approved by the Department of Public Instruction and the State Department of Labor.

Procedures Covering Legal Employment of Minors in Michigan

Guide to Issuing Officers of Local Schools

BULLETIN No. 2131

STATE OF MICHIGAN
Published by
OFFICE OF VOCATIONAL EDUCATION
Department of Public Instruction
Lee M. Thurston, Superintendent
and
DEPARTMENT OF LABOR
John Reid, Commissioner
Lansing, Michigan
1952

Employment of Minors in Michigan

STATE AND FEDERAL LAWS

Bulletin No. L51

State of Michigan
DEPARTMENT OF LABOR
Lewis Cass Bldg.
Lansing, Michigan

There are two operations necessary before a minor is legally employed: (1) the approval of the occupation, and (2) the issuance of the working permit.

Approval of Occupation The employer processes Form No. L-52 Rev. in duplicate, submitting one to the Department of Labor. (see reverse side of form). Applications must be in ink or typewritten, and each job at which the minor will be engaged should be separately listed. Applications are separated Male and Female. After the Department of Labor reviews the Form No. L-52, all jobs not crossed out are approved and an occupational approval number is assigned.

The number is indicative of the approval, the year in which it is given, the the minimum age at which minors may be employed in the occupations. The last digit indicates the minimum age, and the first two digits indicate the year in which the permit is valid. All permits are valid only until December 31 of the year in which the form is issued.

Issuance of Working Permits The trainee should procure from the employer the Offer of Employment, Form No. CA-5b, which when properly filled out, is submitted to the issuing officer. Issuing officers are superintendents of schools and county superintendents of schools.

The issuing officer should have legal proof of age such as a birth certificate before considering the issuance of the working permit. If a birth certificate is not obtainable, Form No. CA-6c should be used to obtain the legal birth record. Form No. CA-6ab is the transcript of the birth certificate and is the preferred form. These copies should be maintained in the files of the issuing officer.

After evidence of age has been established, the issuing officer will process either Form No. CA-6 or CA-7, depending upon the occupational status of the minor. If the minor has left the regular full-time school and is no longer enrolled as a school student, the pink Form No. CA-6 should be used. If the employment is for part-time work such as vacation or evening and the minor is normally considered a student in school, the blue Form No. CA-7 is used. As long as the minor remains at the location with the same employer, the permit is valid; however, it is the responsibility of the employer to have the occupations reapproved on January 1 each year, and to have the new number inserted on the working permit by the issuing officer of the community. It is the responsibility of the employer to make certain that the minor is legally employed. When employment is terminated, the employer should return the copy of the working permit Form No. CA-6 or CA-7 to the issuing officer.

ISSUANCE OF NEW OR RENEWAL CERTIFICATES

Form CA-6 When a minor has left school for employment and it is the first placement, Form CA-6 is issued. It will be considered a renewal when the minor changes to another occupation. This is considered a reissued certificate.

Form CA-7 The first part-time job of an in-school minor is considered a new job. A job is considered a renewal when the minor changes to any other occupation.

Special Approvals When a job has been crossed off the Form No. L-52, Form No. L-76 may be processed when it is considered that the approval of the particular job is necessary for the operation of an organized school work training program, such as a bona fide apprenticeship where the student works one-half day on the job and spends one-half day in school, or a cooperative training program with similar requirements. This particular form is processed covering an individual, and if approved by the Department of Labor, is attached to the Form No. L-52. In no case should this form be processed except in an organized training program and until after the Form No. L-52 has been returned to the employer. Deviations should be submitted to Arthur Hansen, Office of Vocational Education, Box 928, Lansing, Michigan.

deponent further states that neither the official nor religious record of birth of said child can be p

(Signed) _____, _____ County, Mich.

Issuing Officer or Notary Public

My commission expires _____

Order by Form No. CA-6c. (50 sheets to a pad). Made by DOUBLEDAY BROS. & CO., Kalamazoo, Mich.
Printed on White Substance 25% Rag Content Bond as specified by Department of Public Instruction.

OFFER OF EMPLOYMENT AND REQUEST FOR WORKING PERMIT
(FROM ALL MINORS UNDER 18 YEARS)

WORKING PERMIT AND AGE CERTIFICATE (CA-6)
(FOR OUT-OF-SCHOOL YOUTH)

Name_____ Date_____ NEW RENEWAL

STUDENT WORKING PERMIT AND AGE CERTIFICATE (CA-7)

Name_____ Date_____ NEW RENEWAL

EVIDENCE OF AGE
(PREFERRED FORM—Form No. CA-6ab)

_____

EVIDENCE OF AGE
(ALTERNATE FORM—Form No. CA-6c)

_____
Minor's Name may be typed here for Filing

INSTRUCTIONS:—A statement of a Public Health Physician together with a School Record may be used in case the Evidences of Age set up in CA-6ab are not obtainable. An Affidavit of the Parent or Guardian may be required at the discretion of the Issuing Officer.

SWORN STATEMENT OF PARENT OR GUARDIAN

This is to Certify that I am the_____ of_____
Father, Mother, or Guardian

and that said child was born in the_____ of_____, State (or
City, Township, or County

Country) of_____, on the_____ day of_____,
Month

19_____, and is now_____ years and_____ months old.

(Signed)_____
Parent or Guardian

STATE OF MICHIGAN,
COUNTY OF_____ } ss.

_____, 19_____

On this_____ day of_____ personally appeared before me the above-named, who being duly sworn according to law, deposes and says that the foregoing statement is in every respect true. Deponent further states that neither the official nor religious record of birth of said child can be procured.

(Signed)_____, _____County, Mich.
Issuing Officer or Notary Public

My commission expires_____

Order by Form No. CA-6c. (50 sheets to a pad). Made by DOUBLEDAY BROS. & CO., Kalamazoo, Mich.
Printed on White Substance 25% Rag Content Bond as specified by Department of Public Instruction.

OFFICIAL FORM NO. L52 (REV.)

3-58—100M

(Not to be reproduced)

DEPARTMENT OF LABOR

APPLICATION FOR APPROVAL OF OCCUPATION FOR MINORS

LEGAL REQUIREMENT

Act No. 157 Public Acts of 1947.

Section 3. No minor under 18 years of age shall be employed, permitted or suffered to work in, about, or in connection with any gainful occupation, not excepted by this act, unless and until the person employing such minor shall procure from the minor and keep on file a work permit for each minor so employed. * * * No work permit shall be issued to any minor under the age of 14 years.

Business Name and Address where Minors will be Employed

Phone No._____

COUNTY_____

NATURE OF BUSINESS_____

ARE YOU ENGAGED IN INTERSTATE COMMERCE? YES____ NO____

IMPORTANT: GIVE DETAILED LIST OF JOBS TO BE DONE.

Send in 2 copies of application in ink or typewritten.
(Pencil copies not acceptable)

1. _____
2. _____
3. _____
4. _____
5. _____

Do not write in this space

APPROVAL NUMBER _____

NOTE→ **Valid for approved jobs as listed**
Expires Dec. 31, 19_____

AGE OF MINORS_____SEX_____ HOURS OF EMPLOYMENT: BETWEEN ___a.m. AND ___p.m.

TOTAL HOURS PER DAY_____ PER WEEK_____ WAGES PER HOUR_____

Signature of Employer or Representative_____
(Signature) (Title)

COMBINED SCHOOL AND WORK WEEK NOT TO EXCEED 48 HOURS IN ANY WEEK

Prohibited hours of employment: 9 p.m. to 7 a.m. (14-15); 10 p.m. to 6 a.m. (16-17)

Not to be exposed to harmful solvents
No power-driven machinery
Provide competent adult supervision
Driving of motor vehicles not approved

No climbing
No meat cutting
Not to be exposed to moving traffic

Maximum lifting
Males 14-15—35 pounds
Males 16-17—50 pounds
Females— 35 pounds

Employment of minors on other than the work described invokes penalties mentioned below.

1. Revocation of permits. 2. Prosecution under the statute. 3. Double compensation in case of injury.

See Information on reverse side.

PERTINENT INFORMATION CONCERNING THE LEGAL EMPLOYMENT OF MINORS

LEGAL EMPLOYMENT

Employers contemplating the hiring of minors under 18 years of age, must first obtain an approval of the occupation in which minors are to be employed from the Department of Labor.

Applications for approval of occupations for minors must be in duplicate on the official form supplied by the Department of Labor. Approval is indicated by serial number.

A minor is legally employed if the employer has on file at the location where minor is employed

a. Approval of jobs on which the minor works, and

b. A working permit for each employed minor.

APPROVAL EXPIRATION DATE

Approvals expire annually December 31.

New application must be made.

PROMPT SERVICE IS AIDED IF

Applications are separated—male and female

Applications for 14-15 year olds are separated from 16-17 year olds

Applications are directed to the Commissioner of Labor:

In Wayne County—1500 Cadillac Square Bldg., Detroit 26

All other counties—Lewis Cass Building, Lansing, Michigan.

OFFER OF EMPLOYMENT FORM

A form given to the minor by the school on which the employer enters information and the approval number issued by the Department of Labor.

This form is the base for the issuance of the

WORKING PERMIT AND CERTIFICATE OF AGE

Issued by the school authority for minors over 14 years of age.

Employer is required to have working Permits and Approvals of Occupation on file at the location where minor is employed and available to inspectors of the Department of Labor.

This approval does not authorize employment of minors contrary to the child-labor provisions of the Fair Labor Standards Act or the Walsh-Healy Public Contracts Act.

PROCEDURES FOR THE RECOMMENDATION OF MINORS FOR EMPLOYMENT IN HAZARDOUS OCCUPATIONS

Published by the
Department of Public Instruction
Lynn M. Bartlett, Superintendent
and
State Department of Labor
Neil McArthur, Acting Commissioner of Labor
Lansing, Michigan
May, 1958
(Revised)

I. Introduction

The Hittle Juvenile Employment Act of 1947 places responsibility for the approval of the work facility and enforcement of the labor laws upon the State Department of Labor. The issuance of work permits is the responsibility of the Department of Public Instruction. This brochure outlines the procedure for placing a minor in legal employment. It is very important that persons involved in the issuance of work permits become thoroughly familiar with the procedures and the use of forms.

In most cases, Form L-52 (Application for Approval of Occupation for Minors) is adequate. However, for those jobs which are considered hazardous in nature, the Department of Labor requires for the individual minor an additional approval to deviate from the standard. Application for this approval is submitted on Form L-76.

School administrators and coordinators should be just as concerned with the safety of the student minor working on hazardous machinery as are the Department of Labor officials. Diligent inspection of job location, well organized safety tests, and assurance that the individual has been adequately instructed are necessary before recommendations for deviations for any minor are processed.

II. Local School Responsibility

The Department of Public Instruction suggests the following procedures for recommending in-school sixteen and seventeen year old students on Cooperative Occupational Training Programs for approval to deviate from job regulations for minors:

A. The careful selection of trainees to assure that they have adequate preliminary training, an understanding of safety practices and procedures, and are emotionally fitted for the specific job or operation involved.

B. The Cooperative Program is under the supervision of a competent coordinator who uses sound judgement in recommending students and who clears the employment facilities with the Department of Labor followed by adequate qualified coordination of the program.

C. The employer to make provision for continuous competent supervision during the employment of the trainee, and a safe working environment.

D. The training program to provide a logical sequence of on-the-job training experience in which the trainee progresses from the relatively simple and safe operations to the more complex and hazardous operations.

III. Procedure for Securing Approval for Legal Employment of a Minor

A. In all cases, the Application for Approval of Occupation for Minors, Form L-52 (Illustration I, Page 4) must be initiated and forwarded by the employer to the State Department of Labor in duplicate.

B. When it is deemed advisable to place a minor in training in an operation which is not generally approved for a minor of his age, the employer makes an application on Michigan Department of Labor, Form L-76 (Illustration II). This form may be initiated by the coordinator but must be submitted by the employer. The request is for a specific trainee who, in the judgment of the coordinator, has had previous training to assure his being a safe worker in the particular job situation involved.

Two copies of this form must be sent to the Office of Vocational Education, Department of Public Instruction, Box 928, Lansing, Michigan for review and recommendation. If the training program meets state standards, it will then be forwarded to the Michigan Department of Labor for approval or rejection.

C. When the employer does not have the approval of the occupation on Form L-52 and the job or operations are known to require special approval, Form L-52 may be submitted along with Form L-76 directly to the Department of Public Instruction if it is urgent that an early decision be made.

D. Whenever a deviation, Form L-76, is required to complete the legal requirements for the employment of a minor, two copies of the individual's written training plan should accompany the application to deviate from the standard.

E. The Commissioner of Labor has sole authority for granting deviations. When an application is rejected on a Form L-52 application, it becomes the responsibility of the coordinator to show adequate justification for requesting a deviation on Form L-76.

It is advisable for local coordinators to avail themselves of the services of the State Department of Labor and to become personally acquainted with the inspector for his area. The working relationships with the Department of Labor are excellent and will continue as long as there is cooperation and understanding of mutual problems.

IV. Legal Employment

The minor may legally go to work when the employer has on file his work approval number for the age of minor to be employed, a work permit for the minor, and when hazardous job activities are involved, a deviation for the minor.

V. Sample Forms

On the following pages are samples of Department of Labor Form L-52, Application for Approval of Occupation for Minors, and Form L-76, Application for Approval to Employ a Student Minor, correctly filled out. Form L-52 has been filled ~~out to indicate operations that have been rejected. This illustrates the only condition for which a deviation should be requested on Form L-76.~~

ILLUSTRATION I

OFFICIAL FORM NO. L52 (REV.)

4-57—100M

(Not to be reproduced)

DEPARTMENT OF LABOR

APPLICATION FOR APPROVAL OF OCCUPATION FOR MINORS

LEGAL REQUIREMENT

Act No. 157 Public Acts of 1947.

Section 3. No minor under 18 years of age shall be employed, permitted or suffered to work in, about, or in connection with any gainful occupation, not excepted by this act, unless and until the person employing such minor shall procure from the minor and keep on file a work permit for each minor so employed. * * * No work permit shall be issued to any minor under the age of 14 years.

Business Name and Address where Minors will be Employed: Tool Manufacturing Company
6408 Long Street
Pontiac, Michigan

COUNTY Oakland

NATURE OF BUSINESS Manufacturing Small Machine Parts

ARE YOU ENGAGED IN INTERSTATE COMMERCE? YES x NO ____

IMPORTANT: GIVE DETAILED LIST OF JOBS TO BE DONE.

Send in 2 copies of application in ink or typewritten.
(Pencil copies not acceptable)

1. Stock Checker
2. Bench Work
3. Hand Tool Operation
4.
5.

Do not write in this space

APPROVAL NUMBER 5800000 - 6M

NOTE→ **Valid for approved jobs as listed**
Expires Dec. 31, 19 58

AGE OF MINORS 16 SEX M HOURS OF EMPLOYMENT: FROM Noon a.m. TO 4 p.m.

TOTAL HOURS PER DAY 4 PER WEEK 20 WAGES PER HOUR 80 cents

Signature of Employer or Representative Joseph E. Brown (Signature) General Manager (Title)

COMBINED SCHOOL AND WORK WEEK NOT TO EXCEED 48 HOURS IN ANY WEEK

Prohibited hours of employment: 9 p.m. to 7 a.m. (14-15); 10 p.m. to 6 a.m. (16-17)

Not to be exposed to solvents
No power-driven machinery
Provide competent adult supervision
Driving of motor vehicles not approved

No climbing
No meat cutting
Not to be exposed to moving traffic

Maximum lifting:
Males 14-15—35 pounds
Males 16-17—50 pounds
Females— 35 pounds

Employment of minors on other than the work described invokes penalties mentioned below.

1. Revocation of permits. 2. Prosecution under the statute. 3. Double compensation in case of injury.

See Information on reverse side.

PERTINENT INFORMATION CONCERNING THE LEGAL EMPLOYMENT OF MINORS

LEGAL EMPLOYMENT

A minor is legally employed if the employer has on file at the location where minor is employed

a. Approval of jobs on which the minor works, and

b. A working permit for each employed minor.

Employers contemplating the hiring of minors under 18 years of age, must first obtain an approval of the occupation in which minors are to be employed from the Department of Labor.

Applications for approval of occupations for minors are made in duplicate on the official form supplied by the Department of Labor. Approval is indicated by serial number.

APPROVAL EXPIRATION DATE

Approvals expire annually December 31.
New application must be made.

OFFER OF EMPLOYMENT FORM

A form given to the minor by the school on which the employer enters information and the approval number issued by the Department of Labor.
This form is the base for the issuance of the

WORKING PERMIT AND CERTIFICATE OF AGE

Issued by the school authority for minors over 14 years of age.

PROMPT SERVICE IS AIDED IF

Applications are made in duplicate

Applications are separated—male and female

Applications for 14-15 year olds are separated from 16-17 year olds

Applications are directed to the Commissioner of Labor:

In Wayne County—1500 Cadillac Square Bldg., Detroit 26

All other counties—Lewis Cass Building, Lansing, Michigan.

Employer is required to have working Permits and Approvals of Occupation on file at the location where minor is employed and available to inspectors of the Department of Labor.

This approval does not authorize employment of minors contrary to the child-labor provisions of the Fair Labor Standards Act or the Walsh-Healy Public Contracts Act.

OFFICIAL FORM NO. L-76
Special Approval
1M 10-1951

ILLUSTRATION II

MICHIGAN DEPARTMENT OF LABOR

APPLICATION FOR APPROVAL TO EMPLOY A STUDENT MINOR
Made in Duplicate by the Employer for Minors 16-17 years of Age

We wish to employ minors in accordance with Michigan legal requirements. WE HAVE READ THE INFORMATION ON THE REVERSE SIDE OF THIS FORM. Official approval is requested from your office as evidence of legal employment on the jobs listed.

NAME OF EMPLOYER Tool Manufacturing Company Joseph E. Brown
(official signature)

ADDRESS 6408 Long Street, Pontiac COUNTY Oakland
(street and city)

Application is hereby made for approval from the Department of Labor to employ

John Jones who is 16 years of age on the jobs listed below.
(name of student minor)

cut stock (metal saw)	milling machine	
lathe work (engine)		
shaper work		

It is understood employment is restricted to approved jobs.

Do Not Write Below This Line

==========

IMPORTANT: This approval meets the requirements of the Michigan Labor Laws. Employers engaged in interstate commerce are required to comply with the Federal Fair Labor Standard Act; employers having a contract with any division in the Federal Government in excess of $10,000 are required to comply with the provisions of the Walsh-Healey Act. While care is exercised by this department in the issuance, this approval is not issued as meeting all requirements of the Fair Labor Standards and Walsh-Healey Acts with respect to the employment of minors.

Approval No. 5800000 - 6M Issued April 2, 1958 Expires December 31, 1958

Note: Attach this approved form to official standard approval for inspector's information.

Office of Vocational Education
Department of Public Instruction
Lansing 4, Michigan

RECORD OF APPROVED TRAINING

This record is submitted as evidence that the named student minor has received training which meets the standards of the State Plan for Vocational Education, and has progressed to justify consideration for approval for employment on jobs involving the following training stations:

Name of Student Minor John Jones Address 146 Short Street

Date of Birth September 18, 1941 School Central High School

Training Stations	Hours of Training	Instructor
power saw	10	L. Johnson
lathe	50	L. Johnson
shaper	45	L. Johnson
milling machine	50	L. Johnson

School record of training and standards verified by

/s/ John Smith of Wallwood March 27, 1958

Superintendent of Schools or Authorized Representative — City — Date

Do not Write Below This Line

==========

Comments: The training program conducted in Wallwood meets all requirements of the State Plan for Vocational Education. We recommend approval.

Training indicated meets the standards of the State Plan for Vocational Education

John J. Harris March 31, 1958

Supervisor — Date
Trade and Industrial Education
Office of Vocational Education
Department of Public Instruction

WORK PERMITS PERMITS IN
CONNECTICUT AND OTHERWISE ACTIVITIES

The issuance of work permits through Boards of Education, which is a high procedure and mandatory under the Fair Labor Standards Act, No. 181, of 1947, offers a wonderful opportunity to disseminate occupational information in all its phases on the employment of minors.

In the pamphlet, "Procedures Covering Legal Employment of Minors in Full Time," the section, "The Department of Education," suggests that the working permit become a part of the student's permanent record which is valuable information to school administrators, counselors, and teachers in many of the aspects pertaining to the minor's total program of education.

The "how" of using this information is of special interest to counselors and guidance personnel since it affords an opportunity for a practical use of this information as it may pertain to the work experience of the minor, and more especially since it may be the first job that an individual may experience. The counselor can use this opportunity to work with the minor in this first step and begin to bring out many of the responsibilities of regular workaday life. It is also an opportunity for the counselor to begin making observations as they may pertain to aptitudes and interests of the student. In making this a part of the school record of the student, it gives the counselor a more complete picture of the student.

In addition to those activities which may have been available in the past only to they pertain to school life, it expands the opportunities to include all of the any-time school work activities. Perhaps one of the greatest trends that we find in modern day education is the values of work experience in any educational program. In school systems where this type of training is being integrated into the total school program as a part of the curriculum offering, the use of this material and information is invaluable in proper placement both from the standpoint of the student and employer.

Another contribution which the counselor-handling of this information will make is the value it will have in placement even after the student leaves school. Many often letters of information are received by schools for background and training of certain students, and the information pertaining to other extracurricular activities and especially the work experiences have been very sought. This is the type of information that prospective employers are very friendly for.

In addition to these, the values to the armed services were especially noted during the World War II era when many young men and girls wishing to get proper service placement would have to rely upon school records for certain background training and experiences. Thus again, such information was not the criteria for certification.

[illegible]

Q: [illegible] employer do when he wishes to hire a minor?
A: [illegible] the income [illegible] of the occupation in which the minor is to be employed. [illegible] application for approval of occupation for minors, [illegible] form may be obtained from the Department of Labor, [illegible] (see 2b) local Superintendents of Schools, or the Office of the Superintendent of Schools. Approval numbers are valid for one [illegible] each company.
2. After an approval number has been issued to the employer for the [illegible] in which he wishes to employ the minor, the employer should [illegible] the minor to obtain his permit. The minor is not legally employed until the working permit has been issued and filed with the employer.

Q: Is an employer's liability insurance good in case of an accident involving a minor?
A: Yes, if the minor has a working permit based on a current approval [illegible] the occupation. The employer is liable for double the actual cost of the [illegible] if the minor has no working permit.

Q: Whose responsibility is it that the minor obtain a working permit?
A: The Little Act No. 157 of 1947 makes it illegal for any employer [illegible] persons under 18 years of age unless they have a working permit.

Q: When should an employer require an employee to secure a working permit?
A: All employees under 18 years of age must have a working permit.

Q: Where does a minor obtain his working permit?
A: Working permits are issued by the Local Superintendent of Schools, or the County Superintendent of Schools. Students attending high school in a town or city may obtain the permit from the issuing officer in the local high school.

Q: Is a working permit good for more than one job?
A: No. A permit is issued for only one approved occupation.

Q: Can a minor hold two working permits at the same time?
A: Yes. Providing the total number of hours at work and school [illegible] the 48 hours per week.

Q: Who keeps the working permit?
A: The employer keeps the working permit on file as long as the [illegible] in employment of the apprentice. The employer returns the permit to the [illegible] which [illegible]

Q: May a working permit be issued to a minor to work in a facility [illegible] another state?
A: No. The permit may show only evidence of age if requested.

Q: [illegible] an employer obtain help or have questions answered [illegible] of where a [illegible] working permit?
A: [illegible] the Local Superintendent of Schools, or the Office of [illegible] Schools. If neither can assist, write [illegible] Division of Vocational Education, Box [illegible], [illegible] Building, Working Conditions of Labor, Lewis Bldg. [illegible]

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

TO: Superintendents of Schools, County Commissioners, County Superintendents of Schools, and Child Accounting Officers

The attached procedure is designed to assist in compiling the monthly summary, "Report of Employment and Age Certificates for Minors 14, 15, 16, 17, 18, and 19 Years of Age." This report should be filled out in time to reach the Office of Vocational Education, Department of Public Instruction, by the tenth day of the succeeding month.

Please note the revised form is blank on the reverse side. To complete a monthly report, record the number of work permits and type of age certificates issued according to the stated classifications. The Superintendent of Schools (county or city) will sign in the space provided at the top of the form. In the upper right hand corner be sure to give the name of the city, month, and year.

Correspondence concerning working permits should be addressed to Mr. Arthur Hansen, Consultant, Trade and Industrial Education, Division of Vocational Education, Box 928, Lansing, Michigan.

Sincerely yours,

Lynn M. Bartlett

Lynn M. Bartlett

Enclosure

vised
59-1500

DEPARTMENT OF PUBLIC INSTRUCTION

Lansing, Michigan

Procedure to follow in the preparation for the Report of Employment and Age Certificates for Minors, 14, 15, 16, 17, 18 and 19 Years of Age.

A. Types of Certificates Issued

1. After "First regular certificates," record the number of new permits issued on the pink Form CA-6. New permits are pink Form CA-6 issued to a minor for the first time for any job. Record according to the age groupings.

   (a) The number recorded in A-1-(1) will also be recorded in B-1 and C-1.

2. After "Reissued regular certificates," record the number of renewal permits issued on the pink Form CA-6. Renewal permits are issued covering jobs with different approval numbers than the ones for which they were issued previously. Record according to age groupings.

   Note: The pink permit (Form CA-6) is only issued to out-of-school youth.

3. After "All vacation, outside-school-hours, and part-time certificates," record the total of the permits issued on the blue Form CA-7. (Both new and renewed.) Record according to the age groupings.

   (a) The number recorded in A-3-(1) will also be recorded in C-1-(2).

   Note: The blue permit (Form CA-7) is issued to in-school youth.

B. Last Grade Completed

1. Record here the number of new permits (First regular certificates) issued on the pink Form CA-6. Record according to the last grade completed. Record according to the age grouping (14-15 years) (16-17 years).

C. Types of Evidence of Age Accepted

1. Record here the number of new permits (First regular certificates) issued on the pink Form CA-6 in column (1), and record the number of new and renewed permits for "all vacation and outside-school hour certificates" issued on the blue Form CA-7 in column (2). Record according to the type of evidence of age accepted.

Report of Employment and Age Certificates for Minors 14, 15, 16, 17, 18 and 19 Years of Age

To be filed with the Department of Public Instruction on the 10th of each month

CITY

MONTH YEAR

Signature of Commissioner or Superintendent of School

	Certificates Issued for Minors 14 and 15 Years of Age			Certificates Issued for Minors 16 and 17 Years of Age		
A. TYPES OF CERTIFICATES ISSUED	**MINORS 14 AND 15 YEARS OF AGE**			**MINORS 16 AND 17 YEARS OF AGE**		
	TOTAL (1)	BOYS (2)	GIRLS (3)	TOTAL (1)	BOYS (2)	GIRLS (3)
1. First regular certificates (Pink)						
2. Reissued regular certificates (Pink)						
3. All vacation—part-time, and outside-school-hours certificates (blue)						

B. LAST GRADE COMPLETED	**MINORS 14 AND 15 YEARS OF AGE**	**MINORS 16 AND 17 YEARS OF AGE**
	FIRST Regular Certificates [Item 1 must agree with Item A-1, column (1)]	FIRST Regular Certificates [Item 1 must agree with Item A-1, column (1)]
1. Grade completed: TOTAL (sum of *a* to *f*, inclusive)		
a. Grade 6 or lower (including ungraded classes)		
b. Grade 7		
c. Grade 8		
d. Grade 9, 10, or 11		
e. Grade 12 or higher		
f. Grade not specified		

C. TYPES OF EVIDENCE OF AGE ACCEPTED	**MINORS 14 AND 15 YEARS OF AGE**		**MINORS 16 AND 17 YEARS OF AGE**	
	FIRST Regular Certificates [Item 1 must agree with item A-1, column (1)] (1)	ALL Vacation and Outside-School-Hours Certificates [Item 1 must agree with item A-3, column (1)] (2)	FIRST Regular Certificates [Item 1 must agree with item A-1, column (1)] (1)	ALL Vacation and Outside-School-Hours Certificates [Item 1 must agree with item A-3, column (1)] (2)
1. Evidence of age: TOTAL (sum of *a* to *f*, inclusive)				
a. Birth certificate				
b. Baptismal certificate				
c. Bible record, passport, insurance policy, immigration or naturalization record				
d. Physician's certificate of age accompanied by *both* school record of age, if obtainable, *and* parent's affidavit of age				
e. Other evidence of age (specify)				
f. Evidence of age not specified				

Book V

School Bus Transportation

Book V

SCHOOL BUS TRANSPORTATION

Contents

1. Early Development

Pupil transportation started on a private basis before it was recognized as a legal function of the school system. During this early period horse drawn wagons and carriages were used. In some instances, farmers banded together on a sharing cost or for a rotating schedule for which all participated in the job of pick up and delivery of pupils. It was from this humble beginning that school transportation grew and developed to its present size.

School transportation today constitutes the single largest auxiliary service, and very possibly one of the most important.[1]

2. Legal Status

From the earliest days school transportation was considered as a part of the American philosophy of education. Pupils in the United States were transported as early as 1840. In 1869 Massachusetts recognized transportation as a legal function of public education, passing legislation permitting taxation to raise funds for such use. By 1895 the transportation movement had spread throughout the New England States and by the early 1920's all states had school transportation.[2]

3. School Bus Driver Education

Michigan is unique in that driver education programs are written into the transportation code. Special allowances are available to school districts for drivers who participate in driver education courses. The courses are conducted through a trained staff available from universities as approved by the state superintendent of public instruction.

---

[1]Lee M. Thurston, and Wm. Roe, State School Administration, (New York: Harper & Brothers, 1957), p. 243.

[2]Harry H. Linn, School Business Administration, (New York: The Ronald Press Co., 1956), p. 498.

Forms and Communications

Transportation Code

(1) Allowances
(2) Report on Purchase of School Buses
(3) Allowances for Capital Outlay
(4) Allowance for Operation
(5) Operation Allowance Deductions
(6) Allowance for Insurance
(7) Allowance for Bus Driver Education
(8) Allowance for Private Contracts
(9) Reporting of Children

State-Aid Allowance for Transportation

A. Capital Outlay Allowance for Buses
B. Allowance for Operation
C. Allowance for Insurance
D. Allowance for Bus Driver Education

Annual Transportation Report

One 4-page, 4 section - folded form, CA-51

Others

One 4-page pamphlet
Recommended Minimum Standards For School Bus Bodies.

Superintendent of Public Instruction

TRANSPORTATION CODE

The Transportation Code appearing on pages 3922 to 3925 inclusive, of the Administrative Code of 1954 as amended, is hereby amended by adding thereto the following rules which will apply to state aid allocations for transportation effective for the school year beginning July 1, 1957.

1. Allowances

Allowances in each case are the maximum amounts.

2. Report on Purchase of School Buses

School districts shall report the year the chassis was manufactured, the year the body was manufactured; the year each of the above was purchased.

3. Allowance for Capital Outlay for Buses

Each school district owning and operating buses for the purpose of transporting children to and from school shall receive state aid allowance of $14.00 per child annually for each child transported who is eligible for state aid allowance for transportation under the State Aid Act. No per capita allowance shall be made in excess of the total manufacturer's rated capacity of all buses used daily in the transportation of children to and from school.

4. Allowance for Operation

There shall be a per mile allowance for operation to each school district as follows:

a. If the total number of children transported is less than one child per mile the allowance per mile shall be 18¢.

b. If the total number of children transported is one or more, but less than two children per mile, the allowance per mile shall be 20¢.

c. If the total number of children transported is two or more per mile, but less than three, the allowance per mile shall be 22¢.

d. If the total number of children transported is three or more per mile, but less than four, the allowance per mile shall be 24¢.

e. If the total number of children transported is four or more per mile, the allowance per mile shall be 26¢.

To determine the number of children transported per mile, the total daily mileage as certified by the County Superintendent of Schools, based on maps filed in his office, whall be divided into the total number of children transported who are eligible for state aid allowance for transportation under the State Aid Act. To determine the per capita operation allowance, the gross operation allowance shall be divided by the total number of children transported. Notwithstanding the provisions of any section of this code each school district shall receive the per capita operation allowance for each child eligible for state aid, subject to the limitation of the State Aid Act.

5. Operation Allowance Deductions

For every child transported to and from school who does not qualify for state aid allowance for transportation under the State Aid Act, there shall be deducted from the operation allowance 25% of such per capita allowance, but not less than $8.00.

6. Allowance for Insurance

There shall be an annual allowance of $42.00 per bus for public liability, property damage and comprehensive insurance for each bus used daily in the transportation of children to and from school. There shall be no allowance for spare buses.

7. Allowance for Bus Driver Education Program

A school district shall be allowed $12.50 per bus driver, but not more than actual cost, for each driver who participates in a bus driver training program approved by the Superintendent of Public Instruction. Mileage and meals for drivers who attend these programs shall be allowed at rates as set in the state regulations for employees. There shall be an additional allowance for driver salaries of $1.25 per class hour for each driver while in attendance at school for the bus driver education program as based upon attendance certificates. No allowance shall be given for any bus driver who attends less than eight hours. The maximum salary allowance shall be for twelve hours.

8. Allowance for Private Contracts

The allowance for private contracts and common carriers shall be determined in the same manner as are the allowances for school owned and operated buses.

9. Reporting of Children

Transportation of all children must be reported, namely:

1) Every resident and non-resident pupil, public or non-public, transported any distance.

2) Resident pupils transported to other schools, whether they are public or non-public,

3) Children who are transported living a mile and one-half or less from school,

4) Children who live outside the corporate limits of a village or city and more than one and one-half miles from school, and

5) Children transported to non-public schools regardless of location or distance.

School districts may require elementary school children to walk up to half a mile to meet a bus, and secondary school pupils up to one mile to meet a bus.

STATE AID ALLOWANCE FOR TRANSPORTATION

A. Capital Outlay Allowance for Buses

1. Total number of children transported eligible for State Aid under State Aid Act _____

2. Total manufacturers rated capacity of all buses _____

3. Use smaller number of line 1 or 2 x $14.00 equals net allowance for capital outlay $_____

B. Allowance for Operation

4. Total daily map mileage of all buses (As certified by county superintendent of schools) _____

5. Divide line 1 _____ by line 4 _____ = _____

6. Total annual map mileage (As certified by County Supt. of Schools) _____

If line 5 is:

7. less than 1, multiply line 6 x $0.18 $_____

8. 1 but less than 2, multiply line 6 x $0.20 $_____

9. 2 but less than 3, multiply line 6 x $0.22 $_____

10. 3 but less than 4, multiply line 6 x $0.24 $_____

11. 4 or more, multiply line 6 x $0.26 $_____

12. Gross state aid allowance for operation $_____

13. Total number of all children transported _____

14. Total transported reported in line 1 _____

15. Subtract line 14 from line 13 _____

16. Divide line 12 $_____ by line 13 _____ = $_____

17. 25% of line 16 $_____ = $_____

18. Multiply line 15 _____ by line 17 $_____ or by $8.00, whichever is the larger amount $_____

19. Subtract line 18 $_____ from line 12 $_____ = $_____

20. Multiply line 1 _____ by line 16 $_____ = $_____

21. Net state aid for operation is line 19 or line 20, whichever is the larger amount $_____

C. Allowance for Insurance

22. Number of buses used daily for transportation x $42.00 or actual cost, whichever is less (Include only P. L., P. D. and Comprehensive) $_____

D. Allowance for Bus Driver Education

23. Number of drivers attending eight or more hours _____ x $12.50 or actual cost = $_____

24. Mileage allowance @ $0.07 x total miles $_____

25. Meal allowance $_____

26. Total bus driver education allowance $_____

To obtain total state aid allowance for transportation, add:

27. Line 3 (Capital Outlay Allowance) $_____

28. Line 21 (Operation Allowance) $_____

29. Line 22 (Insurance Allowance) $_____

30. Line 26 (Bus Driver Education Allowance) $_____

31. Total gross state aid $_____

32. Divide Line 31 $_____ by line 1 _____ = $_____

If the per capita allowance in line 32 is less than $60.00, the net state aid allowance is the amount in line 31. If the per capita allowance is more than $60.00, multiply line 1 x $60.00 for net state aid allowance. The state aid act limits the per capita allowance to $60.00. State aid for non-resident children is allocated to the district of residence. If $12,000,000 is not sufficient to pay out on this formula, the deduction will be on a percentage basis in an amount sufficient to bring the total allowance to $12,000,000.

ANNUAL TRANSPORTATION REPORT

District No.....

Township of.....County of.....

.....
(Name of District)

For Year Ending June 30, 19.....

Number of months school buses in operation.....

Type of organization.....

Superintendent.....

Secretary.....

Treasurer.....

Address of School.....

Non-High School Districts will please give name of High School to which pupils were transported.

Name of High School.....

Signed.....
(Supt. or Sec.)

SECTION A

Drivers' Salaries		
$	1. Bus drivers' salaries	
	2. Gasoline	
	3. Tires	
	4. Repairs & Maint.	
	5. Oil & Lubrication	
	6. Insurance	
	(a) Public Liability	
	(b) Property Damage	
	(c) Comprehensive	
	7. Insurance	
	(a) Collision	
	(b) Pupil Accident	
	(c) Other	
	8. Bus driver education	
	No. of drivers (_____)	
	(a) Fees	
	(b) Mileage	
	(c) Salaries	
	(d) Meals	
	9. Mechanic's salary	
	10. Supervisor's salary	
	11. Clerical salary	
	12. Storage	
	No. of buses stored (_____)	
	13. School garage operation	
	14. Garage equip. & repairs	
	15. Feeder routes	
	16. Leases	
$ Total	17. Total	$

Reconciliation

Transportation expense reported under item #361 Form A & B Report - - _____

_____

TOTAL - - - - _____

Transportation expense reported under item #17 _____

The difference between #361 and #17 must be explained below.

18. Parents and other persons - - - - - - - - _____
19. Bus companies - - - - - - - - - - - - _____
20. Board and Room - - - - - - - - - - - _____
21. Bus drivers' salaries for extra trips - - - - _____
22. Extra miles traveled during year - - - - _____

SECTION B

	2	3	4	5	6	7	8	9
B	Make of Chassis	Engine No.	Year Manufactured	Make of Body	Pupil Capacity	Cost to District	Depreciation of Bus (1/4 of Cost)	Interest Charge

SECTION C

1	2	3	4	5	6	7	8	9
us o.	Distance Bus Travels During Day	Number Pupils Transported	Number of Resident Pupils Transported Living Inside Corporate Limits and Over One and One-half Miles From School	Number of Pupils More Than One and One-half Miles From School Including Pupils Reported in Column 4	Number of Resident Pupils Transported Who Live Less Than One and One-half Miles From School Attended	Number Resident Pupils Transported to Non-Public Schools	Number Non-Resident Pupils Transported	Total Miles Bus Travels During Year
TAL								

SECTION D

RECORD OF NON-RESIDENT PUPILS TRANSPORTED

1	2	3	4				5	6	7	8	9
District Number	Township	County	Average Number of Pupils Transported				Amount Charged	Total Amount Received from School Districts Current Year	Total Amount Unpaid	Total Amount Received from Parents and Others	Payments Prior Yea
			(K—8)		(9—12)						
			P	NP	P	NP					
TOTAL											

RECOMMENDED MINIMUM STANDARDS FOR SCHOOL BUS BODIES

Published by Lynn M. Bartlett Superintendent of Public Instruction

I. **AISLE:** The minimum clearance of all aisles, including the aisle leading to the emergency door, shall be 12 inches.

II. **BODY SIZES:** Body sizes shall be standardized on the basis of a minimum of 25 inches knee room measured at cushion height. Passenger capacity shall be rated on the basis of an average of 13 inches rump width.

III. **BOOK RACKS:** Book racks, if installed, shall be provided above side windows from front cross-seat to rear body wall. Racks shall be free of projections likely to cause injury.

IV. **CEILING:** The ceiling shall be free of projections likely to cause injury to pupils. This standard will require the use of an innerlining beneath the roof bows.

V. **COLOR:** Michigan school buses shall be painted National School Bus Chrome Yellow, and the lettering and markings shall be in accordance with the regulations adopted by the Michigan Highway Commissioner on July 15, 1958.

VI. **CONSTRUCTION:** Construction shall be of all metal with a strength at least equivalent to all-steel as certified by the bus body manufacturer.

VII. **DEFROSTERS:** Defrosters shall be of sufficient capacity to keep the windshield free of fog, ice and snow. Basic defroster unit must be an integral part of the body or chassis. Provision must be made for defrosting of driver's left window and service door for operating under extreme conditions. This may be done by using built-in defrosters or by use of auxiliary fans adequately mounted. (For legal requirements see Section 709, Act No. 300, Public Acts of 1949 as amended.)

VIII. **DOORS:**

A. Service Doors:

1. Service doors shall be manual or air action. Service doors shall be manually operated and of hand lever type; or power operated under the control of the driver and so designed as to prevent accidental opening.
2. Service doors shall be located on the right side near the front of the bus. At least two-thirds of its opening width shall be ahead of a point opposite the back of the driver's seat.
3. Service door shall have a minimum horizontal opening of 24 inches clearance.
4. Service door shall be of a folding type.
5. Lower panels, as well as upper panels, shall be of safety glass to permit driver to see children who are waiting to enter bus, and the ground where children step off.
6. Vertical closing edges of the service door shall be equipped with rubber or rubberized materials to protect children's fingers.
7. There shall be no door at the left of the driver.
8. Sedan type doors shall not be acceptable.

B. Emergency Doors:

1. Emergency doors shall be located in center of the rear of the bus.
2. Emergency door shall have a minimum horizontal clearance of 24 inches and a minimum vertical height of 48 inches, and shall be marked "EMERGENCY DOOR" on the inside of the door.
3. Emergency door shall be hinged on the right side of the body, shall open outward, and shall be designed to open from both inside and outside of the bus.
4. The emergency door shall be equipped with a fastening device which may be quickly released, but so designed as to offer protection against accidental release. Control from the driver's seat is not permitted. Provision for opening from outside shall consist of a non-detachable, non-locking device of such design as to prevent "hitching" but to permit opening when necessary. No locking de-

8-58—12M

vices of any kind shall be attached to or made a part of the emergency door.

5. There shall be no steps leading to the emergency door.
6. Glass used in the emergency door shall be safety glass. No glass shall be installed in the lower half section of the emergency door.
7. No seat or other object shall be so placed in the bus as to restrict passage to the emergency door to less than 12 inches.
8. When entirely open or not fully latched, emergency door shall actuate a signal audible to the driver.

IX. **FIRE EXTINGUISHERS:** Each bus shall be equipped with at least one 4-pound dry chemical type fire extinguisher, or its equivalent, approved by Underwriters Laboratories, Inc., mounted in an accessible place in driver's compartment and kept properly filled and in satisfactory operating condition at all times.

X. **FIRST AID KIT:** Each bus shall carry a manually removable dustproof first aid kit mounted in an accessible place in the driver's compartment and in full view. The kit shall be kept fully equipped and in good condition. The kit shall be of 24-unit capacity.

XI. **FLOOR:** Floor shall be of metal at least equal in strength to 14-gauge steel, and so constructed that exhaust gases cannot enter the bus. Floor shall be covered with good quality floor covering, ribbed in the aisles and smooth under the seats, the ribbed aisle to continue to stepwell. Covering shall be over either metal or wood. Plywood floors shall be optional. Floors shall be coved to walls. All closures between the body and the engine compartment shall be fitted with gaskets which will effectively prevent gas from entering the body. Bus body floor, cross members and skirts, shall be thoroughly and completely undercoated.

XII. **HEATERS:** Heaters shall provide control on the volume of fresh air that can be admitted to the heaters. Provision shall be made in the heater for re-circulating air if necessary.

XIII. **IDENTIFICATION:** The identification and lettering on all Michigan school buses shall be in conformity with the regulations adopted by the Highway Commissioner on July 15, 1958.

XIV. **INSIDE HEIGHT:** The minimum inside body height shall be 70 inches, measured at the longitudinal center line from the back of next to the last row of seats.

XV. **INSULATION:** The body must be lined; the deck and walls and rear shall be completely insulated, both inside and outside panels, with undercoating. Fiberglass, or equal non-absorbent, non-settling insulation, is optional.

XVI. **LIGHTS AND SIGNALS:**

A. **Headlights:**
Headlights shall be of proper intensity and adjustment to meet standards of National Bureau of Standards.

B. **Tail and Stop Lights:**
Each bus shall be equipped with two tail lights and two stop lights not less than 6 inches in diameter, emitting a red light plainly visible from a distance of 500 feet to the rear, but not less than 21-candle power and mounted not less than 6 inches nor more than 20 inches from the outside of the rear edge of the body and not less than 30 inches nor more than 45 inches from the surface on which the vehicle stands.

C. **Interior Lights:**
Interior lights shall be provided which will adequately illuminate the interior aisles and stepwells.

D. **Flashing Stop Lights:**
The flashing stop lights shall be in conformity with Act No. 160 of the Public Acts of 1958.
The flashing stop lights shall be operated by a manually operated switch and shall be detached from any other instrument on the bus. The flasher lights shall not be connected to the brakes or the service door.

E. **Directional Lights:**
Each bus shall be equipped with two 6 inch 32-candle power or Type D 68-SAE lens directional lights at the front of the bus, located either on the front fenders or on the body proper below or level with the base of the windshield, and shall be equipped with self-canceling indicators. Two 6 inch 32-candle power directional lights synchronized with the front lights, shall be affixed at or below the belt line as near the outside of the body as possible at the rear of the bus.

XVII. **WIRING:**

A. The wiring shall be arranged in the following circuits:
1. Dome lights

2. Step and clearance
3. Starting
4. Ignition
5. Head, tail, stop and dash lights
6. Warning lights (The wiring shall be so arranged that the left front and rear warning lights may operate independently of the right front and rear warning lights.)
7. Directional lights
8. Heater, defroster, etc.
9. Door alarm

B. Each circuit shall be protected by a circuit breaker.

C. All wires shall be insulated and protected by a covering of fibrous loom (or equivalent) which will protect them from external damage and eliminate dangers of short circuits.

D. All wiring circuits shall be color coded.

E. Wiring shall be in a channel inside body readily available for repairs. Inspection locations for wiring splices will be provided for wiring concealed between panels.

F. Wiring diagrams of all body wiring shall be made available by the manufacturer of the bus body. These diagrams must show standard wiring color code. All wiring of the school bus body shall be located and placed in a channel for availability.

XVIII. **FLAGS AND FLARES:**

A. Each bus shall carry at all times three red flags not less than 12 inches square, in a dry container in driver's compartment, and means for mounting for use in warning traffic in the event of prolonged stops on the highway.

B. Buses must carry at least three electric flares or reflectors in driver's compartment to be displayed according to the law of the State of Michigan in the event of a prolonged stop.

C. Flags, flares and reflectors shall conform to standards set forth in Act 300, Public Acts of 1949 as amended.

XIX. **MOUNTING:**

A. Body manufacturers, when installing body on frame, shall insert between the body and the frame a spacer at every point of contact between the body and the frame of such form that shearing stresses shall not be put upon the rivet heads.

XX. **OVERHANG:** No body shall be mounted on any wheelbase extension of rear wheel except as specified and approved by the engineering department of the chassis manufacturer.

XXI. **POSTS:** The front corner posts shall be so designed and placed as to afford maximum visibility for the driver. The strength of all posts and the roof shall be sufficient to support the entire weight of the loaded vehicle if overturned.

XXII. **VISION:**

A. An interior rear view mirror designed to reduce glare, with a minimum size of 50 square inches, shall be required. It shall have rounded corners and protected edges.

B. There shall be an exterior rear view mirror designed to reduce glare located to the left of the driver. The area of the mirror shall not be less than 50 square inches. The mirror shall be firmly supported and attached and set to give the driver a clear view toward the rear of the bus.

C. There shall be a right hand rear view mirror so designed as to give localized vision of the children along the side of and adjacent to the school bus, and a second mirror to give field vision of traffic behind and at the right of the bus, so designed as not to obstruct the right view vision.

XXIII. **RUB RAILS:** Two rub rails of ample strength to resist impact and to prevent body crushing shall be provided on each side of the body. The rub rail on the left side shall extend from the windshield post to the rear corner radius. On the right side the rub rail shall extend from the service door to the rear corner radius. The rub rail shall be located on the outside of the body. One rub rail shall be located approximately at the seat line and the other approximately at the floor line. Wrap-around rails are recommended. Pressed-in rub rails do not satisfy this requirement.

XXIV. **SEATS:**

A. 13 inches shall be the allowable average rump width in determining the seating capacity of the bus.

B. All seats shall be securely fastened with bolts or rivets to that part or parts of the school bus which support them, and shall face forward. No bus shall be equipped with jump seats or portable seats. No seats shall have open handholds on the inner or aisle corner of the seats. All seats shall have a minimum depth of 14 inches.

C. No seat on the right side of the bus shall be placed ahead of the forwardmost pupil seat on the left side of the bus.

D. Seat back centers on forward facing seats shall be 27 inches minimum, but not less than 25 inches knee space measured at cushion height.

E. All seats shall be covered with suitable padding material. Seat back padding shall be 2 inches thick and fire resistant, equal to rubberized hair, foam rubber or Tulatex.

F. The minimum distance between the steering wheel and the back rest of the driver's seat shall be 12 inches. Driver's seat shall have a horizontal adjustment of not less than 4 inches, a vertical adjustment of not less than 4 inches, and shall be firmly attached.

G. Drivers Stanchion and Guard Rail: A vertical stanchion shall be installed to the right rear corner of the driver's seat in such a position as not to interfere with the adjustment of the driver's seat and not to obstruct the 12 inch aisle. A guard rail so placed that it will not interfere with adjustment fore and aft of the driver's seat shall extend from vertical stanchion to the left-hand wall behind the driver's seat approximately 30 inches above the floor. Stanchion and guard rail shall be a minimum of 1 inch outside diameter of stainless steel tubing.

H. A stanchion shall be required at the rear of the entrance stepwell from roof to floor. Placement shall not restrict passageway to less than 24 inches.

I. Guard rail and stepwell guard panel shall be installed from stepwell stanchion to right hand wall to prevent children in front seat from being thrown into stepwell in case of sudden stop. Guard rail shall be approximately 30 inches above the floor and guard panel shall extend from guard rail to within 4 inches of the floor.

J. Clearance between stepwell guard panel and first pupil seat shall be at least 22 inches measured from panel to front face of seat back at cushion height.

K. All seats shall be upholstered in not less than 42 oz. plastic upholstering material with heavy cloth backing.

XXV. **STEPS:**

A. The first step at service door shall be not less than 13 inches and not more than 17 inches from the ground. The riser of the upper step at the service door shall be not less than 13 inches and not more than 15 inches. When more than two steps are used, the upper two steps may have a riser of less than 13 inches, but these risers must be of equal height. The steps of service door entrance shall be embossed to prevent slipping.

B. Steps shall be enclosed to prevent the accumulation of ice and snow.

C. Steps shall not protrude beyond the side body line.

D. A grab-handle of not less than 10 inches in length shall be provided inside doorway and to the right upon entering to assist pupils in getting on and off the bus.

E. All buses shall be equipped with folding fender steps on each of the two front fenders, or on each side of the front section of the body.

XXVI. **SUNSHIELD:** A school bus shall be equipped with an interior adjustable sun visor not less than 6 inches by 16 inches in size.

XXVII. **TOOLS:** The bus body shall have a tool box built into the body to carry such tools as may be furnished by the chassis manufacturer, to make minor emergency repairs while en route.

XXVIII. **VENTILATORS:** The body shall be equipped with a suitable controlled ventilating system of sufficient capacity to maintain the proper quantity of air under operating conditions without the opening of windows except in extremely warm weather. No intake ventilators in the front bus corner below the top of the engine hood line shall be used.

XXIX. **WHEEL CLEARANCE:** The bus body shall clear the wheels sufficiently to allow for load and chains.

XXX. **WIDTH:** 96 inches shall be the standard outside width of school bus bodies.

XXXI. **WINDSHIELD WIPERS:** There shall be two windshield wipers of vacuum or air operated type, connected to a 3500 cu. inch vacuum reserve tank, or an electro-vac, or a 1650 cu. inch air tank.

XXXII. **WINDSHIELDS AND WINDOWS:** Glass used in the windshield and windows shall meet the requirements of the state law. The windshield shall be slanted to prevent glare and large enough to permit the driver to see the road ahead clearly.

Book VI

School Lunch Program

Book VI

SCHOOL LUNCH

Contents

1. History

The earliest record of school feeding in recent times is the soup kitchen in Munich in 1796, but the modern movement has shown its greatest development in the first half of the twentieth century. From about 1853 in this country, it has run the course from free or penny lunches to the largest integrated feeding business we find today.

In 1853 the Children's Aid Society of New York served hot meals to so-called "wild children" of that city partly from charitable motives and partly as a means of attracting them to school. Later, around 1893, the Women's Educational and Industrial Union of Boston fed undernourished children in school in order that they might be kept well enough to attend classes. Later "penny lunches" appeared in Philadelphia in some schools. By 1912 lunches were served in twenty cities and by 1918 in thirty-two cities, with a charge of one to three cents.

The program of school lunch increased slowly during the next twenty years and many projects were started by the Mothers' Congress (later to become the National Congress of Parents and Teachers).

In recent years the cafeteria type of service has become popular with a variety of items being offered for sale. In earlier years the chief concern was to make the school lunch "self supporting." Less attention was given to its nutritional value. Much impetus was given the program by the depression of the 1930's, and by the end of the depression period the nutritional benefits of the Hot Lunch were clearly demonstrated.

2. Federal Support

In 1946 the passage of the School Lunch Act established the national policy of federal assistance to schools for school feeding.

The Act (National School Lunch Act, Public Law 396, approved June 4, 1946) stipulates that only schools participating in the program are eligible to receive commodities as may be furnished by the United States Department of Agriculture.

The eligible groups or institutions are classified as follows:

Schools
Public, Indian, nonprofit private schools of high school grades or under, operating a nonprofit lunch program.

Welfare agencies
Public or private agencies that serve to assist persons or families in need.

Indians
All Indians determined to be in need.

Institutions
Nonpenal, public or private charitable institutions, tax-exempt, nonprofit, for individuals unable to pay for keep.

Summer camps and child-care centers
Tax-exempt, nonprofit operated for benefit of children.

3. Special School Milk Program.

An amendment to the 1946 law passed in 1949 made possible the Special School Milk Program which is a plan for reimbursing local boards of education on the number of half pints of milk consumed.

Forms and Communications

S.C.D. #1	Agreement form used by the State Department of Administration and eligible recipient for commodities furnished by the United Stated Department of Agriculture.
S.C.D. #2 (revised)	Attachment to S.C.D. #1.
SM-1 and SM-1A	Application--agreement for Special School Milk Program. This agreement is between the local eligible recipients and State Superintendent of Public Instruction.
SL-3	Continuing School Lunch Agreement. This agreement is between the local school district, the state superintendent of public instruction, and the United States Department of Agriculture. It covers all basic criteria, such as minimum lunch requirements, milk content, fruit and vegetable content, costs, and student eligibility.
SL-4 and Sl-4A	A supplement application to agreement form SL-3. Covers certain additional information between the local school district and the state superintendent of public instruction.
SL-6 and SL-6A	Claim for Reimbursement for the School Lunch and Special Milk Program.
SL-7	Cooperative Evaluation Form (lunch).
SL-15	Cooperative Evaluation Form (menu).

School Lunch Accounting

Other Miscellaneous Services

S.C.D. # 1
(Prepare and Return
two copies
Revised 3-8-56

State of Michigan
Department of Administration
Purchasing Division
COMMODITIES DISTRIBUTION SECTION
Lansing 13, Michigan

Agreement No. _____
(Leave Blank)

STATE COMMODITIES DISTRIBUTION AGREEMENT

Agreement Between State Commodities Distribution Agency and the Recipient Agency For Commodities Furnished by the United States Department of Agriculture

---

IN ACCORDANCE WITH THE AGREEMENT BETWEEN THE STATE OF MICHIGAN, DEPARTMENT OF ADMINISTRATION AND THE UNITED STATES DEPARTMENT OF AGRICULTURE, THE BELOW-NAMED RECIPIENT AGENCY HEREBY MAKES APPLICATION FOR COMMODITIES FURNISHED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE (U.S.D.A.) TO THE MICHIGAN COMMODITIES DISTRIBUTION SECTION (Hereinafter referred to as the STATE COMMODITIES DISTRIBUTION AGENCY) FOR DISTRIBUTION TO ELIGIBLE RECIPIENTS.

1. _____ DATE _____
(Name of School)

2. _____ COUNTY _____
(School District Name and Number - list individual schools on attached S.C.D. # 2 which is part of this agreement)

3. _____
(Complete Mailing Address - Street, Number, R.F.D., Box Number & City)

THE RECIPIENT AGENCY IS - (Check type of agency - one only):

4. ( ) A non-profit School Lunch Program, participating in the National School Lunch Indemnity Program, for persons of high school grades or under.

5. ( ) A non-profit School Lunch Program, NOT PARTICIPATING in the National School Lunch Indemnity Program for persons of high school grades or under.

6. ( ) A non-profit SCHOOL CAMP program, for _____ persons high school grades or under serving _____ meals daily _____ per month; sponsored by the Local Board of Education.

(ONLY SCHOOLS WILL FILL IN THE FOLLOWING BLOCKS -- see instructions on reverse side)

(BOX A) (SEE INSTRUCTION NO. 1) NATIONAL SCHOOL LUNCH INDEMNITY PROGRAMS	(BOX B) (SEE INSTRUCTION NO. 2) NOT SERVING TYPE A LUNCHES IN NATIONAL SCHOOL LUNCH INDEMNITY PROGRAM
Only schools that have an AGREEMENT with the Dept. of Public Instruction or with the Food Distribution Division, AMS Office under which they operate in the National School Lunch Program will submit information in this box and all public schools return both copies to the Dept. of Public Instruction--private and parochial schools return both copies to State Commodities Distribution Agency. 7. Number of buildings in which lunches will be served _____ (Prepare SCD#2 if lunches are served in more than one school building) 8. Average Total MEMBERSHIP in school _____ Estimated number of meals to be served DAILY by type: TYPE A _____ ALA CARTE _____ Date Program will begin _____ Date Program will close _____ DO NOT REQUEST OR ACCEPT COMMODITIES ANY MONTH THAT YOUR PROGRAM IS NOT IN ACTUAL OPERATION	Schools not in National School Lunch Program will submit information in this box and return BOTH COPIES to the STATE COMMODITIES DISTRIBUTION AGENCY AT ABOVE ADDRESS. 9. Number of school buildings in which lunches will be served _____ (Prepare SCD#2 if lunches are served in more than one building). 10. Average Total MEMBERSHIP in School _____ 11. _____ HOT LUNCH prepared and served DAILY (Eligible for all available Section 32 and 416 Commodities). 12. _____ NO COOKING PROGRAM (Eligible for certain Sec. 32 and 416 commodities available which can be used WITHOUT COOKING, i.e. fresh or dried fruits, juices, etc. Date Program will begin _____ Date Program will close _____ DO NOT REQUEST OR ACCEPT COMMODITIES ANY MONTH THAT YOUR PROGRAM IS NOT IN ACTUAL OPERATION

BY SPECIAL WRITTEN REQUEST TO THE STATE COMMODITIES DISTRIBUTION AGENCY, you may have your total membership certified for available Section 32 and 416 no-cooking commodities such as fresh or dried fruits and juices.

I HEREBY CERTIFY THAT I HAVE CAREFULLY READ THE CONTENTS OF THIS AGREEMENT AND THE CONDITIONS ON THE REVERSE SIDE OF SAME AND WILL ACCEPT ALL OBLIGATIONS AS CONTAINED THEREIN

13. _____ _____
(Signature of Authorized Representative) (Title)

(LEAVE FOLLOWING BLANK)

Approved and Certified for the period of _____ to October 31, 19 _____
(Month) (Day) (Year)

APPROVED _____ DATE APPROVED _____
(Signature of Supervisor of Commodities Distribution Agency)

- over -

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE AS FOLLOWS:

(A) Commodities will be requested and accepted on a 30 day basis ONLY according to the rates of distribution established by the State Commodities Distribution Agency. Items not fully utilized in the 30 day-period for which they are accepted will be reordered only in the amount required for the succeeding 30-day period.

(B) Commodities received, according to this Agreement will be used SOLELY for the benefit of those persons served or assisted by the Recipient Agency and will not be otherwise disposed of WITHOUT WRITTEN APPROVAL of the State Commodities Distribution Agency. UNDER NO CIRCUMSTANCES will U.S.D.A. Commodities be sold traded or used off the premises of the Recipient Agency, as indicated in this Agreement. THE USE OF ANY U.S.D.A. DONATED COMMODITIES BY INELIGIBLE RECIPIENTS CONSTITUTES DAMAGE TO THE FEDERAL GOVERNMENT UNDER THE LAW, WHEN SUCH IRREGULARITIES ARE BROUGHT TO THE ATTENTION OF THE STATE AGENCY IT WILL BE NECESSARY FOR THE RECIPIENT AGENCY TO MAKE SATISFACTORY SETTLEMENT WITH THE GOVERNMENT FOR THE ILLEGAL USE OF SUCH COMMODITIES. Such commodities will be used, IN ADDITION to and not in substitution for foods normally purchased, and these expenditures will not be reduced because of receipt of such U.S.D.A. Commodities. (The preceding sentence does not apply to commodities distributed under the terms of SECTION 6 of the National School Lunch Indemnity Act.)

(C) The Recipient Agency agrees to furnish proper storage facilities as recommended by the State Commodities Distribution for all U.S.D.A. Commodities requested and accepted by the Recipient Agency. The State Commodities Distribution Agency and the U.S. Department of Agriculture are authorized to inspect, at any reasonable time, commodities in storage, storage facilities or warehouses used in the storage of commodities. THE RECIPIENT AGENCY FURTHER AGREES TO KEEP THEIR STORAGE FACILITIES CLEAN, DRY, ORDERLY: INSTALL THERMOMETER, DUNNAGE, SUITABLE VENTILATION: KEEP PERPETUAL INVENTORY AND STOREROOM LOCKED BEFORE AND AFTER LUNCH PERIODS: PROVIDE SPECIFIED TEMPERATURES FOR CERTAIN COMMODITIES WITHIN THEIR OWN BUILDINGS. If recommended storage for perishables is not available within the Recipient Agency's own buildings, it will be permissible to remove the commodities from their premises for the purpose of providing proper storage in local commercial locker plants or with merchants who have such storage. WARNING: DO NOT STORE COMMODITIES WITHIN PRIVATE HOMES.

(D) U.S.D.A. Commodities will be served in a common dining room whenever possible; and there will be no distinction or segregation whatever between paying and non-paying persons in the type of meals served and the manner of serving.

(E) The Recipient Agency agrees to dispose of salvageable containers in accordance with instructions prescribed by the Distributing Agency.

(F) It will be necessary for the Recipient Agency to keep books and records pertaining to the receipt and use of all commodities. These books and records will be kept for a period of not less than two (2) years, within the office of said Recipient Agency; and even though there is a change in personnel, these records are to remain within the office of said Recipient Agency. If Recipient Agency is a summer camp, all books and records will be kept for the above specified time by the sponsor of the camp program, as indicated in this Agreement. These books and records shall contain the following minimum information:

1. A record of all commodities received (including the date and quantity) according to the BLUE copy of Delivery Instruction Form CDD-221. Recipient Agency must sign ALL copies of Delivery Instruction Form CDD-221 in the lower left-hand corner IN INK OR INDELIBLE PENCIL upon receipt of the commodities. The PINK copy must be returned by the distributor or Recipient Agency to the State Commodities Distribution Office immediately. This is necessary so that the State Distribution Agency will be informed of the quantity of each item received by the Recipient Agency for Audit purposes.
2. Recipient Agency agrees to furnish the State Commodities Distribution Agency with an inventory of all U.S.D.A. Commodities on hand upon request of said State Commodities Distribution Agency.
3. The State Commodities Distribution Agency and the U.S.D.A. are authorized to inspect these books and records at any reasonable time or place, to insure compliance with the above conditions.

(G) The Recipient Agency agrees that they will not accept or use any SECTION SIX DONATED COMMODITIES unless the Recipient Agency is a School approved by the State Department of Public Instruction or the Food Distribution Division, AMS Office to participate in the National School Lunch Indemnity Program serving Type A meals. It is further agreed that should any SECTION SIX COMMODITIES be received by an ineligible recipient (in error), they shall immediately notify the State Commodities Distribution Agency which will make the necessary arrangements to have these commodities returned. If said SECTION SIX COMMODITIES are used (in error), the Recipient Agency must replace or make payment for their value. THE USE OF THESE COMMODITIES BY INELIGIBLE RECIPIENTS CONSTITUTES DAMAGE TO THE GOVERNMENT UNDER THE LAW, FOR YOUR GUIDANCE, ONLY SCHOOLS IDENTIFIED BY A YELLOW-COLORED CARD ARE ELIGIBLE TO RECEIVE SECTION SIX COMMODITIES.

(H) Either the Recipient Agency or the State Commodities Distribution Agency may terminate this Agreement by giving a 30-day notice IN WRITING to the other party. The State Commodities Distribution Agency may cancel this Agreement, IMMEDIATELY UPON RECEIPT OF EVIDENCE THAT THE TERMS AND CONDITIONS THEREOF HAVE NOT BEEN FULLY COMPLIED WITH. Subject to such notice of termination or cancellation of the Agreement, the Recipient Agency agrees to comply with instructions of the State Commodities Distribution Agency -- either to distribute all remaining U.S.D.A. Commodities in accordance with provisions of this Agreement or return such inventories to their distribution outlet upon written authorization as requested by the State Distribution Agency -- NO U.S.D.A. COMMODITIES WILL BE TRANSFERRED OR DESTROYED WITHOUT WRITTEN PERMISSION FROM THE STATE COMMODITIES DISTRIBUTION AGENCY -- and to submit such reports as are required by the State Commodities Distribution Agency to record final Distribution of such inventories. This is in accordance with regulations assuring the state agency of accountability.

PURPOSE

This instruction sets forth the groups that are eligible to receive commodities donated by the U.S. Department of Agriculture under the following authorities:

(A) SECTION 32 of the Act of August 24, 1935 as amended and related legislation. All Groups listed below are eligible to receive Section 32 commodities.

(B) SECTION 416 of the Agricultural Act of 1949. All groups listed below are eligible to receive Section 416 commodities.

(C) SECTION 6 of the National School Lunch Act, Public Law 396 approved June 4, 1946. Only schools participating in the National School Lunch program are eligible to receive Section 6 commodities except as provided in Par. II G refer to Instruction FD841-1: including Experimental, Testing Agencies or demonstration work, providing the State Agency administering the National School Lunch Program approves the particular demonstration, experiment or test when Section 6 commodities are used.

ELIGIBLE GROUPS

SCHOOLS - Public, Indian, Non-Profit Private Schools of high school grades or under operating a non-profit school lunch program.
WELFARE AGENCIES - Public or private that serve or assist persons or families in need.
INDIANS - All Indians determined to be in need.

INSTITUTIONS - Non-penal, public or private charitable institutions, tax exempt, non-profit are eligible to the extent of the number of needy persons UNABLE to pay the full charges for services provided them.
SUMMER CAMPS and CHILD CARE CENTERS - Tax-exempt, non-profit operated for the benefit of children.

Form SM-1 Agreement No._____

Prepare 3 copies State of Michigan

Send in all copies Superintendent of Public Instruction

APPLICATION - AGREEMENT for SPECIAL SCHOOL MILK PROGRAM

In order to effectuate the purposes of the Agricultural Act of 1949 as amended, and to carry out the terms and conditions of the agreement made between the United States Department of Agriculture and the Superintendent of Public Instruction of the State of Michigan, the Superintendent of Public Instruction enters into an agreement with:

District No._____ Township_____ County of_____

Distinctive Name of School District_____

Mailing Address_____

THE SUPERINTENDENT OF PUBLIC INSTRUCTION AGREES

1. To reimburse the Board of Education on the number of half-pints of milk (exclusive of the amount used with Type A lunches) served to children enrolled in high school grades and under during regularly scheduled school activities.

2. To reimburse at the rate of 3¢ per half-pint of milk served in buildings which do not have a Type A lunch service.

3. To reimburse at the rate of 4¢ per half-pint of milk in buildings in which there is a Type A lunch service.

4. TO REVISE THE RATES AS NEEDS MAY REQUIRE.

THE BOARD OF EDUCATION AGREES

1. To serve fluid whole milk or flavored whole milk meeting State and local standards. If chocolate milk is served in any building a statement from the dairy must be on file in the school office certifying that "chocolate milk was produced from whole milk with 3.5% butterfat."

2. That in buildings which do not have a Type A lunch service the charge to the child will be reduced at least 2¢ per half-pint of milk from the purchase price.

3. That in buildings which have a Type A lunch service, the charge to the child will be reduced at least 3¢ per half-pint of milk from the purchase price.

4. That the purchase price of milk shall not include equipment purchases, vending machine rentals, other rentals, maintenance, service, etc..

5. To maintain milk invoices as records of operation for a period of three years.

6. To submit claims (Form SL-6) to County Superintendent's office by the 10th of each month for milk served during previous month. Claims arriving in the State office after the last day of the month following the month for which reimbursement is claimed cannot be paid. Example: September claims - deadline October 31.

7. To operate the program on a non-profit basis. Any funds accruing as a result of the service of milk shall be used only for such purposes as will further increase the availability to and consumption of milk by children.

8. To make available to the D.P.I. and A.M.S. all accounts and records of the Special Milk Program for examination and audit.

This agreement may be terminated within ten (10) days written notice on the part of either party.

SM-1A

APPLICATION - AGREEMENT SCHEDULE

Name and Address of Building	Is Type A Lunch Served In Building	Cost per ½ pt. milk		Charge per ½ pt. milk		Cost per 10 oz.		Charge 10 oz.	
		White	Choc.	White	Choc.	White	Choc.	White	Cho

By: _____
Secretary of Director of Board

By: _____
County Supt. of Schools

By: _____
Supt. of Public Instruction

_____
Authorized Representative

_____
Title

_____
Date of Application

This Application - Agreement will become effective as of _____ and shall remain in effect until cancelled as provided herein.

Department of Administration
Purchasing Division
COMMODITIES DISTRIBUTION SECTION
Lansing 13, Michigan

(Revised)
5-2-55

ATTACHMENT TO DISTRIBUTION AGREEMENT FORM SCD #1
Prepare and return two (2) copies
See instructions on reverse side

(a) _____ (School District Number) _____ (Township or City) _____ (County)

NAMES AND ADDRESSES OF APPLYING SCHOOLS (b)	OPENING DATES (c)	CLOSING DATES (d)	AVERAGE DAILY NUMBER OF MEALS SERVED				
			Schools participating in the NATIONAL SCHOOL LUNCH PROGRAM			Schools NOT in the NATIONAL SCHOOL LUNCH PROGRAM	
			TYPE A (e)	A LA CARTE (f)	TYPE C (g)	HOT-LUNCH PROGRAM (h)	NO-COOKI PROGRAM (i)
TOTAL							

DATE _____ 19____ THE ABOVE INFORMATION IS TRUE AND CORRECT ACCORDING TO THE BEST OF MY KNOWLEDGE.

_____
Signature of Authorized Representative

Form SL-3
4-58

Agreement No. _____
Leave Blank

Prepare
2 copies
Send in both

State of Michigan
SUPERINTENDENT OF PUBLIC INSTRUCTION

CONTINUING SCHOOL LUNCH AGREEMENT

1. In order to effectuate the purposes of the National School Lunch Act (Public Law 396, 79th Congress, approved June 4, 1946), and to carry out the terms and conditions of an agreement made between the United States Department of Agriculture and the Superintendent of Public Instruction, of the State of Michigan, enters into an agreement with

District No._____Township_____County of_____

Distinctive Name of School District_____

Mailing Address_____

on this_____day of_____, 19____.
(Leave above line blank)

WITNESSETH:

That, in consideration of the covenants and agreements herein contained and for other good and valuable considerations, the parties hereto covenant and agree as follows:

THE SUPERINTENDENT OF PUBLIC INSTRUCTION AGREES TO:

1. Reimburse the Board of Education on behalf of the schools listed in the application Schedule A (form SL-4) or supplements thereto (SL-4A) for the cost of obtaining food assistance in connection with the school lunch program in any fiscal year during which this agreement is in effect.

2. Reimburse any school only for the types of lunches approved for such school in the aforesaid schedule, or supplements thereto.

3. (a) Reimburse within the maximum allowable rate of 9 cents for a Type A lunch except that not to exceed 7 cents may be paid if the Type A lunch does not include milk.

(b) Assign rates of reimbursement within the maximum rates. Assigned rates may be changed by the State Agency and notice of any change shall be given to the schools.

(c) Reimburse schools on the basis of the number of lunches served to children times the assigned rate, except that the last claim from a school each fiscal year may be paid at a rate in excess of the assigned rate or the maximum rate: Provided however, that the total reimbursement to a school during any fiscal year shall not exceed the lesser of (1) an amount equal to the number of lunches served to children during the fiscal year times the maximum rate, or (2) the cost of obtaining food during that fiscal year.

4. Distribute material pertaining to the school lunch programs.

5. Plan in-service training programs for school lunch personnel.

6. Make available consultant services to schools.

THE SPONSOR AGREES TO:

1. Operate a nonprofit lunch program and observe the limitations on the use of program income. Income accruing to the lunch program of any school shall be used only for program purposes: Provided, however, that such income shall not be used to purchase land, to acquire or construct buildings, or to make alterations of existing buildings: Provided, further, that only funds from sources other than Federal or children's payments for lunches shall be used to finance out-of-state travel of school lunch personnel or the purchase of automotive equipment.

2. Limit the operating balance to a level consistent with program needs, not to exceed two month's expenditures.

3. Serve lunches which meet the following minimum requirements:

(1) One-half pint of fluid whole milk as a beverage.
If chocolate milk is served in any building a statement from the dairy must be on file in the school office certifying that "chocolate milk was produced from whole milk with 3.5% butterfat."

(2) Two ounces (edible portion as served) of lean meat, poultry, or fish, or two ounces of cheese, or one egg, or one-half cup of cooked dry beans or peas, or four tablespoons of peanut butter, or an equivalent quantity of any combination of the above-listed foods. To be counted in meeting this requirement, these foods must be served in a main dish or in a main dish and one other menu item.

(3) A three-fourth cup serving consisting of two or more vegetables or fruits, or both. Full-strength vegetable or fruit juice may be counted to meet not more than one-fourth cup of this requirement.

(4) One slice of whole-grain or enriched bread, or a serving of corn bread, biscuits, rolls, muffins, etc., made of whole grain or enriched meal or flour.

(5) Two teaspoons of butter or fortified margarine.

If a sufficient supply of fluid whole milk cannot be obtained, the requirement in (1) above shall be met by serving the fluid whole milk equivalent in reconstituted evaporated or dry whole milk, unless prior written approval has been obtained from the State Agency to serve lunches without milk. If emergency conditions prevent a school approved for the service of Type A lunches from temporarily obtaining a sufficient supply of fluid whole milk, the State Agency will approve reimbursement for lunches served without milk during the emergency period.

4. Price the Type A lunch as a unit.

5. Supply lunches without cost or at reduced cost to all children who are determined by local school authorities to be unable to pay the full price of the lunch.

6. Make no discrimination against any child because of his inability to pay the full price of the lunch.

7. Claim reimbursement only for the type of lunch specified in the agreement.

8. Submit claims, covering a calendar month, for reimbursement in accordance with procedures established by the State Agency. The sponsor will submit to the State Agency monthly claim forms SL-6 and SL-6A provided by the State Agency. Claims shall be submitted to the County Superintendent's office by the 10th of the month following the month for which the claim is made. Claims arriving in the state office after the last day of the month following the month for which the claim was made will not be reimbursed.

9. Maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.

10. Purchase, in as large quantities as may be efficiently utilized in the lunch program, foods designated as plentiful by the State Agency.

11. Accept and use, in as large quantities as may be efficiently utilized in the lunch program, such foods as may be offered as a donation by the Department of Agriculture.

12. Maintain adequate facilities for storing, preparing, and serving food.

13. Maintain full and accurate records of the lunch program, including records with respect to the following:

(1) Lunch Service:
   a. Daily number of lunches served to children by type of lunch
   b. Daily number of lunches served free or at reduced price to children by type of lunch
   c. Daily number of lunches served to adults
(2) Program Income:
   a. From children's payments
   b. From Federal Aid (lunch reimbursement)
   c. From all other sources, including Federal reimbursement under the Special Milk Program
(3) Program Expenditures:
   a. For food
   b. For labor
   c. All other expenditures
(4) Value of Donations to Program:
   a. Donated food, exclusive of foods donated by the Department of Agriculture
   b. Donated services
   c. All donations other than food and services

All school lunch records shall be retained for a period of three years except financial records pertaining to school lunch fund accounts which shall be retained for an indefinite period.

14. Upon request, make all accounts and records pertaining to the lunch program available to the State Agency and to AMS for audit or administrative review at a reasonable time and place.

TERMINATION

This agreement shall become effective as of the date named in paragraph 1 hereof, and shall remain in effect until terminated or cancelled as provided herein. This agreement may be terminated upon ten (10) days written notice on the part of either party hereto: Provided, however, that the State Agency may cancel this agreement immediately upon receipt of evidence that the terms and conditions of this agreement have not been fully complied with by the Sponsor.

AMENDMENT

The terms of this agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.

IN WITNESS WHEREOF, the parties have executed this agreement on the date named in paragraph 1 hereof.

SPONSOR: By _____
Secretary or Director of Board of Education

_____
Authorized Representative

STATE AGENCY: _____
Superintendent of Public Instruction
of the State of Michigan

orm SL-4
repare 3 copies
end in all copies

Agreement No._____

State of Michigan
Superintendent of Public Instruction
APPLICATION - SCHOOL LUNCH PROGRAM

THIS APPLICATION IS A SUPPLEMENT TO YOUR AGREEMENT FORM SL-3

strict No._____ Township_____ County of_____

stinctive Name of School District_____

iling Address_____

e agreement may be terminated within ten (10) days written notice on the part of either rty. The Superintendent of Public Instruction may terminate the agreement immediately after ceipt of evidence that the terms and conditions of the Agreement-Application have not been lly complied with by the sponsoring agency.

y assistance given to schools under the National School Lunch Act will be based on the mber of lunches served to children in grades kindergarten through twelve, the amount spent r food, and the school's need for assistance in operating an adequate program.

The rate of reimbursement will be per Type A lunch

(THE RIGHT IS RESERVED TO REVISE THE RATES AS NEEDS MAY REQUIRE)

(we) will maintain, or cause to be maintained, full and accurate records of all operations der the School Lunch Program.

(we) certify that the school (s) listed on the reverse side of this application is (are) erated without profit and is (are) of high school grade or under, and that centralized scal control is maintained by the board of education over school lunch funds.

ll new programs not listed on this application must be reported to the state office prior the beginning of service.)

SPONSOR	COUNTY SUPERINTENDENT APPROVAL	DEPARTMENT APPROVAL
:		
_____	_____	
cretary or Director	By	
_____	_____	_____
thorized Representative	County	Supt. of Public Instruction
_____	_____	
tle	Date	
_____		
te of Application		

is application will become effective as of_____ and shall remain in fect until terminated or cancelled as provided herein. (leave blank)

(Over)

APPLICATION SCHEDULE A

Type A and A-La-Carte Lunches

(List all buildings in which Type A or A-La-Carte Lunches will be served)

Name and Address of Building in which Lunch will be served	Expected Daily Membership	Expected Participation	Charge to be made to child (Type A)	Expected Daily Number of Free or Reduced Cost Lunches	Beginning date for School Lunch	Closing date for School Lunch

Indicate buildings in which A-La-Carte lunches will be served, by an asterisk (*).

What is the _____ and the _____ for the program (s) at the time of this
Amount of Funds Value of food on hand

application?

orm SL-6 State of Michigan (Over for 6A)

Superintendent of Public Instruction

COMBINED CLAIM FOR REIMBURSEMENT - SCHOOL LUNCH AND SPECIAL MILK PROGRAMS

For the CALENDAR month of _____, 19____ Agreement No. _____

istrict No._____ Township_____ County of_____

(Primary Districts Only)

egal Name of School District (For Checks)_____

ailing Address_____

umber of schools serving Type A lunches_____ Number of schools serving Special Milk_____

umber of days lunches were served during Calendar Month_____

stimated value of non-cash donations (Food, Labor, All Other) - (Exclude USDA Comm.) _____

SCHOOL LUNCH PROGRAM

pe A Lunch ith Milk	Total No. Lunches Served Children	Reimb. Rate per Lunch	Total Type A Claim	Av. Daily Part.	No. Served Free or Reduced Cost	No. Served Adults

SPECIAL SCHOOL MILK PROGRAM

		Price Paid to Dairy		Charge to Child		Total ½ Pints Milk Exclude (Type A and Adults)	Reimb. Rate	Amt. of Claim
		8 Oz.	10 Oz.	8 Oz.	10 Oz.			
lk Served in dgs. that have pe A Lunches	White						4¢	
	Flavored							
lk Served in dgs. that do not ve Type A Lunches	White						3¢	
	Flavored							
NDING: in Bldgs. at have Type A nches	White							
	Flavored							
NDING: in Bldgs. at do not have pe A Lunches	White							
	Flavored							

TOTAL MILK CLAIM_____

SUMMARY OF ALL MILK SERVED

tal number of ½ pints of milk purchased for month _____

tal number of ½ pints served with Type A lunches _____

tal number of ½ pints served adults (Type A and Sp. Milk) _____

tal number of ½ pints served under Special Milk Program _____

tal number of ALL ½ pints served during month _____

SH RECEIPTS: (From Receipts Journal)

hildren (Type A and Sp. Milk) _____

ederal Aid (Type A and Sp. Milk) _____

eneral Fund (Loan) _____

ll Other (Adults, Banquets, etc.) _____

Total Receipts _____

CASH DISBURSEMENTS: (From Disbursement Journal)

Food (Include all milk) _____

Labor (Adult and Children) _____

Repayment of loans or advances _____

All Other cash expenditures _____

Total Disbursements _____

Accumulated Cash Balance _____

Balance/Deficit for month_____

Closing Cash Balance _____

(over)

Form SL-6A

Agreement No._____

State of Michigan
Superintendent of Public Instruction
CLAIM SCHEDULE - SCHOOL LUNCH PROGRAM

For the Calendar month of_____

Name of school building serving Type A lunch	Membership	Number of Complete Type A lunches	Av. Daily Part.	Special Milk No. ½ pints milk Consumed
	Totals	_____		_____

Audit Balance as of June 30th_____, (as reported on Annual Statistical and Financia report A & B - Item 217). (Membership and Audit Balance should be reported only on first clai

Include all income and expenditures from July 1 on your first CLAIM.

I (we) certify that the above information is true and correct; that records are available to support the claim; that operation of program(s) was in accordance with the agreement(s); that payment has not been received; and that centralized fiscal control is maintained by the Board o Education over School Lunch Funds.

County Office:

Signature by or for the School District:

Date Checked by

Date by Title

orm No. SL-7

State of Michigan
Superintendent of Public Instruction
COOPERATIVE EVALUATION OF SCHOOL LUNCH PROGRAM

Original to Dept. of Public Instruction
Copy 1 to County School Office
Copy 2 to School visited

ame of School District _____ Agreement No. _____

ddress _____

otal number of programs operating: School Lunch _____ Special Milk _____

. Are School Lunch Funds maintained in a separate Bank Account? _____ If not, how are the School Lunch Funds separated from other funds? _____

. Are School Lunch Funds audited at the same time as the total school audit? _____

. What method is used to determine the number of Type A lunches each day? _____

. Is a daily record book maintained showing the number of Type A lunches, free lunches, and adult lunches? _____

. Is a file of itemized receipts and invoices maintained? _____

. Are non-food purchases segregated from food purchases? _____

. What is the accumulated balance/deficit? _____

. A. Does the total number of lunches served during the prior calendar month equal or exceed the number shown on the claim? _____
B. Does the total number of half-pints of whole milk purchased during the prior calendar month equal or exceed the number of half-pints for which reimbursement was claimed? _____ (consider milk served with Type A in determining totals).

. Do you consider the School Lunch record keeping satisfactory? _____ If answer is no, recommend changes _____

. What do you consider the biggest handicap in the operation of the program? Limited space _____ Inadequate equipment _____ Limited budget _____ Inadequate help _____ Menus _____ Poor Storage _____ Other _____
Recom .ndation for improvement _____

. During the past year, have School Lunch personnel attended a School Lunch meeting (County__ State___College___) Where? _____

. Date of last Sanitation Inspection _____
(A sanitarian's report of the program would be appreciated if he is a member of the evaluation team).

. In what way is the School Lunch Program integrated into the total Educational Program? Are any interesting projects being carried on? Is anything done to promote basic Nutritional values? _____

Date _____ Evaluator _____

'orm SL-15

State of Michigan
Superintendent of Public Instruction
COOPERATIVE EVALUATION OF SCHOOL LUNCH PROGRAM

Original to Dept. of Public Instruction
Copy 1 to County School Office
Copy 2 to School visited

'ame of School District _____ Agreement No. _____

chool _____

ddress _____

Menu for the day	Lunch Prices	Lunches Served
	Type A _____ Milk (8 oz.) _____ Milk (10 oz.) _____ Prices paid Dairy: (8 oz.) _____ (10 oz.) _____ Adult lunches _____	Type A (Paid) _____ Type A (Free or reduced price) _____ Adult _____ A-La-Carte _____ Total _____

ist of all foods sed in menu	Kind of Foods	Number of Pounds	Number of Cans (give size of can)	Total allowable servings	Quantity for number served + or -
'rotein					
'ruits and 'egetables					
3read					
3utter					

1. Are lunches served without milk excluded from monthly claim? _____

2. Is flavored milk served? _____ If yes, is a statement on file from the dairy certifying the flavored milk is made from whole milk containing 3.5% butterfat? _____
Give date of certification _____

3. Are free or reduced cost lunches made available to children who need assistance? _____

4. Are menus planned monthly? _____ Include menu for the month.

5. Are School Lunch specials purchased? _____

Comments

Date _____ Evaluator _____

Quantities of Foods to Meet Type A School Lunch Requirements
(Fruits/Vegetables, Bread, Butter, Milk)

FRUITS AND VEGETABLES

No. 10 (106 oz.)	- 1 No. 10 can will provide	16	servings
No. 3 (46 oz.)	- 1 No. 3 can will provide	8	servings
No. 2½ (28 oz.)	- 1 No. 2½ can will provide	4	servings
No. 2 (20 oz.)	- 1 No. 2 can will provide.	3-1/3	servings

FRESH VEGETABLES

1 lb. will provide . . . . . 3-1/3 servings
(carrots, cabbage, celery, lettuce, onions, potatoes, tomatoes, sweet potatoes)

FRESH FRUITS

Apples	- 1 lb. will provide.	3-2/3	servings
Oranges	- 1 lb. will provide.	2	servings
Bananas	- 1 lb. will provide.	2-2/3	servings
Grapefruit	- 1 lb. will provide.	1-1/6	servings
Peaches	- 1 lb. will provide.	2-1/3	servings
Pears	- 1 lb. will provide.	2	servings

DRIED FRUITS

Apples	- 1 lb. will provide.	12	servings
Apricots	- 1 lb. will provide.	8-1/3	servings
Peaches	- 1 lb. will provide.	8-1/3	servings
Prunes	- 1 lb. will provide.	7-1/3	servings
Raisins	- 1 lb. will provide.	5-1/3	servings

FROZEN VEGETABLES

1 lb. will provide . . . . . 3-1/6 servings
(asparagus, lima beans, wax beans, cauliflower, corn, peas, peas and carrots, succotash, mixed vegetables)

JUICES

Canned	46 oz. can will provide	7-2/3	servings
Reconstituted	46 oz. can will provide	30-2/3	servings
Frozen	32 oz. can will provide	21-1/3	servings

(4 oz. or more of juices may be used for ½ the fruit vegetable requirement. The other half should be vegetable or fruit.)

BREAD	- 1 slice of enriched bread will provide.	1	serving
BUTTER	- 2 oz. of butter will provide	1	serving
MILK	- 1/2 pt. whole milk will provide	1	serving

NOTE:
While crackers, cornmeal, macaroni, noodles, rice, spaghetti, cream, ice cream are listed in the "Buying Guide" none of these are counted toward meeting requirements. They are "extra" over and above requirements.

School Lunch Accounting

A school lunch accounting instruction sheet is available from the State Department of Public Instruction. This instruction sheet outlines basic requirements and forms to be used.

Required forms are as follows:

Form No.	Item
SL-51	Daily Record
S-251	Receipts and Disbursements Ledger
S-253 or S-260	Checks
S-254	Receipt Forms

The forms are purchased from publishing houses as illustrated in Complete School Lunch Outfit KS-120 as, published by Doubleday Bros. and Company.

SCHOOL LUNCH FUND ACCOUNTING

The School Lunch Program as a service agency to the educational program of the entire school system is considered to be a direct function and responsibility of local boards of education. The Michigan statutes provide for the support of this program from the General Fund.

The board of education shall maintain, or cause to be maintained, a separate set of accounting records including a separate bank account covering the School Lunch Program. (Primary Districts exempt)

The board of education shall designate the official depository for School Lunch Funds.

For the administration of the School Lunch accounting procedure the board of education may delegate responsibility to a qualified member of the staff.

A monthly report of the beginning balance, receipts, disbursements, and ending balance shall be prepared and submitted to the board of education.

Financial accounting records as outlined herein are considered a minimum requirement. School districts are encouraged to use any additional records and forms that will be helpful in establishing and maintaining a unified, acceptable, and stable school lunch accounting system. For mechanization, or other reasons, schools may devise their own forms but the minimum control and procedures as provided by the standard forms must be attained.

Form Number	Item
SL-51	Daily Record
S-251	Receipts and Disbursements Ledger
S-253 or S-260	Checks
S-254	Receipt Forms

The above forms may be purchased at all publishing houses.

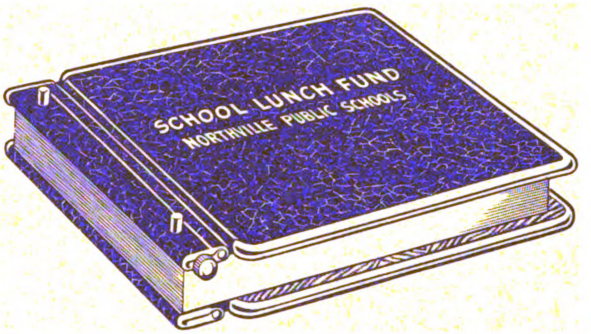
Financial accounting records of the school district's School Lunch Program shall be closed on or before June 30 of each year and be made available for accounting purposes.

An audit of the School Lunch Account shall be made annually in conjunction with, and at the same time as, the audit of other board of education accounts. The auditor who has the responsibility of auditing the other board of education accounts shall also be responsible for auditing the accounts of the School Lunch Fund.

On the Annual Statistical and Financial Report Form A and B, total receipts must be reported under Item 287, disbursements under 387, and balance/deficit under 217.

All financial records pertaining to School Lunch Fund accounts shall be retained in a safe place for an indefinite period.

SCHOOL LUNCH RECORDS



COMPLETE SCHOOL LUNCH OUTFIT KS-120

With Receipts in duplicate, Voucher or Stub-type Checks, and Combined Journal-Ledger all in one cover.

Any item may also be purchased separately.

MANUFACTURED AND FOR SALE BY

DOUBLEDAY BROS. & CO.

SCHOOL FORM PUBLISHERS

KALAMAZOO, MICHIGAN

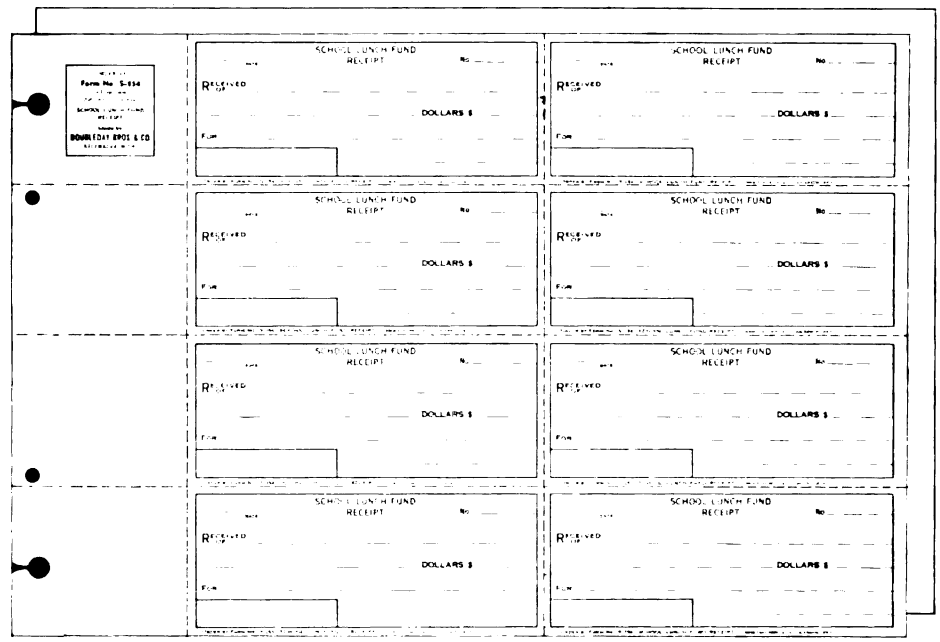
S-254 SCHOOL LUNCH FUND RECEIPTS. Size 9¼" x 13¾" in duplicate with 8 receipts to a page.

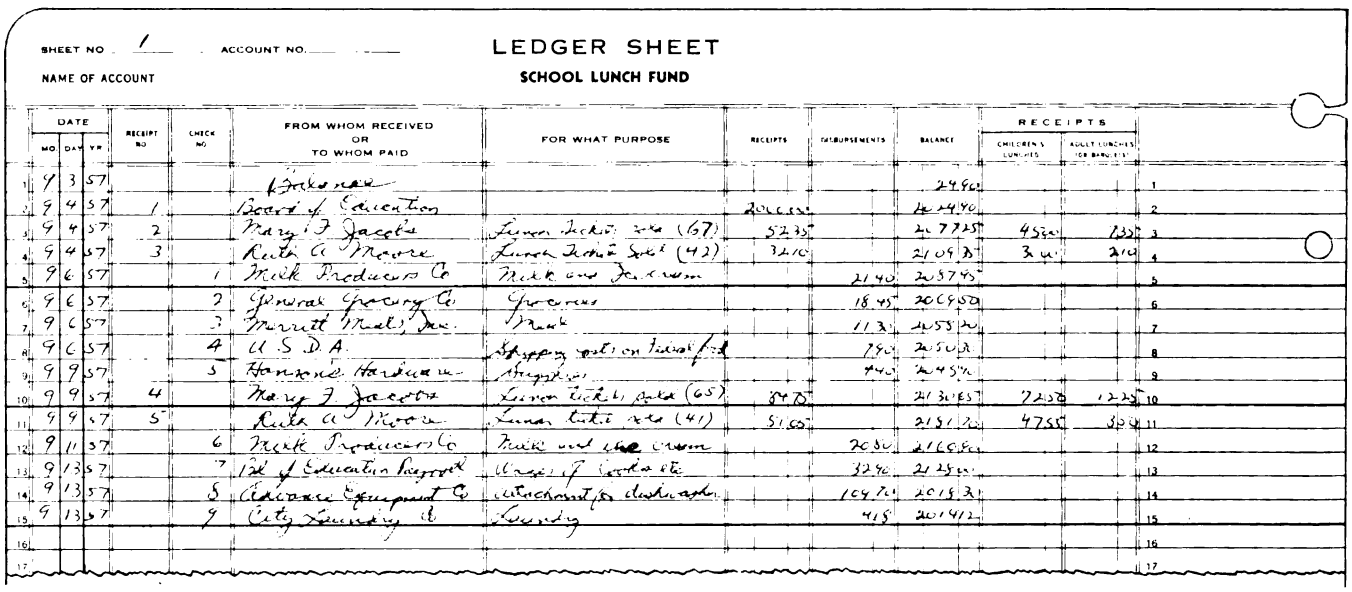
The green original perforates to tear out, and the white duplicate remains in the book.

Receipts are prenumbered 1 - 200 with the original outfit. Re-orders are available numbered to your order or "mine run" numbered from our shelves at a somewhat lower price.

The Treasurer of the School Lunch Fund should issue a receipt to each teacher or other person depositing money collected.

The sheets are punched to fit the outfit binder, or may be used separated outside the binder.





SHEET NO. 1 ACCOUNT NO. _____

NAME OF ACCOUNT

LEDGER SHEET

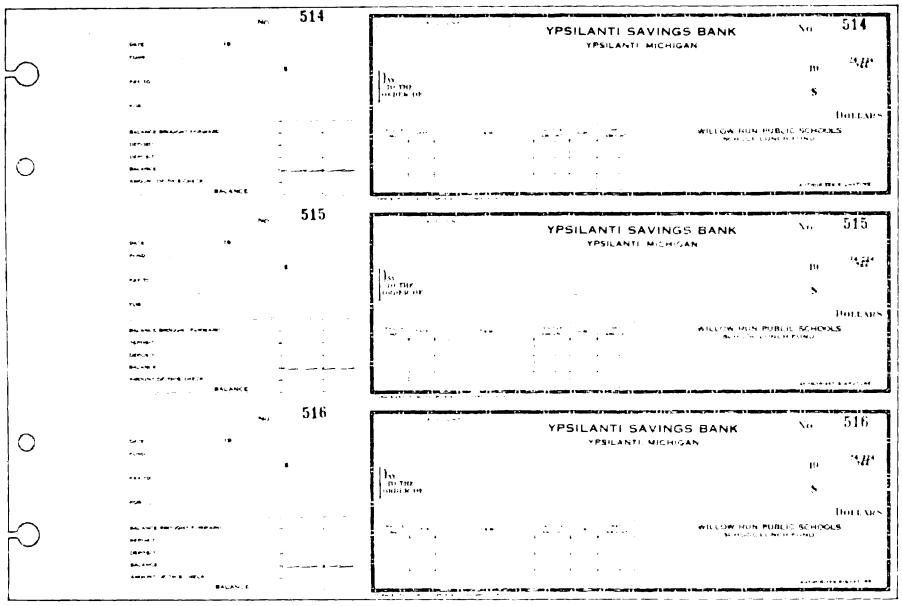
SCHOOL LUNCH FUND

	DATE MO	DAY	YR	RECEIPT NO	CHECK NO	FROM WHOM RECEIVED OR TO WHOM PAID	FOR WHAT PURPOSE	RECEIPTS	DISBURSEMENTS	BALANCE	RECEIPTS CHILDREN'S LUNCHES	RECEIPTS ADULT LUNCHES (CO BANQUET)	
1	9	3	57			Balance				24.86			1
2	9	4	57	1		Board of Education		200.00		224.86			2
3	9	4	57	2		Mary J. Jacobs	Lunch tickets sold (67)		52.35	172.51	45.60	7.35	3
4	9	4	57	3		Ruth A. Moore	Lunch tickets sold (42)		32.10	140.41	30.60	2.10	4
5	9	6	57		1	Milk Producers Co	Milk and Ice cream			140.41	137.45		5
6	9	6	57		2	General Grocery Co	Groceries			18.45	122.00		6
7	9	6	57		3	Merritt Meats, Inc.	Meat			11.30	110.70		7
8	9	6	57		4	U.S.D.A.	Shipping costs on Federal food			7.80	102.90		8
9	9	9	57		5	Hanford Hardware	Supplies			4.40	98.50		9
10	9	9	57	4		Mary J. Jacobs	Lunch tickets sold (65)	84.70		183.20	72.50	12.25	10
11	9	9	57	5		Ruth A. Moore	Lunch tickets sold (41)	51.65		234.85	47.55	3.90	11
12	9	11	57		6	Milk Producers Co	Milk and ice cream		26.80	208.05			12
13	9	13	57		7	Bd of Education Payroll	Wages of Cooks etc		32.40	175.65			13
14	9	13	57		8	Odiorne Equipment Co	Attachment for dishwasher		104.70	70.95			14
15	9	13	57		9	City Laundry Co	Laundry		4.18	66.77			15
16													16
17													17

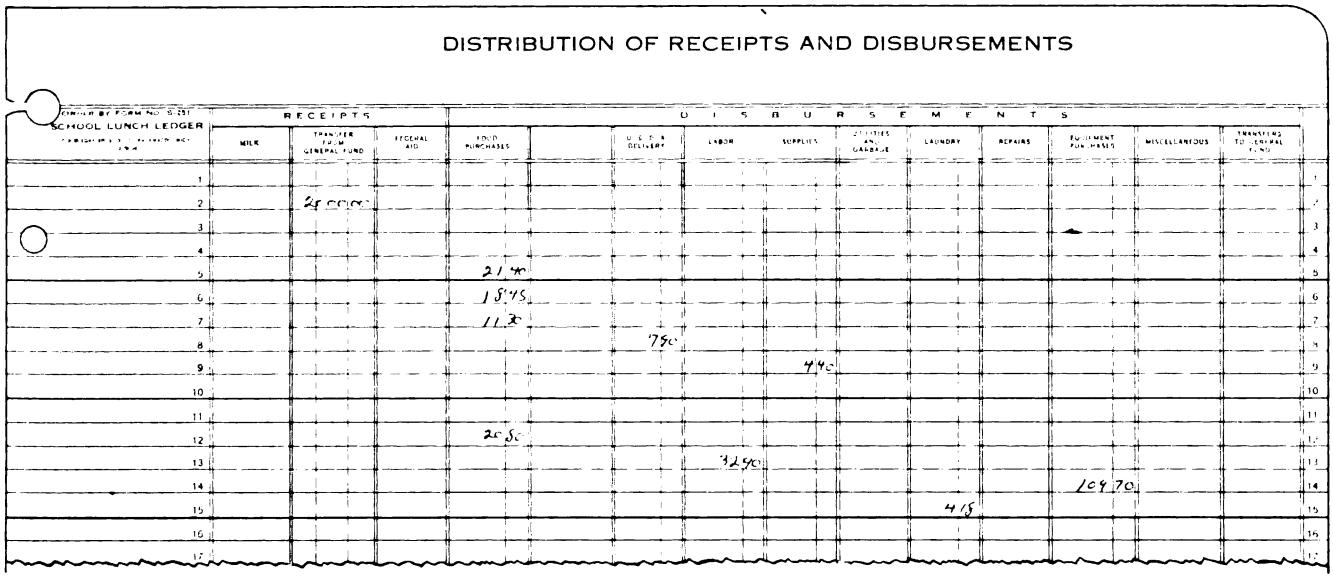
S-251 SCHOOL LUNCH LEDGER SHEET WITH DISTRIBUTION. Size 9¼" x 13⅞", ruled and printed with brown and green ink on 28 lb. substance rag content ledger paper and punched to fit outfit binder.

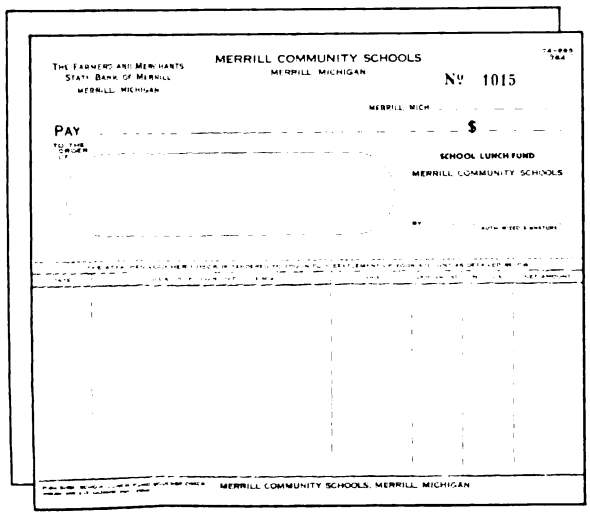
Each check and receipt written on the School Lunch Fund is recorded on this sheet which is really a Combined Ledger and Journal. In addition to posting receipts in the "Receipts" column and checks in the "Disbursements" column these same figures are again recorded under one more of the columns to the right of the "Balance" Column. This will give you totals by classification such as "Food Purchases", "Labor", "Supplies" and the like.

The result will be a "running balance" of the school lunch funds as well as a breakdown of receipts and expenditures into desired catagories. (In a few schools the number of colums may not be considered sufficient. In those cases a fly leaf form **S-237** will add 10 blank columns or the flyleaf and a blank column sheet **S-236** may be used, writing in all your own headings).



S-253 SCHOOL LUNCH CHECKS. 3 on a page. This conventional check, with stub is available 250 checks to a book, imprinted with the School name, bank name and consecutively numbered. A choice of blue, pink, green, and buff safety check paper is available. These checks may be punched to fit outfit binder, if you prefer. The over all size is $9\frac{1}{4}'' \times 13\frac{3}{4}''$.

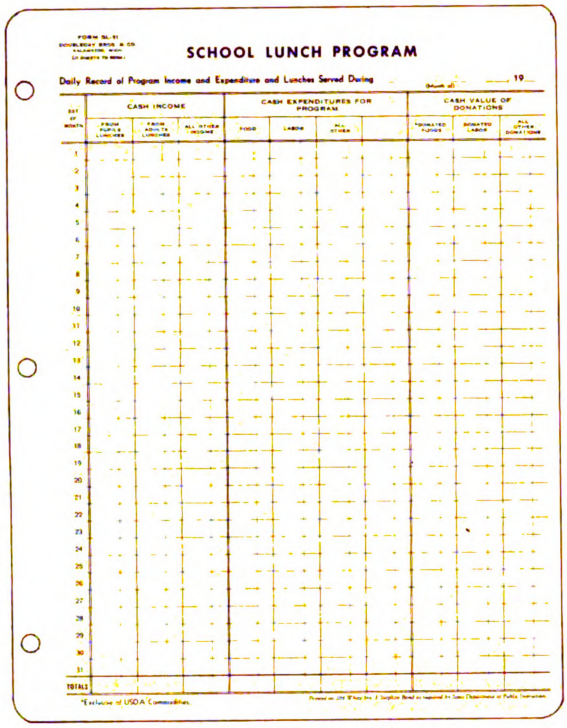


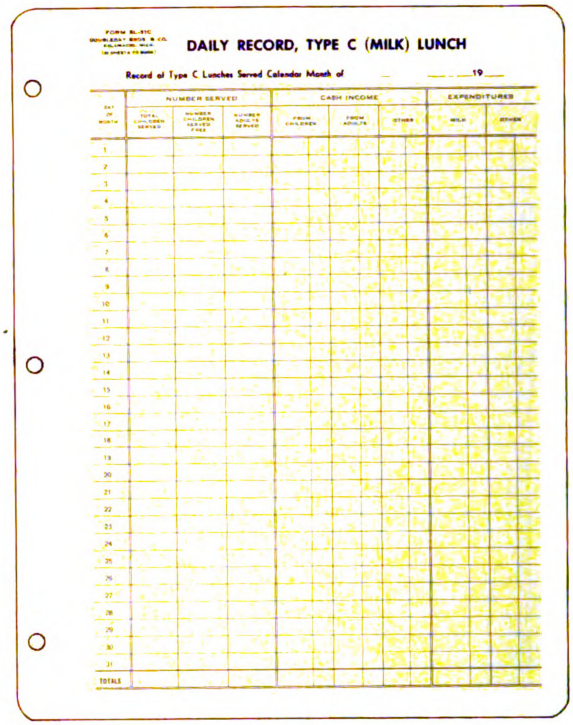


S-260 SCHOOL LUNCH FUND VOUCHER CHECK. Size $8\frac{1}{2}'' \times 7''$, in duplicate or triplicate. Imprinted with school name, bank name, and consecutively numbered. Available with or without carbon pre-inserted. Original colors — buff, blue, pink, green or gray.

The check is designed to fit a standard window envelope after folding once.

All school Lunch expenses are paid with these checks, though most schools will write one pay check to cover all employees to the School Payroll or General Fund, then School Lunch pay checks will be issued by the person writing teachers checks keeping all payroll and retirement report records in one office.



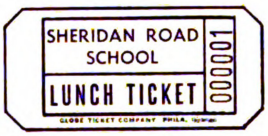


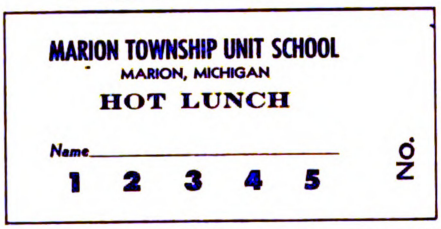
SL-51 SCHOOL LUNCH REPORT. Size 11″ x 8½″. 25 sheets per book, stapled. Tag cover. Sheets are punched standard 3 ring. One sheet per building per month.

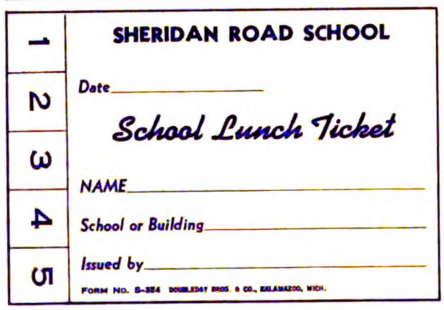
SL-51C SCHOOL LUNCH REPORT. MILK TYPE C. 11″ x 8½″. 25 sheets per book, stapled. Tag cover.

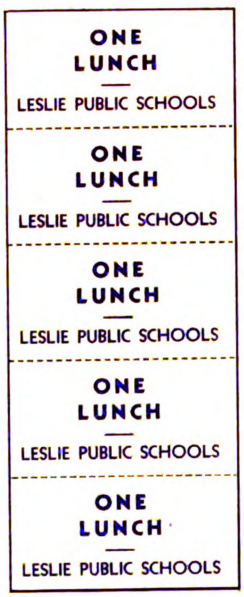
Sheets are punched to fit standard 3 ring binder.

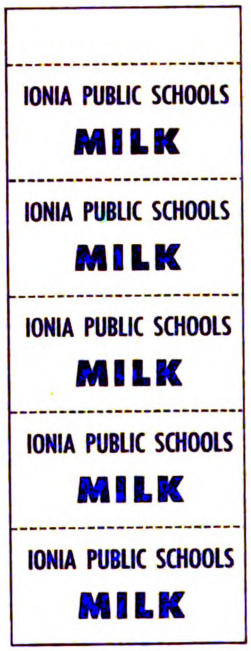
LUNCH AND MILK TICKETS. Printed to your order in assorted colors and styles. Available in cards, perforated strips, and rolled strips. Name imprinted or plain.

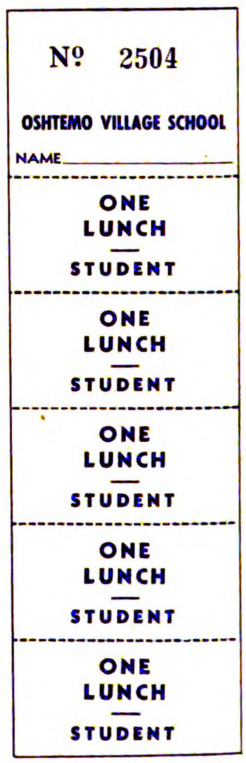












Other Miscellaneous Services

The State Department regularly publishes and mails to local participating schools "Hot Tips for School Lunches," a plentiful foods monthly list, periodic statistical information covering such items as number of schools, locations, type of program, amount of milk consumed, costs and reimbursements, as well as other emergency and informative miscellaneous releases.

SCHOOL LUNCH OPERATION-RED

There are many contributing factors leading to "Operation Red" in some of our Michigan School Lunch Programs. Perhaps the greatest single factor is that although the school lunch operation is big business it is not treated as such by administrators.

Fifth-nine per cent (59%) of the school districts in Michigan are operating a school lunch business amounting to between $15,000 and $40,000 per year, while another fifteen per cent (15%) exceed $50,000 per year. Reports reveal that thirty per cent (30%) of all school lunch programs are operating in the red and will continue to do so unless better business practices are adopted. In many cases, those operating in the black could do a much better job through improved business practices.

In many school districts throughout the state the management of the School Lunch Program is turned over to personnel who are good cooks but lack sufficient knowledge of good business practices. The key to efficiency in the School Lunch Program lies in the hands of the school lunch manager and others who share responsibilities in all phases of the school lunch operation. Administrators are remiss when they do not establish procedures for program operation and then see that the procedures are carried out by those charged with the responsibility.

The most important factors to be considered in efficient business management of the School Lunch Program are:

Menu Planning
Pre-costing of menus
Good Buying Practices
Work Scheduling
Adequate Equipment
Accounting Records

MENU PLANNING is a challenge as well as a responsibility. Monthly rather than weekly menu planning is important in order to make full utilization of the monthly allotment of U.S.D.A. Commodities. Quantity food purchases can easily be determined. Food costs can be controlled by pricing individual menu items from invoices or bid sheets. A well-planned, pre-costed monthly menu will provide a fairly accurate profit or loss statement prior to the time of serving the first lunch. Work schedules can be developed on a daily, weekly, and monthly basis.

PRE-COSTING of menu items is the most important phase in the business aspect of the School Lunch Program. Pre-costing is the only method of determining whether the menus are within the limits of the budget. To find the item cost, simply divide the cost of a given unit (lb., can, or box) by the number of portions in that unit.

Example: Cherry Sauce

1 #10 can consists of 24 ½-cup servings
The case cost is $7.45 (6 per case)

$7.45 ÷ 6 = $1.24 can cost
$1.24 ÷ 24 = $.051 cost per ½-cup serving

This same procedure should be followed for each food item. It is impossible to pre-cost a menu unless absolute portion costs are known.

Portion Cost of a Recipe:

A. Cost when all food items are purchased.
B. Cost when U.S.D.A. Commodities are used.

EXAMPLE: Apple Crisp - 75 Servings

Food Item	Invoice Price	Quantity	A	B
Canned Apples	$ .922/ea	2-#10	$1.984	$ .000
Lemon Powder	.183/cup	3 T.	.036	.036
Water	---	1 C.	.000	.000
Brown Sugar	.10/lb.	3 lb.	.300	.300
All-Purpose Flour	.094/lb.	12 oz.	.069	.000
Oatmeal	.073/cup	2 C.	.146	.146
Cinnamon	1.05/lb.	1-1/3 tsp.	.007	.007
Salt	.035/cup	1 tsp.	.001	.001
Butter	---	1 lb. 4 oz.	.000	.000
			$2.543	$ .490
	Cost Per Serving		$ .034	$ .007

GOOD BUYING PRACTICES must be established to obtain the highest nutritional values in food products at the lowest possible cost. Purchasing by specifications and bids in quantity lots have proven most economical.

EXAMPLE: Specification

Peaches, halves, Elberta
Pack-6/10 per case
Choice, heavy syrup, California
40-55 Count, 3-3/4 lb. Dr. Wt.

The efficient buyer maintains complete inventory and purchasing records which contain information about price, quality, yield, portion costs, and acceptability. Price cannot be used as a single index for purchasing.

All districts operating more than one School Lunch Program should do centralized buying. Further savings may be realized through combining purchases of several districts to take advantage of maximum discounts offered by food purveyors.

WORK SCHEDULING--Organization is another important management responsibility and very often one of the most neglected. A worker must have a clear picture of her job and know the standard of performance expected of her. Work plans are a necessity as there are daily, weekly, and monthly schedules to be followed.

A recent school lunch study revealed that the average per meal labor time was 4-5 minutes per lunch. To check your labor take the total number of hours scheduled per day for all employees times 60 divided by the average number of meals served per day.

EXAMPLE: 4 cooks working 6 hrs. each. Daily Participation 325

$24 \times 60 = 1440 \div 325 = 4.4$ minutes per lunch.

A study of the jobs to be done often reveals that workers should report at staggered hours, or perhaps part-time workers should be employed during the peak work load.

MENU - MONTH OF _____

D A Y	Chop Suey & Steamed Rice Cheese Cubes Waldorf Salad Muffin & B. Milk	.111 --- --- .041 .012 .055 .219	Chop Suey & Steamed Rice Cheese Cubes Waldorf Salad Muffin & B. Milk	.106 * --- * --- .041 *.005 .055 .207
S D A Y	Veg. Beef Stew on Biscuits Cherry Sauce Fudge Cake Milk	.137 .007 .051 .031 .055 .281	Veg. Beef Stew on Biscuits Cherry Sauce Fudge Cake Milk	.137 *.004 * --- *.017 .055 .213
N E S D A Y	Cheeseburger on Bun Oven Fried Potatoes Harvard Beets Apple Crisp Milk	.083 .015 .02 .024 .034 .055 .231	Cheeseburger on Bun Oven Fried Potatoes Harvard Beets Apple Crisp Milk	*.008 *.005 .02 .024 *.007 .055 .119
R S D A Y	Meat Loaf Mashed Potatoes Stewed Tomatoes Peaches Bread & B. Milk	.088 .017 .038 .042 .01 .055 .250	Meat Loaf Mashed Potatoes Stewed Tomatoes Peaches Bread & B. Milk	*.008 .017 * --- * --- .01 .055 .090
D A Y	Salmon Loaf Green Beans Plums Peanut Butter-Cookie Hot Rolls & B. Milk	.109 .044 .025 .011 .01 .055 .254	Salmon Loaf Green Beans Plums Peanut Butter-Cookie Hot Rolls & B. Milk	*.093 * --- .025 *.005 *.003 .055 .181

*UTILIZE U.S.D.A. COMMODITIES

PRICE EACH MENU ITEM

BUY IN QUANTITY LOTS

DEVELOP LABOR COST

AVOID DUPLICATION OF MENUS

enditures		
Food Cost	$ 1.23	$ .81
Labor Cost	.55	.55
Other Costs	.10	.10
TOTAL	$ 1.88	$ 1.46
ome		
Children	$ 1.50	$ 1.50
Federal Aid	.325	.325
Other		
TOTAL	$ 1.825	$ 1.825
n	$ .055	$ .355
s		
rage per lunch	$ .011	$ .071

"Other Costs" include such items as freight on USDA Commodities, soaps, mops, brooms, replacements, etc.

Consider income and expense from Special Milk Program in determining profit and loss statement.

State averages for School Lunch Program costs for the 1958-59 school year were:

Food 56.2% Labor 38.7% Other 5.1%

LABOR COST--To find labor cost per lunch take total wages per day and divide by the average daily participation.

OTHER COSTS--To find cost per lunch take estimated expense for freight on U.S.D.A. Commodities, soaps, mops, brooms, replacements, etc. and divide by the average daily participation.

IN-SERVICE TRAINING programs on district, county, and state levels provide valuable experiences for personnel.

INADEQUATE EQUIPMENT, for the most part, is false economy. Oftentimes a piece of equipment will pay for itself in one or two years from savings on labor costs. In many instances, the lack of certain pieces of equipment limits menu planning.

FREE LUNCHES are becoming a financial burden on many School Lunch Programs. Sometimes children are certified for free lunches without first finding out the extent of need. Some are certified for free lunches for the whole year, while in reality, need may exist for only one or two months.

County social agencies can help make the determination for necessary free lunches. A written request by the parents for free lunches is advisable. Oftentimes this will discourage applications. A review of the free lunch load should be made periodically.

ACCOUNTING RECORDS--The following financial accounting records are a minimum requirement.

1. A separate set of accounting records including a separate bank account (primary districts and districts using machine accounting are exempt).

   SL-51 Daily Record
   S-251 Receipts and Disbursements Ledger
   S-253 or 260 Checks
   S-254 Receipts

2. All reporting on the monthly claim shall be on a cash basis.

A successful school lunch operation demands that sound business practices be followed in serving nutritious lunches meeting the Type A pattern.

EQUIVALENTS FOR PURCHASE UNITS OF FOOD

EAD: 1 slice per serving

TTER: 2 tsp. per serving (48 per lb.)

LK: 1/2 pt. whole milk per serving

OTEIN FOODS:

Y BEANS AND PEAS:
per pound (2 oz.). . . . 11 servings
per No. 10 can (2 oz.) . 20 servings

GS:
Shell - per dozen (2 oz.). 12 servings
Frozen - per pound (2 oz.). 10 servings
Dried - per pound (2 oz.). 32 servings

EESE: per pound (2 oz.). 8 servings
(cottage, cream cheddar, swiss)

ANUT BUTTER: per lb. (2 oz.) 7 servings

ATS, POULTRY, FISH:

EF: (per pound)	2 oz. servings
Heart	2-1/2
Roast	4-1/2
Corned.	5
Liver	5-1/2
Ground beef, Stew meat. . .	6
Dried	10

RK: (per pound)	2 oz. servings
Heart	3-1/4
Sausage	3-3/4
Roast	4
Ground.	4-1/2
Liver	4-3/4
Smoked Ham, Shoulder - picnic or butt, boneless	5
Cured Ham	5-1/2

AL: (per pound)	2 oz. servings
Stew meat - boneless. . . .	5-1/4
ANKFURTERS.	8
NCHEON MEAT	8

ICKEN, TURKEY: (per lb.)	2 oz. servings
Dressed	2-1/2
Ready to eat.	3-1/2
Canned, boneless.	8

H: (per pound)	2 oz. servings
Fresh or frozen - fillets .	5
Tuna - Salmon	6-1/2
Frozen Fish Sticks:	
Breaded - raw	4
Fried	5-1/3

FRUITS AND VEGETABLES:

CAN SIZE:	½ cup servings
No. 2.	3
No. 2-1/2.	4
No. 3.	8
No. 10 - All Fruits.	24
No. 10 - Vegetables:	
Mustard Greens, Spinach.	14-1/2
Succotash.	17-1/2
Asparagus, Okra.	18-1/2
Peas, Mixed Vegetables	19
Beans, Corn, Sauerkraut.	20
Lima Beans, Peas-Carrots, Corn-cream style	21
Beets, Carrots, Tomatoes	22
Bean Sprouts, Pumpkin, Squash, Chop Suey Vegetables	24

FRESH: (per pound)	½ cup servings
Grapefruit	1-3/4
Rhubarb, Lima beans, Corn, Peas. .	2
Asparagus.	2-1/4
Pineapple, Broccoli.	2-1/2
Rutabagas.	2-3/4
Cantaloup, Oranges	3
Potatoes	3-1/4
Onions, Parsnips, Squash	3-1/2
Beets.	3-3/4
Apples, Bananas, Peaches, Pears, Plums, Cauliflower, Tomatoes . . .	4
Carrots.	4-1/4
Beans, Cooked cabbage, Cucumbers .	4-1/2
Spinach.	4-3/4
Apricots, Cherries, Grapes, Celery	5
Raspberries.	5-1/4
Cranberries.	6
Cabbage - raw.	6-1/4
Strawberries	7-3/4
Blackberries	8
Blueberries, Lettuce	9-1/4

FROZEN: (per pound)	½ cup servings
Cherries, Peaches.	3-1/4
Apples, Apricots, Raspberries, Strawberries, Squash	3-1/2
Blackberries, Rhubarb, Spinach . .	3-3/4
Blueberries, Grapefruit, Pineapple, Asparagus.	4
Carrots.	4-1/2
Corn, Peas, Mixed Vegetables . . .	4-3/4
Cauliflower.	5
Beans, Broccoli.	5-1/4

DRIED: (per pound)	½ cup servings
Raisins.	8
Prunes	11
Apricots, Peaches.	12-1/2
Apples	18

DEHYDRATED VEGETABLES:		
Onions (per pound)	1/2 cup	34 servings
JUICES, CANNED:		
1-46 oz. can (single strength)	"	11-1/2 "
1-No. 10 can " "	"	24 "
1-46 oz. can (concentrated 3-1)	"	46 "
JUICES, FROZEN:		
1-6 oz. can (3-1)	"	6 "
1-32 oz. can (3-1)	"	32 "
TOMATO PASTE:		
1 No. 10 can (reconstituted 3-1)	"	96 "
TOMATO PUREE (reconstituted 1-1)	"	48 "

SOUP:

Canned

Vegetable - 8 oz. servings equivalent to 1/4 cup serving

Tomato - 8 oz. serving equivalent to 1/2 cup serving

All fruits and vegetables used in the preparation of any recipe should be counted in the total amount served for that day.

Cooked dry beans or peas can be counted as either a protein or vegetable provided they are not counted as both a vegetable and a protein-rich food in the same lunch.

Supplementary foods are those foods served in the menu over and above Type A Nutrition requirements but are not counted in the total for the day: Bacon, Macaroni, Spaghetti, Rice, Noodles, Hominy, Crackers, Potato Chips, Pretzels, Honey, Jams, Jellies, Molasses, Olives, Pickles, Nuts, Marshmallows, Tapioca, Prepared Puddings, Prepared Cakes, Confections, Ice Cream, Doughnuts.

Item	Pack	Grade [illegible]
CANNED FRUIT		
Apples, sliced	6/10	Standard, heavy pack, [illegible]
Apricots, halves	6/10	Choice, unpeeled, 36/[illegible] count [illegible]
Cherries, sour red	6/10	Fancy, pitted, 6# 8 oz. net, 7[illegible] oz. [illegible]
Peaches, dice yellow cling	6/10	Choice, heavy syrup, Calif. Mid-[illegible] 4¾ dr. wt.
Peaches, halves Elberta	6/10	Choice, extra heavy syrup, Calif. 40-[illegible] count, 3 3/4# dr. wt.
Peaches, sliced Elberta	6/10	Choice, extra heavy syrup, Calif. [illegible]
Pears, halves Bartlett	6/10	Choice, lt. syrup, Pacific N. W. 4[illegible]-[illegible] [illegible] 64 oz. min. dr. wt.
Pineapple, broken slice	6/10	Standard, lt. syrup, 65 oz. min. dr. wt.
Pineapple, tidbits	6/10	Choice, Hawaiian, heavy syrup, 68 oz. min. [illegible]
Prune plums	6/10	Choice, whole; heavy syrup; enamel lined [illegible]; max. count 90; 60 oz. min. dr. wt.
CANNED VEGETABLES & VEGETABLE PRODUCTS		
Beans, green	6/10	Ex. std.; Blue Lake; short cuts; 63 oz. min.
Beans, kidney	6/10	Fancy; dark red; 6# 12 oz. net wt.
Beans & pork	6/10	Fancy; in tomato sauce; 6# 14 oz. net
Beans, wax	6/10	Ex. std.; short cuts;63 oz. min. dr. wt.
Beets, diced	6/10	Fancy; 6# 8 oz. net; 72 oz. min. dr. wt.
Beets, sliced	6/10	Fancy, med. size; 71 oz. min. dr. wt.
Carrots, diced	6/10	Fancy; 72 oz. min. dr. wt.
Corn, cream style	6/10	Ex. std.; Golden - 6# 13 oz. net.
Corn, whole grain	6/10	Ex. std.; Golden sweet, 72 oz. min. dr. wt.
Peas	6/10	Ex. std.; Early June; No. 3 size, 6# 9 oz. net.
Potatoes, sweet	6/10	Fancy, yams; whole; syrup pack, max. count [illegible] min. dr. wt. 75 oz.
Pumpkin	6/10	Fancy, Solid pack, 6# 10 oz. net wt.
Sauerkraut	6/10	Fancy; shredded; min. dr. wt. 80 oz.
Tomatoes	6/10	Ex. std.; hand packed; min. dr. wt. 6[illegible] oz. Indiana or Ohio

[illegible] & VEGETABLES [illegible] cont'd

[illegible]	6/10	[illegible]; [illegible] than 7% of salt-free [illegible] grav. 1.11
Tomato puree	6/10	Fancy; heavy concentration - not less [illegible] of salt-free tomato solids; specific gravity [illegible] 6# 9 oz. net wt.
Vegetables, mixed	6/10	Fancy, 6# 8 oz. net wt.
CANNED MEATS, POULTRY & FISH		
Chicken	12/2#	Boneless, banquet or approved equal
Ham shanks	6/10	Cured, skinless, & boneless; Morrell or approved equal
Salmon	12/4	Good color; must be packed from fresh [illegible] fish
Salmon, pink	12/4	Good color; must be packed from fresh [illegible] fish
Tuna - white meat	12/6½	Albacore; Summer pack in brine; free [illegible]
Tuna - lt. meat	12/6½	Albacore; Summer pack in brine; free [illegible]
Vienna sausage	6/10	Beef, pork & veal; 168 count; 5# dr. wt.
GROCERY & MISC.		
Baking powder	6/5	Double acting
Crackers, saltines	5#	Premium or approved equal
Noodles, chow mein	6/10	Fancy, 1# 8 oz.
Sugar, granulated	25#	Best
Brown, dark	25#	Domino or approved equal
Brown, light	25#	Domino or approved equal
Powdered 4X	25#	Domino or approved equal
Soup, celery	12/5	Condensed - Add equal part of water
CONDIMENTS & RELISHES		
Maraschino cherries	6/½	500-550 count, halves
Onion flakes	1#	Fancy, white
Pickles, dill	6/10	Fancy, 40-50 count
Salad dressing	4/1	35% egg & oil dressing
Vinegar	4/1	40 grain cider vinegar

[illegible]

[illegible] Months: August, 1[illegible], through June, 1[illegible]

[illegible]	[illegible] Reports	Type A Reports	Type A Amer.	Special Lost (Claims)	Lost Expen.	[illegible]
[illegible]	7	137,824	$ 8,938.55	50,136	$ 2,325.44	[illegible]
[illegible]	12	153,461	9,576.27	109,972	6,[illegible].23	[illegible]
[illegible]	82	362,940	24,891.11	955,937	33,681.99	[illegible]
[illegible]	40	230,513	14,599.11	418,673	14,[illegible].91	[illegible]
[illegible]	9	222,479	14,450.00	118,723	4,712.72	[illegible]
[illegible]	7	201,734	13,116.00	78,921	3,115.24	[illegible]
[illegible]	8	133,163	8,655.63	21,895	875.80	[illegible]
[illegible]	40	348,990	22,684.27	367,097	12,[illegible].84	[illegible]
[illegible]	51	758,330	49,114.92	894,478	32,201.54	[illegible]
[illegible]	11	144,185	9,364.78	87,220	3,359.26	[illegible]
[illegible]	101	886,708	57,600.15	1,729,372	56,512.16	[illegible]
[illegible]	38	249,594	16,187.63	552,238	19,543.72	[illegible]
[illegible]	99	688,797	44,251.94	1,995,385	62,691.41	[illegible]
[illegible]	48	226,925	14,750.12	483,161	16,004.18	[illegible]
[illegible]	8	170,651	11,198.06	138,518	5,504.52	[illegible]
[illegible]	33	76,481	4,919.84	165,636	5,292.31	[illegible]
[illegible]	25	270,727	17,507.58	460,781	14,561.91	[illegible]
[illegible]	22	134,088	8,783.69	136,897	5,783.75	[illegible]
[illegible]	68	179,450	11,646.84	481,952	15,414.31	[illegible]
[illegible]	4	7,890	512.87	43,724	1,311.72	[illegible]
[illegible]	27	420,749	27,195.98	367,813	13,631.98	[illegible]
[illegible]	19	223,187	14,503.28	285,069	10,204.79	[illegible]
[illegible]	59	323,201	20,972.24	1,036,610	36,420.09	[illegible]
[illegible]	11	152,449	9,909.18	200,365	7,994.92	[illegible]
[illegible]	181	1,806,302	104,361.92	5,668,106	195,848.86	[illegible]
[illegible]	24	130,807	8,451.72	167,740	6,121.31	[illegible]
[illegible]	19	127,654	8,297.57	380,961	12,369.86	[illegible]
[illegible]	22	327,294	21,270.28	265,205	10,865.87	[illegible]
[illegible]	72	311,472	20,245.59	502,332	17,253.39	[illegible]
[illegible]	21	512,350	33,302.77	497,870	19,246.12	[illegible]
[illegible]	27	85,854	5,565.35	484,519	14,867.14	[illegible]
[illegible]	39	505,851	32,853.07	398,711	14,930.67	[illegible]
[illegible]	132	1,207,623	78,462.31	3,087,164	107,858.64	[illegible]
[illegible]	62	252,743	16,391.69	633,155	22,758.39	[illegible]
[illegible]	10	264,859	17,215.86	223,069	8,922.76	[illegible]
[illegible]	10	206,594	13,415.46	95,590	3,551.08	[illegible]
[illegible]	17	231,796	15,066.75	318,370	11,567.80	[illegible]
[illegible]	60	833,176	53,429.13	1,555,199	55,714.38	[illegible]
[illegible]	72	1,456,209	94,653.60	2,438,987	83,742.49	[illegible]
[illegible]	9	22,186	1,405.32	48,696	1,612.14	[illegible]
[illegible]	200	800,614	51,913.16	4,121,726	132,200.44	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	10	[illegible]	$ [illegible]	[illegible]	$ [illegible]	$ [illegible]
[illegible]	50	[illegible]	18,[illegible].43	[illegible]	16,[illegible]	[illegible]
[illegible]	9	[illegible]	7,424.93	[illegible]	[illegible]	[illegible]
[illegible]	90	[illegible]	39,344.41	1,[illegible]	[illegible]	[illegible]
[illegible]ington	27	349,394	22,740.65	537,[illegible]	28,[illegible]	[illegible]
[illegible]	5	75,423	4,772.83	69,537	2,711.[illegible]	7,[illegible]
[illegible]mac	11	108,126	9,068.92	48,694	1,609.16	[illegible]
[illegible]ook	147	2,997,337	156,412.21	5,620,702	204,592.10	301,[illegible]
[illegible]ideo	19	187,135	12,163.83	261,305	9,103.73	21,[illegible]
[illegible]rquette	37	382,477	24,861.05	647,[illegible]	22,432.82	47,[illegible]
[illegible]son	23	174,334	11,331.75	403,952	12,864.05	24,[illegible]
[illegible]osta	14	218,728	14,217.33	210,307	7,544.28	21,[illegible]
[illegible]nomonee	26	270,953	17,575.65	428,631	15,636.05	33,[illegible]
[illegible]dland	55	321,634	20,840.79	916,712	32,114.18	52,[illegible]
[illegible]saukee	6	155,111	10,082.21	36,458	1,439.62	11,[illegible]
[illegible]nee	60	636,447	41,278.55	1,634,379	56,231.23	97,[illegible]
[illegible]nsala	57	501,554	32,340.75	436,155	15,148.39	47,[illegible]
[illegible]nomonecy	5	94,064	6,110.27	40,913	1,636.52	7,[illegible]
[illegible]kegon	87	740,176	47,979.98	1,706,273	58,951.14	106,[illegible]
[illegible]ego	49	86,536	5,613.82	356,098	11,783.79	17,[illegible]
[illegible]land	262	5,415,524	351,834.18	11,753,136	402,760.18	778,[illegible]
[illegible]	38	80,035	5,127.46	206,078	6,448.24	11,[illegible]
[illegible]aw	14	47,217	3,019.02	159,638	5,940.60	6,[illegible]
[illegible]onagon	9	217,710	14,151.23	218,116	8,578.98	[illegible]
[illegible]ola	16	181,850	11,820.27	102,530	3,735.71	15,[illegible]
[illegible]ola	4	47,018	3,039.50	54,763	1,048.95	[illegible]
[illegible]ego	5	95,781	6,205.32	48,851	1,771.15	7,[illegible]
[illegible]na	83	683,055	44,356.37	1,179,303	42,668.78	81,[illegible]
[illegible]que Isle	12	115,697	7,520.29	64,753	2,263.41	9,[illegible]
[illegible]mon	4	123,915	8,054.48	116,833	4,601.97	[illegible]
[illegible]ow	86	1,048,630	67,892.20	2,509,534	88,975.87	[illegible]
[illegible] Clair	55	763,527	49,627.47	1,022,776	38,909.52	[illegible]
[illegible] Joseph	44	363,207	23,587.04	560,517	19,024.00	[illegible]
[illegible]ho	54	377,786	24,556.10	453,784	16,448.34	[illegible]
[illegible]ldcraft	12	102,490	6,604.70	96,984	3,293.32	[illegible]
[illegible]nessee	74	254,944	16,571.32	1,051,824	35,909.01	[illegible]
[illegible]ola	54	579,941	37,680.93	457,442	16,236.73	[illegible]
[illegible] Buren	47	325,095	20,275.15	752,772	26,113.23	[illegible]
[illegible]kinson	71	660,825	42,953.75	1,953,969	69,471.24	[illegible]
[illegible]	593	10,014,507	654,098.28	20,881,464	1,108,639.06	1,[illegible]
[illegible]	13	243,005	15,795.38	230,891	8,722.71	[illegible]
[illegible]19	4,156	45,132,676	$2,932,637.00	101,241,202	$3,571,461.57	$[illegible]
[illegible]58	4,360	42,357,767	$2,448,835.51	92,961,412	$3,230,392.43	$5,[illegible]
[illegible]57	4,076	40,202,523	$2,379,693.18	89,005,226	$3,078,261.87	$5,[illegible]

HOT TIPS For School Lunches

Issued by Lynn M. Bartlett, Superintendent of Public Instruction
April, 1959 Lansing, Michigan

Reimbursement for the School Lunch and Special Milk Programs

It is our estimate that the reimbursement for Type A lunches will definitely pay out through May. For the month of June it may be necessary to reduce reimbursement 1/2¢ or 1¢ per lunch. (A better guess can be made in April.)

Monies for reimbursement for the Special Milk Program may not be available for the month of June. We have already received an extra apportionment of $207,000 and we may still be short for a total June payment. We feel that if we cannot make the total payment for June we should not make any payment; however, we will notify all schools before May 15 as to the financial status for June payments.

If money is not available for June, it appears that administrators have only two choices: (1) make milk available to children at dairy prices or (2) the board of education can make up the loss of reimbursement. I would not recommend the latter choice.

Vitamin C Foods and Vitamin C Enriched Foods

Many new products are on the market. School Lunch people are asking questions concerning these products. Particularly is this true concerning Vitamin C sources. The following information is given to help dispel your doubts.

Orange Juice Crystals - The Human Research Division, Agricultural Research Service, makes this statement: "We consider orange juice crystals to be an excellent source of ascorbic acid (Vitamin C) as are other forms of orange juice concentrates that are esentially orange juice and no large amounts of sugar added. Relatively little ascorbic acid (Vitamin C) is lost in processing and storage of concentrated orange juice products."

Other Canned Fruit Products, Gelatin, etc. Claimed to be Vitamin C Enriched - There is at this time no information available as to the reliability of such products as sources of Vitamin C. Therefore, "We shall continue to urge the use of foods that are naturally good sources of Vitamin C rather than foods to which processors have added Vitamins for sales promotion or other reasons since the need for such enrichment has not been established by the Food and Nutrition Board of the National Research Council and no action has been taken by the Food and Drug Administration."

Fillers, Enrichers, Extenders and Base Mixes for Protein Rich Foods - Commercial fillers, enrichers and base mixes cannot be used to meet the protein requirement of Type A lunches. They increase the size of the portion and do not add to or replace the minimum amounts of meat required, and increase the cost.

(See Convention program on Reverse Side)

Friday Morning, April 24

8:00 Registration and Coffee Hour
Visit Exhibits

10:00 Section Meetings (Exhibits closed)

Administrators
Presiding: Mr. James Ten Brink, Muskegon Co. Bd. of Education
Accounting Procedures, Mr. Harold Brown, D.P.I., Lansing
School Lunch Feeding Programs - Past and Future: Mr. Sam Vanneman, U.S.D.A., Washington, D. C.
Commodity Outlook in Michigan: Mr. Ralph Budd, Lansing

Parochial and Private Schools
Presiding: Miss Eleanor Tumath, Grand Rapids Public Schools
Resource People: Mr. John Janus, U.S.D.A., Chicago
Miss Ethel Pevsner, U.S.D.A.

Merits-Type A, a la carte, Combination
Presiding: Miss Esther Koch, Ann Arbor Public Schools
Resource People: Mrs. Catherine Claus, Coldwater Public Schools
Mrs. Bertha Olsen, U.S.D.A., Washington, D. C.
Mr. Paul Williams, Ann Arbor

Kitchen Layout Planning
Presiding: Mrs. Nila Laidlaw, Dearborn Public Schools
Resource People: Mrs. Shirley McCoy, Waterford Twp. Schools
Mr. Leo Henning, Detroit
Miss Louise Frolich, Kansas City
Mr. Howard Briggs, Roseville

Exhibitors
Presiding: Mr. Norman Tellar, D.P.I., Lansing

11:30 Lunch Break (Exhibits Open)

2:00 First General Session-Auditorium (Exhibits Closed)
Presiding: Mr. Erwin Johnson, Pres., M.S.F.S.A.
Greetings from A.S.F.S.A.: Miss Ruth Yauger, Akron, Ohio
Greetings: Dr. Lynn Bartlett, Supt. of Public Instruction
Nutrition Discussion: Miss Mary Slater, Oakland County Schools

4:00 Exhibits Open

Friday Evening, April 24

5:30 Dinner - Civic Center

Thanks to Exhibitors:
Reply: Mr. R. T. Perkins, Jr. Factory Agencies

6:30 Exhibits Open

7:30 Second General Session-Auditorium (Exhibits Closed)
Presiding: Miss Margaret Johnston Pres. Elect, M.S.F.S.A.
Skit: "Day in the Life of a School Lunch Manager" - Mrs. Geraldine Tobin, Livonia Public Schools
Demonstration: "Food on the Move" Miss Jeanette Hampton, Paper Cup & Container Institute, New York

9:00 Exhibits Open

8:00 Registration and Coffee Hour
Visit Exhibits

10:00 Third General Session-Auditorium
Presiding: Mr. H. B. Pore, Treas., M.S.F.S.A
Governor Williams
Presentation of 20 Year Awards; Mr. Norman Tellar
Business Meeting:
Installation of Officers: Mrs. Electa Wilcox, Past President

11:00 Exhibits Open

Saturday Afternoon, April 25

12:10 Fellowship Luncheon (Exhibits Closed)
Group Singing: Mr. Claude Elmore, Past Pres., M.S.F.S.A.
"The ALSO of School Lunch": Dr. John Perryman, Denver, Colorado

1:30 Exhibits Open

2:30 Special Interest Sessions (to be scheduled twice - 2:30 and 3:20)

Accounting: (Meeting Room A)
Mr. James Borough, D.P.I., Lansing

School Lunch Policies: (Meeting Room B)
Mrs. Clara Sweet, Redford Schools

Making Foods Attractive: (Auditorium)
Miss Louise A. K. Frolich, Kansas City, Kansas

Purchasing: (Upper Auditorium-Right)
Mrs. Virginia Hoglund, Lansing

A New Look at the Type A Program: (Upper Auditorium-Left)
Mrs. Bertha Olsen, U.S.D.A.

Plentiful Foods MONTHLY LIST

Issued by Lynn M. Bartlett, Superintendent of Public Instruction
March, 1959 Lansing, Michigan

MARCH

1959

SCHOOL LUNCH PLENTIFULS		
FRESH EGGS		NAVY BEANS
CANNED PEAS	CELERY	CABBAGE

OTHER PLENTIFUL FOODS

TURKEYS	LAMB	PORK
SARDINES	POTATOES	HONEY
PEANUTS AND PEANUT PRODUCTS		WALNUTS
DAIRY PRODUCTS		APPLES

Please keep a record of School Lunch Plentifuls purchased. It is not necessary to report such purchases in your monthly claim for reimbursement.

USE AMERICA'S ABUNDANCE

SALMON CHEESE CASSEROLE — 50 Portions

AMOUNT	INGREDIENTS	METHOD
3 lbs.	Macaroni	1. Cook macaroni until tender (do not overcook). Drain and rinse with cold water.
5 - 1 lb. cans	Salmon	
2 cups	Powdered Milk	
2 Qts.	Warm Water	2. Combine salmon, milk, water, flour, cheese, butter, salt and pepper. Mix with the macaroni.
2 cups	Flour	
3 lbs.	Cheese, grated	
1/2 lb.	Butter	
3 Teasp.	Salt	3. Bake at 375° for 45 minutes. Sprinkle with paprika if desired.
1 Teasp.	Pepper	

Mrs. Henry Cramer - Mulliken

(Over)

COMMODITIES DISTRIBUTION SECTION

Ralph J. Budd, State Supervisor of the Commodities Distribution Section wishes to bring to your attention the fact that frozen ground pork is being offered to school lunch programs by the U. S. Department of Agriculture. The meat has been prepared from lean cuts of good quality pork containing less than 30 percent fat, and ground to assure even distribution of lean and fat. To improve the keeping quality and to permit the use of the pork in a variety of ways, no seasoning has been added.

KEY POINTS FOR HANDLING TO PREVENT LOSS FROM SPOILAGE.

1. STORE FROZEN GROUND PORK AT 0° F. OR BELOW, in original shipping containers.

2. THAW ONLY AMOUNTS NEEDED FOR 1 DAY'S USE. Estimate needs before removing ground pork from freezer, allowing 20 pounds per 100 2 oz. servings of cooked lean meat.

   Note: Because of the lower fat content, these yield figures for ground pork are higher than those shown for pork sausage in PA-270 "Food Buying Guide for Type A School Lunches."

3. THAW GROUND PORK IN THE REFRIGERATOR. Remove packages from shipping containers. Unwrap blocks of meat and place them in single layers on a sheet pan. Thaw in refrigerator, at temperatures ranging from 35° to 40° F., allowing approximately 24 hours to thaw.

4. COOK GROUND PORK WITHIN 24 HOURS AFTER THAWING. DO NOT REFREEZE.

5. FROZEN GROUND PORK CAN BE USED IN A VARIETY OF WAYS in school lunches such as in: Meat Loaf; Meat Balls; Meat Pies; Meat Sauce; Scrapple; Chili; Tamale Pies; Barbecues; Patties; Casserole Dishes (in combination with rice and cheese, Macaroni and Cheese, or sweet potatoes and apples); Scalloped Dishes (in combination with potatoes, corn, or beans; etc.)

ALL FROZEN GROUND PORK MUST BE USED WITH THE 30 DAY PERIOD FOR WHICH IT IS ISSUED. DO NOT - UNDER ANY CIRCUMSTANCES - STORE IT FOR A LONGER PERIOD.

THIS ITEM MUST BE INCLUDED UNDER THE SECTION 6 COMMODITIES ON THE SCD#45, ANNUAL INVENTORY FORM IF IT IS IN YOUR INVENTORY AS OF MARCH 31, 1959.

May we also bring to your attention the Monthly Request Form provided by the Distribution Outlet in your area. IT IS MANDATORY that the actual participation figure for each month be used on these forms. Do NOT use the certification figure for your school.

Book VII

Veterans Training

Book VII

VETERANS EDUCATION AND TRAINING

Contents

1. Early History

Veterans educational benefits were available prior to World War II, but to a much lesser amount than that which was contained in legislation enacted for returning veterans from World War II and subsequent to World War II.

The acts of 1944 covering veterans benefits contained many titles, such as mustering-out pay, loans to veterans, insurance of loans, payments to survivors of deceased veteran, but this section will describe veterans educational allowances only, as these affect local public schools.

2. Entitlement Benefits (1944)

With the enactment of Public Law 346 in 1944, veterans by the thousands took advantage of their benefits for educational training purposes. In local public schools the needs were met with programs of "high school education," "on the farm training," "on the job training," and "apprentice training." A number of courses were offered in private trade and business schools.

(Note: For "Private Trade and Business Schools," see Book III on "Private Trade School.")

3. Approval Authority

The original act of 1944 and subsequent legislation gave authority to the administrator of the veteran's program at the Federal level to use the facilities and services of any Federal department or agency. Consequently the services of the United States Office of Education were used in developing cooperative agreements between the administrator and state agencies. The chief executive (governor) of each state was requested to create or designate a "State approving agency." In Michigan, the state superintendent of public instruction was so designated in 1944. Subsequent actions revised this. At the present time the approval authority is a committee consisting of the secretary of state, and the director of veterans affairs with the state superintendent of public instruction as executive officer.

4. Program Administration

The state superintendent of public instruction utilizes existing staff to assist in administering the various responsibilities and, in addition, enters into contract with the Veterans Administration for much of the supervision and inspectorial needs. This additional staff, made available through contractual agreements are considered members of the staff of the Department of Public Instruction.

4. Cooperative Activities

At the State level, as at the Federal level, cooperation with all groups concerned is established. Membership on advisory committees

include representatives of management, labor, veterans organizations, school administrators, the Department of Labor, and trade organizations. These committees are advisory only; their recommendations are made to the approval authority.

6. Local School Involvement

Since all veteran programs affected by "on the job," "apprenticeship," or "on the farm" training require related and technical instruction, this is always done through local public schools whenever possible. As programs are established, local school personnel are contacted to determine whether instruction at the local school is possible. If it is not, other arrangements are made, such as correspondence courses or instruction given through and by the employer.

In a great number of schools throughout the state where vocational agriculture teachers, trade and industrial education coordinators and directors are employed, these programs are written and guidance and counselling is made available as a regular part of the local school service.

7. Criteria for Education and Training

The Veteran's GI Bill provides financial aid to eligible veterans who want to attend school or college or train on-the job or on-the-farm.

Eligibility—To be eligible, a veteran must be out of active service and must meet all these requirements: (1) he must have been discharged under conditions other than dishonorable; (2) he must have had active military duty some time between June 27, 1950, and January 31, 1955, and (3) he must have had at least 90 days total service, unless discharged sooner for an actual service-incurred disability.

He may have served any place in the world—in the United States or abroad—and not necessarily in Korea.

The following do not count as service, for entitlement purposes: (1) time spent in a civilian school studying courses offered to civilians, and (2) time spent as a cadet or midshipman in one of the service academies.

Length of Training—Entitlement is limited to one and one-half days of education or training for each day spent in service on and after June 27, 1950, and prior to the end of the emergency period. The maximum is 36 months.

However, a veteran who had previously trained under a federal veterans training program—the World War II GI Bill or Public Laws 16 or 894 for the disabled—may get up to 48 months, minus whatever time he has already spent in training under the earlier laws. But even so, he may not get more than his basic eligibility under the new law—one and one-half days of training for each day of service.

Selection of a Program--The purpose of the GI Bill is to help a veteran obtain education or training to reach a definite, identified goal. The goal may be purely educational, such as obtaining a college degree; professional, such as becoming a lawyer; or vocational, such as training to be a steam fitter.

Within certain limits, a veteran may choose any program of education or training that he'll need to reach the educational, professional or vocational goal he has in mind. Also, within limits, he may select his own school or training establishment, so long as it will "accept and retain" him in whatever field it finds him qualified for.

The law defines a program of education or training as "any single unit course or subject, and curriculum, or any combination of unit courses or subjects, which is generally accepted as necessary to fulfill requirements for the attainment of a predetermined and identified educational, professional or vocational objective."

A veteran may not take courses commonly considered as vocational or recreational in nature, unless he first submits justification to the Veterans Administration, showing that the course will be of bona fide use in connection with his present or contemplated business or occupation. He will need VA approval before he can start.

Courses in bartending, dancing or personality development are prohibited by law.

The law also places a $310-a-month ceiling on job training, regardless of dependency status. Should a veteran's training allowance plus his earnings as a trainee exceed this amount, VA will reduce the allowance accordingly. There's no ceiling, however, on what he may earn.

For veterans taking flight training, the allowance will be 75 percent of the school's established charge for nonveterans taking the same course. If he's taking flight training along with some other courses, he will receive the flight training pay as well as whatever other allowance he is entitled to. In any case, flight trainees will use up their GI Bill entitlement at the rate of one day for each $1.25 paid them by the VA.

How Allowances Are Paid--A veteran will get his monthly allowance some time after the end of each month of training completed.

Under the law, before VA can pay him, it must receive a certification from both the veteran and his school or training establishment that he was actually taking his course during that period.

The School or Training Establishment--In order for a school or training establishment to accept veterans under the GI Bill, it must meet certain qualifications under the law.

First and foremost, the course in which veterans may enroll must be approved by a State Approving Agency. In states without such agencies, approval may be granted by VA.

For courses in a below-college-level proprietary school--either profit or nonprofit--there must be at least 15 percent of the students who are paying their own way.

Schools other than those which are public or tax-supported must have been in operation for at least two years before veterans may enroll under the new GI Bill.

On-the-Job and Apprentice Training--Before an establishment may offer apprentice or other on-the-job training to a veteran, it must be state-approved and must meet certain minimum standards of the law. Among them are the following:

The training must be adequate to qualify a veteran for the job he's training for. Also, there must be a reasonable certainty that such a job will be available to him after he completes his training.

His training wages, stepped up periodically, may not be less than wages paid to nonveterans in the community learning the same job.

With the exception of apprentice training, the job must require between three months and two years of full-time training. But the training may take no longer than would be customarily required by the community's other similar establishments.

Forms, Communications and Procedures

A. On-the-Job Training

B. Apprentice Training

C. On-the-Farm Training

A. On The Job Training

1. Establishment inspected by a Supervisor from State office.

2. Form No. 397 (Master Program for the establishment) prepared in 4 copies.

3. Form No. 388 (Trainee's Individual Program) prepared in 5 copies.

4. All copies submitted to State Department of Public Instruction.

5. Reviewed by Supervisor in State office.

6. If in keeping with previous approval, processed immediately.

7. If discrepancies are noted, it is referred to the Reviewing Committee for Veterans On The Job Training.

8. Processing Form No. 397:
   a. Committee Stamp (lower left).
   b. Approval Authority Stamp (lower right).
   c. Approval Number (upper right front).
   d. 1 copy to file (with copy of approval letter attached).
      1 copy to Veterans Administration (with carbon copy of approval letter attached).
      1 copy to employer (with original approval letter attached).
      1 copy to local school when any related instruction is furnished.

9. Processing Form No. 388:
   a. Three stamps as for 397.
   b. 1 copy to file.
      1 copy to employer.
      1 copy to trainee.
      1 copy to school.
      1 copy to Veterans Administration. This copy has V. A. Form No. 7-1999 and instructions attached by State office and is returned to the establishment with the employer's and trainee's copies. Employer and trainee complete Form No. 7-1999 and forwards this to the V. A., along with the V. A. copy of Form No. 388.

10. Copy of progress record and instructions are forwarded to employer, along with his program.

Forms
No. 388 Rev.
No. 2-388A
No. 397 Rev.
No. 7-1999 (V. A. Form)
Veterans Training Record
Notice to Employer Instructions (2)

B. Apprenticeship Training

1. Establishment inspected by State Department and Bureau of Apprenticeship.

2. Determination is made which of 3 types of Apprenticeship is to be written:
   a. Individual Agreement.
   b. Joint Apprentice Committee.
   c. Bargaining Agent Joint Apprentice Committee.

3. Standards prepared (7 to 10 copies depending on type of Apprenticeship). (usually prepared by Bureau of Apprenticeship).

4. Form No. 397 (Master Program) prepared in 4 copies based upon the Standards.

5. Individual Indentures prepared (7 to 10 copies) including applicable attachments.

6. All copies submitted to the State Department of Public Instruction.

7. Reviewed by Supervisor of state office in conjunction with a representative of the Bureau of Apprenticeship.

8. If in keeping with previous approval, processed immediately.

9. If discrepancies are noted, program is referred to the Reviewing Committee for Veterans On-The-Job Training.

10. Processing Form No. 397:
    a. Committee Stamp (lower left).
    b. Approval Authority Stamp (lower right).
    c. Approval Number (upper right front).
    d. 1 copy to file (with copy of approval letter attached).
       1 copy to Veterans Administration (with carbon copy of approval letter attached).
       1 copy to employer (with original approval letter attached).
       1 copy to local school when any related is furnished.

11. Processing Standards and Indentures:
    a. Committee Stamp in proper place on all copies of Indentures and Standards.
    b. Review Stamp placed on Indentures (front).
    c. Approval Authority Stamp on Standards (lower right back).
    d. Approval Number (upper right front of the Indentures only).
    e. Distribution of Indentures:
       1 copy to file.
       1 copy to Veterans Administration with Form No. 7-1999 and instructions attached by this office and is returned to the establishment to be completed and forwarded to the V. A.
       1 copy to school (when related instruction is furnished).
       Remaining copies are returned to the Bureau of Apprenticeship.

f. Distribution of Standards:
   1 copy to file.
   1 copy attached to Form No. 397 to V. A.
   1 copy to school (when related instruction is furnished).
   All remaining copies to Bureau of Apprenticeship.

12. Amendments are processed the same as Master Program.

Forms

Apprenticeship Standards
Agreement Forms (3)
Note: See On-The-Job instructions for other forms referred to.

C. On-the-Farm Training

Institutional on-farm training--a combination of classroom instruction and actual experience on the farm--must also be state-approved and meet criteria of the law. Included are the following:

1. The veteran must be assured of control of his farm, either by ownership, lease or some other agreement.

2. The farm must be of such size and character that:
   a. together with classroom work it will take up the veteran's full time;
   b. it will permit instruction in all necessary aspects of farm management;
   c. it will assure him of a satisfactory income at least by the end of his course.

Like other forms of school training, tuition and other charges for farm training will have to be paid by the veteran out of his monthly allowance.

Forms

Form No. 280 rev. (application)

Form No. 280D (Control Documentation)

Supplement to Farm Agreement

Progress Record

ichigan Voc. Ed.
orm No. 388 Rev.
/1/54

VETERAN'S
APPLICATION AND TRAINING AGREEMENT for
OTHER ON-THE-JOB PROGRAMS
PUBLIC LAW 550

ame of Establishment _____

treet Address _____

ity _____ Zone _____ County _____ Tel. No. _____

. Occupation to be learned _____ Occupational Code Number _____

a. Present number trained workers employed in occupation stated in Item 1. . . _____
b. Total number of workers employed in this establishment. . . . . _____
c. Number now in training in this occupation including this trainee. . . . . _____

. Date veteran starts training _____. Length of training _____

. What credit has been given this trainee for previous experience and knowledge of the occupation? _____ (Hours, Days, Months)

. Have trainee's starting wage and program been adjusted according to Item 3? . . _____

. Is there reasonable certainty that the job for which the veteran is being trained will be available to him at the completion of the training program? . . . . . _____

. Are the wage rates stipulated for the trainee at least equal to those paid to a non-veteran learner in this establishment and area for this occupation? . . . . . _____

. Will the trainee be paid for overtime? _____. If YES, after how many hours? _____

. Wage scale for this veteran-trainee:

Period	Hours or Months	Wages or % of Goal Wage	Period	Hours or Months	Wages or % of Goal Wage
1.			5.		
2.			6.		
3.			7.		
4.			8.		

. Related instruction:

Subject or Content	Hours	Materials	Supervised by:

0. Name of trainee _____ Claim or Serial No. _____

Address _____ City _____

11. Outline of training program. (Express in major job activities and minor tasks under each

Job Activities	Hours or Months*	Job Activities	Hours or Months*

*Above hours or months are approximate.

By signatures affixed below the parties agree to the terms of this agreement:
SIGNATURES:

Employer _____ Title: _____ Date: _____

Trainee _____ Date: _____

School Official _____ Title: _____ Date: _____

Union (If bargaining agreement is in effect) _____ Date: _____

Committee Recommendations: _____

Date: _____

Voc. Ed. Form 2-388A
Revised 1-56--3,000

☐ P. L. 550
☐ P. L. 346

APPLICATION FOR AMENDMENT OF
VETERANS ON-THE-JOB TRAINING APPROVAL
(Prepare 6 Copies)

Name of Establishment _____

Street Address _____

City _____ Zone _____ Telephone No. _____

Part A. Amendment of Establishment's Master Program:

1. Occupational Title _____ Occupational Code No. _____
2. Effective date of Amendment _____
3. Record any changes in original MASTER PROGRAM (Wages, Job Processes, Related Instruction, etc.):

Part B. Amendment of Individual Trainee's Program:

1. Name of Trainee _____ Claim No. _____
2. Occupational Title _____ Occupational Code No. _____
3. Effective date of Amendment _____
4. Record any changes in original INDIVIDUAL TRAINEE'S PROGRAM (Starting Date, Prior Credit, etc.):

Part C. SIGNATURES:

1. Employer _____ Title _____ Date _____
2. Trainee _____ Date _____
3. School Official _____ Title _____ Date _____
4. Labor Organization _____ Date _____
5. Approval Agency:

SEE INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS

I. This Form may be used for amendments of existing programs:

A. Under the provisions of Public Law 550:

1. Amend the Master Program to show changes in journeyman's rate, wage schedule, job processes, and related instruction.

2. Amend the individual trainee's program to show change in starting date, credit for prior experience, etc.

B. Under the provisions of Public Law 346:

1. All changes (wages, job activities, related instruction, etc.) are shown under Part B and applicable to the individual program.

II. All copies (6) should be submitted to:

Veterans Training Division
Office of Vocational Education
P. O. Box 928
Lansing, Michigan

:.Ed.Form No. 397 Rev.
›lication for Approval
"On-the-Job Training"
ler Public Law 550.

STATE OF MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
Veterans' Training Division
P. O. Box 928
Lansing, Michigan

☐ Other On-the-Job
☐ Apprenticeship

ESTABLISHMENT MASTER PROGRAM

:e of Application _____

ne of Establishment _____

reet Address _____

ty _____ Zone _____ County _____ Tel. No. _____

. Type of Business _____

. Occupation to be learned _____ Occupational Code No. _____

. Length of Training _____ 4. How many hours in scheduled work week? _____

. Will the trainee be paid for overtime? _____. If Yes, after how many hours? _____

. Will adequate records be kept to show the progress made by each veteran toward the completion of his job activities, wage schedule, and related instruction? _____

. Will the trainee be given a certificate at the completion of his training program? _____

. Is there adequate space and equipment to provide satisfactory training on-the-job? _____

). Are wages to be paid the veteran in conformity with state and federal laws and applicable bargaining agreements? _____

). Is there a labor agreement? _____. If Yes, name of organization _____

.. Is the establishment engaged in interstate commerce? _____

2. What is the objective or goal wage paid by this establishment to employees already trained in this occupation? _____ per Hour, Week, or Month. (Circle Period.)

3. Wage scale for this occupation:

Period	Hours or Months	Wages or % of Goal Wage	Period	Hours or Months	Wages or % of Goal Wage
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

OTE TO EMPLOYER

1. When a veteran enters training in this occupation, a training agreement for each individual trainee will be written on the basis of this approval and must be registered with the State Approving Agency.

2. If a change is made in this master program (wages, job processes, related instruction), the employer must immediately notify the State Approving Agency of the amendment.

Outline of training program:

a. Job Activities	*Hours or Months	b. Related Instruction	Hours

*Above hours approximate. List additional activities on separate sheet.

SIGNATURES:

Employer _____ Title _____ Date _____

Union _____ Title _____ Date _____

FOR USE OF APPROVING AGENCY

Committee Recommendation _____

_____

NOTICE TO EMPLOYER

The attached copy of your approved

_____ Form 368

_____ Apprenticeship Agreement

and Veterans Administration Form 7-1999 must be mailed to the Veterans Administration Regional Office, 310 East Jefferson Avenue, Detroit 31, Michigan.

Please read very carefully Veterans Administration Form 7-1999, filling in all applicable spaces and making proper signatures before forwarding to the Veterans Administration.

NAME AND ADDRESS OF SCHOOL OR TRAINING ESTAB

The school will complete Section
priate to

S

NAME OF COURSE OR CURRICULUM CURRENTLY ENR
Engineering, Pre-Law, etc.)

Form 8 should be filled out the FIRST
OF WORK. DO NOT fill out when cert
UNLESS the veteran is changing to a diff
some other school since last enrolled

SECTION B—TO BE COMPLETED FOR

DATE OF INSTRUCTION FOR WHICH CERTIFICATION
SCHOOL
YEAR

☐ SEMESTER ☐ QU

☐ OTHER (Specify)

NUMBER HOUR CREDITS (To be complete
Indicate or advanced

Form approved.
Budget Bureau No. 76-R327.3.

VETERANS ADMINISTRATION

ENROLLMENT CERTIFICATION

(Under Title II, Public Law 550, 82d Congress)

IMPORTANT: This form is to be completed and forwarded PROMPTLY to the Veterans Administration by the school or training establishment at the time the veteran enrolls or reenrolls. TYPE OR PRINT all entries in INK. PROMPT submission will enable the Veterans Administration to initiate action in connection with the payment of the education and training allowance to the veteran.

INSTRUCTIONS: a. This form will be used to certify a veteran's enrollment or reenrollment in the course of training approved on VA Form 7-1993, Certificate for Education and Training.

b. Reports of unsatisfactory conduct or progress, interruption or termination of training, or changes in the veteran's training load which affect his entitlement or his education and training allowance must be made promptly by the school or establishment on the appropriate periodic certification of training, VA Form 7-1996 series.

PART I—IDENTIFYING INFORMATION
TO BE COMPLETED BY THE SCHOOL OR TRAINING ESTABLISHMENT IN EVERY CASE

1. LAST NAME—FIRST NAME—MIDDLE INITIAL OF VETERAN	2. CLAIM NO. C-
3. ADDRESS OF VETERAN	4. VA OFFICE WHICH ISSUED VETERAN'S CERTIFICATE (*Answer only if different from the VA Regional Office in your area*)
5. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT	

PART II—TO BE COMPLETED BY SCHOOLS

(*The school will complete Section A, part II, in EVERY case and in addition will complete that section appropriate to the type of course in which the veteran is enrolled.*)

SECTION A—TO BE COMPLETED FOR ALL SCHOOL COURSES

6. NAME OF COURSE OR CURRICULUM CURRENTLY ENROLLED IN (*Examples: A. B. Liberal Arts, B. S. Engineering, Pre-Law, etc.*)	7. DATE VETERAN COMMENCED TRAINING UNDER THIS CERTIFICATION
NOTE: Item 8 should be filled out the **FIRST TIME** the veteran enrolls in your school. **DO NOT** fill out when certifying subsequent reenrollments **UNLESS** the veteran is changing to a different course or he has been enrolled in some other school since last enrolled in your school.	8. CREDIT ALLOWED FOR VETERAN'S PREVIOUS EDUCATION AND TRAINING (*Indicate credit hours where appropriate. For other courses, indicate extent training period shortened because of previous training. If none, state "None."*)

SECTION B—TO BE COMPLETED FOR ALL SCHOOL COURSES EXCEPT COOPERATIVE COURSES, INSTITUTIONAL ON-FARM COURSES, CORRESPONDENCE COURSES, AND FLIGHT COURSES

9. PERIOD OF INSTRUCTION FOR WHICH CERTIFICATION IS BEING MADE

☐ SCHOOL YEAR ☐ SEMESTER ☐ QUARTER ☐ SUMMER SESSION ☐ DURATION OF COURSE ☐ OTHER (*Specify*)

EFFECTIVE DATES FOR PERIOD OF INSTRUCTION INDICATED IN ITEM 9

10A. BEGINNING	10B. ENDING

11A. SEMESTER HOUR CREDITS (*To be completed for all courses except graduate or advanced professional courses. If enrolled for school year, enter hours during first period of instruction. If course includes noncredit deficiency courses complete items 11B and 11C.*)	11B. EXACT NUMBER OF SEMESTER HOURS FOR WHICH CREDIT IS GRANTED	11C. CREDIT HOUR EQUIVALENT OF NONCREDIT DEFICIENCY COURSES
SEM. HRS.	HRS.	HRS.

CLOCK HOURS OF ATTENDANCE

12A. NUMBER HOURS PER DAY	12B. NUMBER DAYS PER WEEK
HRS.	DAYS

13. NONACCREDITED COURSES (*Check days of attendance if less than 5 days per week and regularly scheduled*)

☐ M ☐ TU ☐ W ☐ TH ☐ F ☐ S

14. TRAINING TIME (*Check if graduate, advanced professional, or summer session*)

☐ FULL TIME ☐ 3/4 ☐ 1/2 ☐ LESS THAN 1/2

CHARGES FOR PERIOD OF INSTRUCTION SHOWN IN ITEMS 10A AND 10B (*Complete items 15A and 15B only when course is less than 1/2 time*)

15A. TUITION	15B. FEES
$	$

SECTION C—COOPERATIVE COURSES

16A. PERIOD OF INSTRUCTION FOR WHICH CERTIFICATION IS BEING MADE

☐ SCHOOL YEAR ☐ SEMESTER ☐ QUARTER ☐ SUMMER SESSION ☐ OTHER (*Specify*)

EFFECTIVE DATES FOR PERIOD OF INSTRUCTION INDICATED IN ITEM 16A		ONE COMPLETE CYCLE OF COOPERATIVE COURSE (*In calendar weeks*)		CLASSROOM INSTRUCTION		16H. NO. OF HRS. EMPLOYED PER WEEK IN TRAINING ON-JOB
16B. BEGINNING	16C. ENDING	16D. CLASSROOM INSTRUCTION	16E. TRAINING ON-JOB	16F. SEMESTER HR. CREDITS	16G. CLOCK HRS. ATTENDANCE PER WEEK	

SECTION D—INSTITUTIONAL ON-FARM COURSES

17. LENGTH OF PROGRAM APPROVED FOR THIS VETERAN (*In months*) MOS.	EFFECTIVE DATES OF PERIOD OF INSTRUCTION FOR WHICH THIS CERTIFICATION IS MADE ▶	18A. BEGINNING	18B. ENDING

19. TO YOUR KNOWLEDGE DOES THIS PROGRAM OF TRAINING REPEAT OR DUPLICATE ANY TRAINING PREVIOUSLY RECEIVED BY THE VETERAN? ☐ YES ☐ NO	20. HAS THIS VETERAN'S TRAINING PROGRAM BEEN PLANNED TO MEET HIS INDIVIDUAL NEEDS AS REQUIRED BY LAW? ☐ YES ☐ NO	21. WILL THE VETERAN'S FARM AND TRAINING PROGRAM REQUIRE HIS FULL TIME? ☐ YES ☐ NO

SECTION E—CORRESPONDENCE COURSES

22. NUMBER OF LESSONS FOR WHICH VETERAN IS ENROLLED	23. CHARGES PER LESSON $

SECTION F—FLIGHT COURSES

24. EXPECTED COMPLETION DATE OF COURSE	25. TOTAL TUITION CHARGES FOR THE COURSE $

PART III—TO BE COMPLETED BY TRAINING ESTABLISHMENTS OFFERING APPRENTICE TRAINING OR OTHER TRAINING ON-THE-JOB

IMPORTANT: A signed copy of the training agreement, including the progressive wage schedule and an outline of the training program which lists the major job operations or the major work tasks and the approximate length of time to be spent on each major job operation or work task, must be submitted to the Veterans Administration with this form.

26. NAME OF POSITION, OBJECTIVE, OR TRADE FOR WHICH VETERAN IS BEING TRAINED	27. DATE VETERAN COMMENCED OR RECOMMENCED TRAINING.

28. LENGTH OF COURSE APPROVED FOR THIS VETERAN (*In months*) MOS.	29. APPRENTICESHIP ☐ YES ☐ NO	30A. NO. OF HOURS VETERAN IS EMPLOYED PER WEEK IN THIS COURSE HRS.	30B. NO. OF HOURS IN STANDARD WORK WEEK (*If apprenticeship, give No. of hrs. per week contracted by labor and management.*) HRS.

31. CREDIT ALLOWED FOR VETERAN'S PREVIOUS TRAINING AND JOB EXPERIENCE AS OF DATE SHOWN IN ITEM 27 (*Indicate extent training period shortened in months, weeks or hours, as appropriate. If none, state "None."*)

32A. VETERAN'S BEGINNING WAGE RATE (*Rate paid as of date shown in item 27.*) $	32B. IS TIME AND A HALF OR OTHER INCREASED RATE PAID FOR ANY PART OF THE STANDARD WORK WEEK? ☐ YES ☐ NO (*If "Yes," give full particulars in item 35, "Remarks."*)

PART IV—TO BE COMPLETED BY ALL SCHOOLS AND TRAINING ESTABLISHMENTS IN EVERY CASE

IT IS HEREBY CERTIFIED:

(1) That the veteran named herein commenced training at this approved educational institution or training establishment on the date indicated and in accordance with the facts shown above;

(2) That the enrollment of this veteran does not exceed the limit (if any) established by the State Approving Agency for enrollment in this course at any one time; and

(3) That, if the course named above is a nonaccredited course below the college level offered by a proprietary profit or proprietary nonprofit educational institution, on the date indicated in Item 7 not more than 85% of the students now enrolled in the course for which enrollment certifications have been submitted to the Veterans Administration, including this veteran, are having all or any part of their tuition, fees, or other charges paid to or for them by the educational institution or the Veterans Administration under Part VII or Part VIII of Veterans Regulation No. 1 (a) or Public Law 550, 82d Congress.

33. DATE SIGNED	34. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment, or both.

35. REMARKS	(FOR VA USE ONLY)
	EFFECTIVE DATE OF APPROVAL
	DATE APPROVAL CHECKED
	CERTIFIED BY

U. S. GOVERNMENT PRINTING OFFICE : 1957 O - 413569

OR THE COURSE

APPRENTICE TRAINING

wage schedule and an outline
the approximate length of the
ns Administration with this form

27 DATE VETERAN COMMENCED TRAINING

N IS EM-
S COURSE

30B NO. OF HOURS A PRACTICAL WEEK (If apprentice) No. of hrs. permitted by labor and industry

HRS

(Indicate extent training period covers

TE PAID FOR ANY PART OF THE STUDIES

rticulars in item 35, "Remarks"

SHMENTS IN EVERY CASE

ucational institution or training

blished by the State Apprenticeship

NOTICE TO EMPLOYER

Your attention is especially directed to V. A. Regulation 12201 (B) (9) which reads: "Adequate records are kept to show the progress made by each eligible veteran toward his job objective. This requires that the trainer, whether an employer or a Joint Apprentice Committee, shall maintain a record of the Veteran's accomplishments and failures as he proceeds in the course so that the current state of his advancement therein will be clearly indicated by the trainer's records."

On your application (Form 397), you have indicated in Item 6 that adequate records will be kept to show the progress of each veteran toward the completion of his job activities, wage schedule, and related instruction. These records should be current and available for inspection at any time and failure to do so places your program in a non-compliance status.

If your establishment does not already maintain an adequate training record, the attached sample, which represents a minimum, may be helpful to you in preparing such a record.

[illegible]
your after program completion.

Date Training Started_

Rate ___ Length of Increment Period_

Name of Veteran_____

Keep this record for three years after program termination.

Claim No. _____

Occupation_____

Date Training Started_____

Code No._____ Period No._____ Rate_____ Length of Increment Period_____

Hours completed for week ending

Job Activities	Cr. or Acc.																												Acc. Hours
Weekly Total																													
Accumulative Total																													
Employer's Certification																													

Related Instruction

Total days worked during week																													
Days absent from job during week																													

S.A.A. Inspection_____ _____

b. Apprentice Training

APPRENTICESHIP STANDARDS

These Standards, for the trade of _____ are sponsored and agreed

to by the _____ Co., at _____ Street,

_____ City, _____ County, Michigan.

1. THE APPRENTICE AND APPRENTICESHIP AGREEMENT: An "Apprentice" shall mean an employee of legal age, who meets the qualifications established by the employer, and who is employed under a written agreement providing that he receives training and experience in accordance with these standards of apprenticeship. The apprentice shall be registered with the Federal Committee on Apprenticeship, U. S. Department of Labor, as an apprentice, and with the State Board of Control for Vocational Education, as an apprentice student, using the apprenticeship agreement for these registrations. The apprenticeship agreement shall be signed by the employer, the apprentice, and if the apprentice is a minor, by his parent or guardian. Each apprentice (parent or guardian, if apprentice is a minor) shall have an opportunity to read these standards before signing the apprenticeship agreement. Sufficient copies of the apprenticeship agreement shall be signed and executed to supply the principal parties and such other officially interested agencies, as may be necessary.

2. TERM OF APPRENTICESHIP, PROBATIONARY PERIOD, CANCELLATIONS: The term of apprenticeship shall be as stated on the *attached Trade Schedule (s)*. The first ninety days of employment shall be a probationary period during which time either party may cancel the apprenticeship agreement by notifying the other. After the probationary period, the agreement may be suspended or canceled for cause. The Registration Agencies shall be notified of all suspensions, cancellations, terminations and completions of apprenticeship together with reasons applicable.

3. SUPERVISION OF APPRENTICES: The employer shall designate a person who will be responsible for the supervision and training of apprentices in accordance with the *attached Trade Schedule (s)*. He will adjust any differences with the apprentice, and will keep adequate records concerning his education, experience, and progress in learning the trade. Registered apprentices shall constitute the only class of workers employed to learn the trade(s) covered by *attached Trade Schedule(s)*. Standards of apprenticeship as to wages and other working conditions under this program shall equal or exceed those in effect for other beginners in the trade employed by the company prior to its adoption of these standards. The apprentice shall be under the immediate supervision of a journeyman mechanic at all times.

4. DUTIES OF CONSULTANTS: Either party to the apprenticeship agreement (the employer or the apprentice) may consult with the representatives of the Registration Agencies on any differences or problems that may arise in connection with the apprenticeship. The consultants representing the Registration Agencies may have access to the apprentice records at any time so as to certify compliance with the standards, and in the awarding of a Certificate of Completion of Apprenticeship.

5. WORKING HOURS: The apprentice's workweek shall be the same as that of the journeymen in the trade in which he is employed, excepting those apprentices who are employed subject to the regulations of the Michigan State Department of Labor and Industry for Industrial Minors. In case an apprentice is required to work overtime, he shall receive credit on the term of apprenticeship for only the actual hours of work. In the event the employer is unable to provide reasonable continuous employment for an apprentice, he shall attempt (with the assistance of the Registration Agencies) to place the apprentice with another employer having a registered apprenticeship program.

6. RELATED INSTRUCTION:

(a) Provision for Related Instruction of Apprentices: The apprentice shall be registered with the State Board of Control for Vocational Education as an apprentice student and shall enroll and attend classes for not less than four (4) hours per week for a minimum of 168 hours per year, for each year of the apprenticeship.

(b) Approval of Related Instruction: Related Instruction furnished by the Local Board of Education shall meet with the approval of the employer and the State Board of Control for Vocational Education. A suggested outline of related instruction will be found appended hereto.

(c) Enforcement of Related Instruction Attendance: The apprentice must attend approved related instruction classes which are made available. In case of failure on the part of the apprentice to fulfill his obligation in this respect, the Registration Agencies may suspend or revoke his apprenticeship agreement. The employer hereby agrees to carry out the recommendations of the Registration Agencies in this respect.

7. RATIO: The normal ratio of apprentices to skilled journeymen will be one to each shop steadily employing at least one journeyman, and one additional apprentice may be employed for each additional five steadily employed journeymen. Only that number of apprentices will be employed who can be properly trained and afforded reasonable opportunity of future employment in the trade with the undersigned employer.

(Over)

8. SAFETY PRACTICE: It is hereby agreed that the utmost in safety practice shall prevail at whatever operation the apprentice may be employed during his apprenticeship. If apprentices under 18 years of age are employed, it shall be necessary for the employer to secure from the Michigan State Department of Labor and Industry a certificate of occupational approval for minors, and the employer shall see that the apprentice obtains a working permit.

9. CERTIFICATE OF COMPLETION OF APPRENTICESHIP: Upon the satisfactory completion of the apprenticeship, a certificate designating that the apprentice has completed the apprenticeship, as written, will be awarded by the Registration Agencies upon ample proof by the employer that the standards have been adhered to.

10. MODIFICATION OF STANDARDS: Any modification or change in these standards shall be submitted to the Registration Agencies. No agreement in force at the time of modification shall be affected without the express consent of the parties concerned.

11. CREDIT FOR PREVIOUS EXPERIENCE: Apprentices having previous experience in the trade will be required to pass an examination on the theoretical and practical phase of the trade to determine their standing. The amount of credit granted shall be agreeable to the apprentice and to the employer, and the apprentice shall be placed in the wage bracket to which this credit advances him. Such credit shall be indicated on the apprenticeship agreement.

12. Apprentice wages in percent of journeyman's wage or in dollars and cents per hour.

1st	1,000 hrs.	____ % or $	_____	5th	1,000 hrs.	____ % or $	_____	9th	1,000 hrs.	____ % or $	_____
2d	1,000 hrs.	____ % or $	_____	6th	1,000 hrs.	____ % or $	_____	10th	1,000 hrs.	____ % or $	_____
3d	1,000 hrs.	____ % or $	_____	7th	1,000 hrs.	____ % or $	_____	11th	1,000 hrs.	____ % or $	_____
4th	1,000 hrs.	____ % or $	_____	8th	1,000 hrs.	____ % or $	_____	12th	1,000 hrs.	____ % or $	_____

The apprentice shall ____ be paid his regular wage for time spent in classroom instruction. Time spent in related classes shall not be classed as hours of work in computing overtime, but is included in the term of apprenticeship.

The Journeyman's wage on _____ is _____ per. _____ Standard workweek _____ hours.

Principal products or services: _____ Total employees: _____

No. of Journeymen: _____ No. of Apprentices: _____ Term of Apprenticeship: _____ hours.

These standards shall be in full force and effect from date of official signature.

Approved for the Employer by:

Name _____ Title _____ Date _____

These Standards have been established in cooperation with the Bureau of Apprenticeship, U. S. Department of Labor (Registration Agency for labor standards), and the Michigan State Board of Control for Vocational Education (Registration Agency for related instruction); and the Local Board of Education. These standards of apprenticeship pertaining to work experience schedules, facilities, and employment conditions have been checked for the Bureau of Apprenticeship U. S. Department of Labor by:

_____ . Field Representative

Related instruction for these apprenticeship standards is to be furnished by the

Board of Education and coordinated by _____ .

Labor standards approved by _____, Supervisor, Michigan Field

Office, Bureau of Apprenticeship, United States Department of Labor on _____ 19___ .

Related instruction approved for the State Board of Control for Vocational Education:

By _____ Date _____

Registered with the Bureau of Apprenticeship, United States Department of Labor, Washington, D. C. as incorporating the basic standards recommended by the Federal Committee on Apprenticeship.

_____ Director _____ Date

Date _____ Certificate No. _____

These standards may be used only where the workers are not covered by a collective bargaining agreement. These standards shall be a part of each apprenticeship agreement as though expressly written therein.

vidual Agreement ☐ P.L.346 ☐ P.L.16 ☐ Other ☐ Vet Applying C No. _____
☐ P.L.550 ☐ P.L.894 ☐ Vet Not Applying Serial No. _____

MICHIGAN APPRENTICESHIP AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 19___, between _____

_____, hereinafter referred to as the EMPLOYER, and
(Name of establishment)

_____, born _____ hereinafter referred to as
(Month) (Day) (Year)

ENTICE, and (if a minor) _____
(Name of parent or guardian)

inafter referred to as his PARENT or GUARDIAN.

Witnesseth that the EMPLOYER, the APPRENTICE and his PARENT (or GUARDIAN) desire to enter into an agreement of apticeship and therefore, in consideration of the promises and of the mutual covenants herein contained, do hereby ally covenant and agree as follows:

That the EMPLOYER shall employ and teach the APPRENTICE the trade of _____ in conformity with the terms and conditions contained in the approved standards for the above named establishment.

That the APPRENTICE shall perform diligently and faithfully the work of the trade during the period of apprenticeship, in conformity with the terms and conditions contained in the standards.

That the apprenticeship term begins on the _____ day of _____, 19_____, and terminates upon the completion of the apprenticeship, as outlined in the standards.

Credit for previous experience at trade, if any _____ Hours Years

Apprenticeship remaining _____ Hours Years

That either party may terminate the agreement by written notification of termination to the registration agencies; but, if such notification is submitted after completion of the probationary period, the reasons for termination shall be given;

That either party may consult with the State Board of Control for Vocational Education regarding classroom or instruction problems and with the Bureau of Apprenticeship regarding differences arising from employment;

That upon completion of this apprenticeship a certificate will be issued to the apprentice by the registration agencies.

IN WITNESS WHEREOF the parties hereunto set their hands and seals:

_____ [SEAL]
(Apprentice)

_____ [SEAL]
(Establishment)

_____
(Address) (City)

By _____ [SEAL]
(Officer)

_____ [SEAL]
(Parent or guardian)

_____
(Address) (City)

Registered with the Bureau of Apprenticeship, U. S. Department of Labor as incorporating the basic standards recommended by the Federal Committee on Apprenticeship,

by _____ on _____, 19 _____

Related and supplemental instruction approved and registered with the State Board of Control for Vocational Education by _____ on _____, 19 _____

This agreement form was jointly prepared and approved by the Michigan field office of the Bureau of Apprenticeship, ted States Department of Labor, and the Michigan State Board of Control for Vocational Education.

☐ P. L. 346 ☐ P. L. 16 ☐ Other ☐ Vet Applying C No.----------
☐ P. L. 550 ☐ P. L. 894 ☐ Vet Not Applying Serial No.----------

This agreement is sponsored by:

----------Joint Apprenticeship Committee
REPRESENTING THE EMPLOYER GROUP----------
REPRESENTING THE UNION GROUP----------

APPRENTICESHIP AGREEMENT

BETWEEN EMPLOYER'S AGENT AND APPRENTICE

THIS AGREEMENT, entered into this----------day of----------, 195--

between----------
(Name of Employer's Agent)

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

----------, born----------, hereinafter
(Name of apprentice) (Month) (Day) (Year)

referred to as the APPRENTICE, and (if a minor)----------,
(Name of parent or guardian)

hereinafter referred to as his GUARDIAN.

Witnesseth that the EMPLOYER'S AGENT, the APPRENTICE, and his GUARDIAN desire to enter into an agreement of apprenticeship in conformity with the standards of the above-named Committee, and therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the EMPLOYER'S AGENT shall use its best influence to find employment for the APPRENTICE with an EMPLOYER who agrees to teach the APPRENTICE the trade of---------- in conformity with the terms and conditions outlined in the standards established by said Committee, which standards are made a part hereof.

That the APPRENTICE shall perform diligently and faithfully the work of said trade during the period of apprenticeship, complying with the terms and conditions contained in the said standards.

That the GUARDIAN guarantees that the apprentice will duly perform all obligations undertaken herein.

That the apprenticeship term begins on the--------day of----------, 19--, under guidance of said Employer's Agent, in said trade as stipulated in the said schedules; and shall be for----------hours or----------years (less----------hours or----------years granted for previous experience).

That any disagreement or difference in relation to the terms and conditions of employment and training under this agreement shall be submitted to the above-named Committee for adjustment, and the decision of the Committee shall be final. However, either party may consult with the Bureau of Apprenticeship regarding any decision on labor standards and with the Michigan State Board of Control for Vocational Education regarding any decision on related and supplemental instruction.

Upon completion of the term of apprenticeship, or if this agreement is terminated for any other reason, the Bureau of Apprenticeship and the Michigan State Board of Control for Vocational Education shall be so notified by the Committee.

In witness whereof the parties hereunto set their hands and seals:

---------- (Apprentice)	By---------- (Employer's agent) [SEAL]
---------- (Address)	---------- (Officer) [SEAL]
---------- (Parent or guardian)	---------- (Address of employer's agent)

Approved by the----------Joint Apprenticeship Committee.

By----------on ----------, 19-----
(Chairman or secretary of committee)

Registered with the
Bureau of Apprenticeship, U. S. Department of Labor
as incorporating the basic fundamentals recommended by the
Federal Committee on Apprenticeship

By----------on ----------, 19-----

Registered as an apprentice student with the
Michigan State Board of Control for Vocational Education

By----------on ----------, 19-----

c. On-the-Farm Training

Form No. 280 rev. (Application)

Form No. 280D (Control Documentation)

Supplement to Farm Agreement

Progress Record

m No. 280 - Rev.

*C# _____
P.L. 550 (Korean) ____
P.L. 894 (") ____

DEPARTMENT OF PUBLIC INSTRUCTION
Application
INSTITUTIONAL ON-FARM TRAINING FOR VETERANS

. Veteran's Name _____ Address _____ Date _____
. Veterans' Institute _____ Address _____

TRAINING AND RELATED INSTRUCTION

. Is the full time of the veteran devoted to supervised work experience on the farm and related instruction given by the institution?..... Yes ____ No ____
. Hours of instruction given on the farm by the institution per year..... _____
(Must be at least 100 hours)
. Hours of organized group instruction by institution per year (must be at least 200) _____
. Total hours of institutional instruction per year (Item 4 plus Item 5)..... _____

FARM ON WHICH VETERAN IS IN TRAINING

. Name of Owner(s) _____ Address _____
. Name of Operator _____ Address _____
. Is the veteran assured control of farm until course is completed?..... Yes ____ No ____
Veteran's control of farm best described as (check as many as apply)..... Owner _____
Paid Manager _____ Renter _____ Partner _____
(A satisfactory partnership or rental agreement giving details of division of farm income, expense, labor, and management will be required for all partners and renters and two copies of the agreement shall be submitted with Forms 280. The lease or agreement must have an automatic renewal clause or be written for a period at least equal in length to item 17. The farm must be under the veteran's operational control so he will be free to carry out the teachings of his training program without interference from anyone else. This provision must be a part of the written agreement. A written agreement for a paid manager must be furnished, outlining details in the agreement. Whenever terms of a lease or agreement change, a copy of the revised lease must be submitted to the state approval office. Owners will provide documentary evidence of their complete control, using Form No. 280-D and submit two copies with Forms 280. All agreements must include the acreage of the farm. They must be signed by a witness.)
. Size of farm: Acres Owned _____ Acres rented _____ Acres in partnership _____
Total acres tillable _____
. Land classification (check one)....First class _____ Second class _____ Third class _____
. Is the farm of size and character to meet requirements A, B, and C in parentheses below?
Yes ____ No ____
(Public Act 550 requires the farm on which a veteran is to receive institutional on-farm training shall be of a "size and character which (A) will, together with the group instruction part of the course, occupy the full time of the eligible veteran, (B) will permit instruction in all aspects of the management of the farm or other agricultural establishment of the type for which the eligible veteran is being trained, and will provide the eligible veteran an opportunity to apply to the operation of his farm or other agricultural establishment, the major portion of the farm practices taught in the group instruction part of the course, and (C) will assure him a satisfactory income for a reasonable living under normal conditions at least by the end of his course.")

Productive man work units is one means used to determine the requirements in item 12. (See Table, page 2.) The method of determining these units may be found in "Planning and Analyzing the Farm Business" published by the Farm Management Department of Michigan State College. The estimated net labor income will also help to determine whether the farm will be productive enough to meet the requirements of the act which are given above. Opportunities to rent or buy land to supplement the beginning program should be shown. In the case of partnerships or rent situations, the per cent of income available to the veteran and the productive man work units for the veteran should be clearly outlined on a separate sheet attached to each copy of Form 280.

* If C# is unknown, use Serial Number.

(over)

Fill in completely - Data is very important

	1st Year (195)			2nd Year (195)			3rd Year (195)		
Kind of Livestock or Crop*	Number or Head	Production Per cow, acre, etc.	P.M.W.U.	Number or Head	Production Per cow, acre, etc.	P.M.W.U.	Number or Head	Production Per cow, acre, etc.	P.M.W.U.
	Acres			Acres			Acres		
Total P.M.W.U.									
Productive Labor Income (total farm)**	$				$			$	

*Account for all tillable acres shown in Item 10.
**Should be consistent with Item 15 and farm agreements.

Equipment Available

1st Year (195)	2nd Year (195)	3rd Year (195)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

13. Number of full-time workers on this farm including veteran..... _____
Number of part-time workers..... _____
14. Are there any other veterans in training on this farm?..... Yes_____No_____
15. Veteran's income from his own productive labor (estimated by careful farm planning of teacher and veteran) for.....1st Year $_____2nd Year $_____3rd Year $_____
Ultimate income when fully trained..... $_____
16. Training objective: (General farmer, Dairy farmer, etc.)..... _____

OTHER INFORMATION

17. Length of training program after deductions shown in a, b, and c ..... _____

(Duration of the course should be as long as, but no longer than necessary to attain objective of attached course outlined to meet needs of the veteran. Recency, quality, and specific character of previous training and experience to meet the veteran's needs should be considered. Veterans engaged in single enterprise or crop farming should be, in most cases, limited to two years of training less deductions for previous training and experience.)

All previous training and experience received by this veteran is listed below. This program does not duplicate previous training or experience.

	Years and Months	Date of training or experience	Deduction
a. Experience as a farm operator with management control			
b. Vocational agriculture in high school			
c. Agricultural training credits in an agricultural college			
	Total Deduction		

TEACHER

Name of teacher for individualized on-farm instruction and related group instruction (individual on-farm instruction shall be given by teacher responsible for veteran's classroom instruction) . . . . . _____

LOCAL APPROVAL

Farm and instructional program of veteran has been approved by local or county advisory committee. (If "no", does a committee function?_____) . . . . . Yes_____No_____

INDIVIDUALIZED INSTRUCTIONAL PROGRAM

Institutional on-farm training course shall be developed with due consideration to size and character of the farm on which the veteran is to receive his supervised work experience, to the need of the veteran for individual on-farm instruction and group related instruction, in type of farming for which he is in training, for proficiency in planning, producing, marketing, farm mechanics, conservation of resources, food conservation, farm financing, farm management, and the keeping of farm and home accounts. Additional sheets may be added to permit adequate listing of the items of instruction.

Has the instructional program submitted herewith for this veteran been planned by your institute with the veteran?. . . . . Yes_____No_____

Was the instructional program developed after an on-farm investigation of this veteran and his farm by your institute to determine the suitability of the farm and the educational needs of the veteran?. . . . . Yes_____No_____

Will adequate farm accounts be kept? . . . . . Yes_____No_____

Will a revised instructional program be made and placed in the veteran's file prior to the beginning of each farm account year by the veteran and the teacher based on farm and home planning and determination of desirable production and management goals? . . . . . Yes_____No_____

Will progress records be kept and placed on file showing progress towards the veteran's training objective?. . . . . Yes_____No_____

Organized group instruction in agricultural and related subjects will be given in the following areas: (outline of instruction planned with the group of veterans of which this veteran will be a member)

_____

_____

_____

_____

_____

_____

_____

_____

(over)

25. (Cont.)

26. On-Farm Instruction (Outlined in cooperation with the veteran after a survey of his farm and careful analysis of his instructional needs. Items should apply specifically to this veteran and his farm.) Such individual instruction shall be given by the teacher responsible for the veteran's institutional group instruction, and shall include instruction and home study assignments in the preparation of budgets, inventories, and statements showing the production, use on the farm, and sale of crops, livestock and livestock products. The detailed plan for on-farm instruction for each year of training requested in item 17 must be outlined. This plan should show the steps of expected progress of this veteran toward his objective. It must include practices, skills, and understandings to be taught in the order of progression by years. The detailed plan of on-farm instruction is outlined on the attached sheets.

27. CERTIFICATION
This program as planned satisfies all requirements of V.A. Regulation 12-202.

Superintendent of Schools or
Delegated School Official

Date

Veteran

Teacher responsible for planning above program

Make 5 copies of this form. Retain 1 copy and send 4 copies to the Superintendent of Public Instruction, Box 928, Lansing 4, Michigan. Two approved copies will be returned, 1 for your files and 1 for the veteran. One copy will be sent to the Veterans' Administration, Detroit, with appropriate agreements attached.

Do not write in this space

rm No. 280-D
58-500

Department of Public Instruction
Office of Vocational Education
Lansing, Michigan

DOCUMENTATION OF COMPLETE CONTROL OF A FARM ON WHICH A VETERAN IS IN TRAINING AS AN OWNER

Name of veteran_____ Institute_____

Farm in question is the farm on which approval for training of the above named veteran is requested on the attached form No. 280..... Yes____ No____
Legal description of property (use reverse side for additional space)

_____

_____

Is the farm mortgaged? . . . . . Yes____ No____
Is the farm owned jointly by the veteran and another party or parties? Yes____ No____
There are restrictions imposed, under my status of ownership, which will prevent my exercising full managerial control over the farm and farming facilities in line with my proposed instructional program..... Yes____ No____
If Nos. 5 and 6 are answered in the affirmative, describe any restrictions below:_____

hereby certify that the last recorded deed of record in the office of Register of eds for _____ County, Michigan covering the above described property is as llows: (Usually only one alternative below will apply. If the veteran owns more than e farm, please indicate type of ownership for each farm.)

Ownership is by : Purchase_____ Inheritance_____
Name(s) of seller: _____, _____, _____
Name(s) of purchaser: _____, _____, _____
Deed/Contract is recorded in the office of Register of Deeds in ...liber number_____ of deeds on page_____
Effective date of deed/contract . . . . . _____
Date _____(signature) Register of Deeds_____

Purchase contract: (complete items under 1 if recorded, under 2 if contract is not recorded)
I hereby certify that I have examined the purchase contract of the farm(s) on which approval for training is requested and that the following information was secured from said contract.
Name(s) of seller: _____, _____, _____
Name(s) of purchaser: _____, _____, _____
Effective date of contract_____ Legal description (see item 3)_____

_____
Date_____(signature) Notary Public_____

Date_____(signature) Clerk of Probate Court_____
identifies the above named veteran as heir to the property in question.

ie parties hereto certify that the above statements are true and accurate to the best of their owledge and belief and have affixed their signatures the day and year shown below:

ate_____ Veteran_____

ate_____ Lienholder(s)_____, _____

ate_____ Joint owner(s)_____, _____

SUPPLEMENT TO ATTACH TO FARM AGREEMENT
GIVING ASSURANCE OF CONTROL OF FARM

The following regulations relating to Public Law 346 and Public Law 550 need to be complied with if a veteran is to be approved for training as a farm operator.

> "The eligible veteran will be assured of control of such farm or other agricultural establishment, (whether by ownership, lease, management agreement, or other tenure arrangement), until the completion of his course. This means that this farm must be under the veteran's operational control so he will be free to carry out the teachings of his training program without interference from anybody else. His control must be such that he is free to fertilize, cultivate, select and grow crops, raise livestock, market his shares, et cetera, employing the improved practices which are the foundation of his course of training."

We hereby agree that the conditions under which this farm is being operated are in agreement with the above regulations.

Owner(s) _____

_____

Partner other than veteran _____

Veteran _____

Institute _____ Date _____

A COMBINED RECORD

OF

FARM AND HOME PLANS

PROGRESS RECORDS AND

PRODUCTION AND MANAGEMENT GOALS

FOR

VETERANS ENROLLED IN THE INSTITUTIONAL ON FARM TRAINING PROGRAM

Published by

Office of Vocational Education
Department of Public Instruction
Lansing, Michigan

1958

FOREWORD

This record is prepared primarily for the purpose of assistance in the instructional program for veterans enrolled in Institutional On Farm Training. The record aims to aid the veteran and the teacher to satisfactorily plan and accomplish the educational and training program.

Planning the farm business, setting goals and determining progress attained is an essential part of the learning process of veterans enrolled in the on-farm training program. Public Law 550 passed by the 82nd Congress as it relates to this program requires the maintenance of adequate records of progress and farm accounts. The purpose of the following suggested Record is to assist the student in meeting the requirements of Public Law 550 to aid him in planning his program, to motivate him to study and use approved practices and to provide him with a means of evaluating results achieved. The record eliminates duplication of information resulting from the use of individual records of progress and production and management goals previously in use. In addition it provides assistance in making adequate farm and home plans.

In several places space has been provided at the bottom of the page for pertinent comments relating to a particular part of the farming program. It is felt that these comments will be helpful in planning an effective training program.

It is expected that each veteran will utilize to the fullest possible extent the educational program both in the class and on the farm to enable him to put into effect the practices which will help him achieve continuously improved production, management and marketing as well as improved home and family living.

Part of the materials relating to farm and home plans included in this record were obtained from Agricultural Economics mimeograph No. 530, Farm Business Analysis and Planning prepared by the Agricultural Economics Department, Cooperative Extension Service, Michigan State University, East Lansing.

TABLE OF CONTENTS

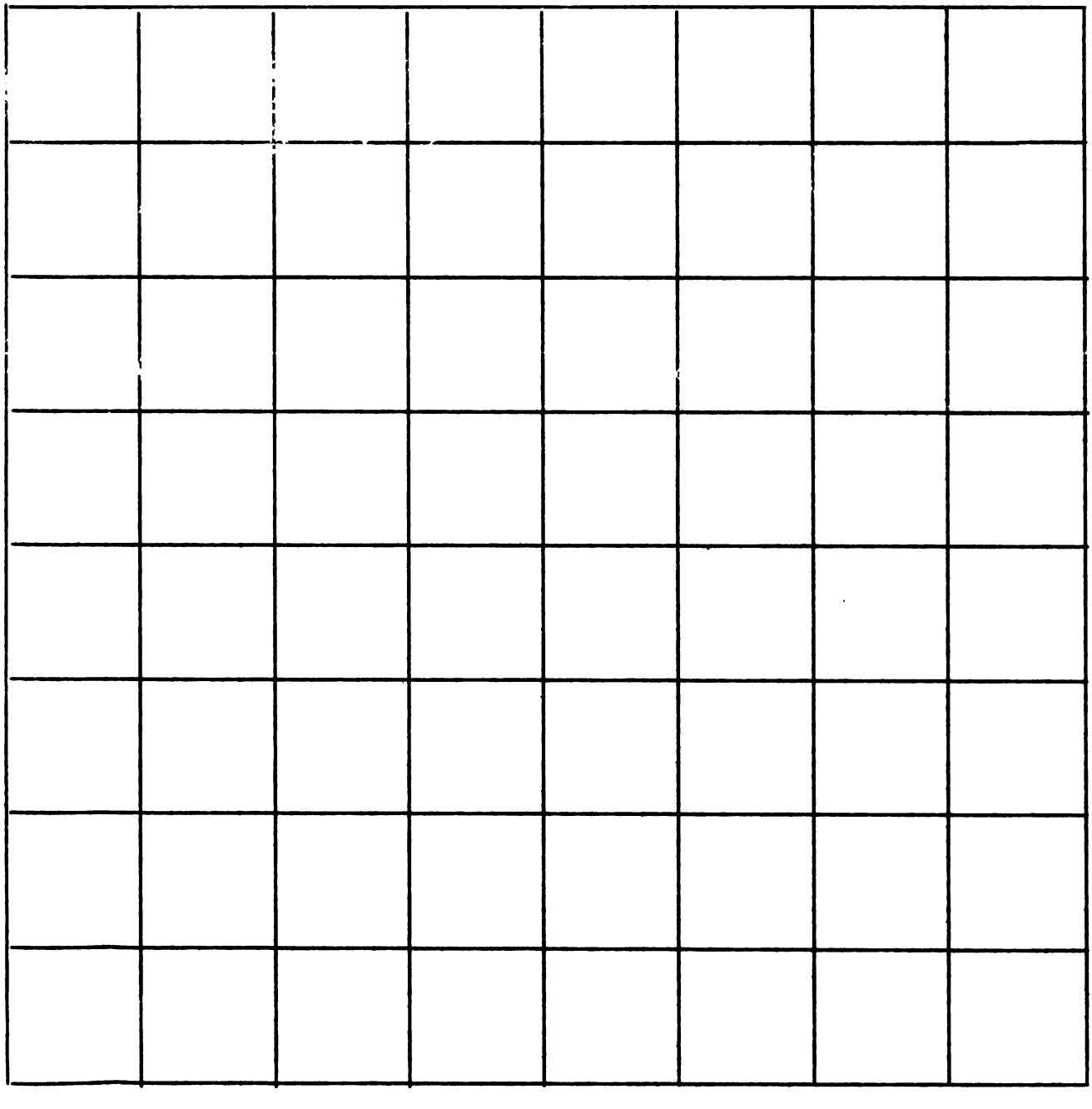
An analysis of the farm business requires three major steps

1. Observe the present situation
2. Analyze for strong and weak points
3. Decide and put into action the changes needed

SECTION I

The following maps should show field locations, major crops planned in each field, and major anticipated changes.

PRESENT FARM MAP



2.

Comments:

Proposed Farm Map

Comments:

SECTION II. Land and Labor

First Year

LAND

Acres Farmed	Present	Goal Total	Goal Tillable	Achievement Total	Achievement Tillable
Owned..					
Rented.					
TOTAL					

LABOR

	Present	Goal	Achievement
Months operator works . .			
Months family help. . . .			
Months hired help			
TOTAL MONTHS			
Average number men(Mo. ÷ 12)			

Second Year

LAND

Acres Farmed	Goal Total	Goal Tillable	Achievement Total	Achievement Tillable
Owned . . .				
Rented. . .				
TOTAL				

LABOR

	Goal	Achievement
Months operator works		
Months family help.		
Months hired help		
TOTAL MONTHS		
Average number men (Mo. ÷ 12) .		

Third Year

LAND

Acres Farmed	Goal Total	Goal Tillable	Achievement Total	Achievement Tillable
Owned				
Rented. . . .				
TOTAL				

LABOR

	Goal	Achievement
Months operator works		
Months family help.		
Months hired help		
TOTAL MONTHS . .		
Average number men (Mo. ÷ 12) .		

Comments:

SECTION III. FARM BUILDING IMPROVEMENTS

Condition of Buildings (House, Farm, Other)	Present G*F*P*	First Year Proposed Changes	Second Year Proposed Changes	Third Year Proposed Changes
*Good, Fair, Poor		Achievements (End of year)	Achievements (End of year)	Achievements (End of year)

Comments:

SECTION IV OTHER FARM IMPROVEMENTS

Condition of Other Improvements (Fences Water Supply, etc.)	Present G*F*P*	First Year Proposed Changes	Second Year Proposed Changes	Third Year Proposed changes
*Good, Fair, Poor		Achievements (End of year)	Achievements (End of year)	Achievements (End of year)

Comments:

SECTION V MACHINERY AND EQUIPMENT REPLACEMENTS

Type	Present Condition* No.	G	F	P	Future Plans for Replacement or Additions, indicate year	Year
1. Car						
2. Truck						
3. Tractor						
4. Plows						
5. Disc						
6. Harrow						
7. Corn Planter						
8. Rotary Hoe						
9. Cultipacker						
10. Spray Equipment						
11. Cultivators						
12. Corn Picker						
13. Grain Drill						
14. Combine						
15. Baler						
16. Mower						
17. Wagon						
18. Manure Sprea er						
19.						
20.						
21.						

*Good, Fair, Poor

22. Indicate any additional machinery, not owned which may be available. Also any additional remarks concerning machinery program.

SECTION VI MACHINERY AND EQUIPMENT REPAIRS

Name of Machine to Be Repaired	First Year Proposed Repairs (Goals)	Second Year Proposed Repairs (Goals)	Third Year Proposed Repairs (Goals)
	Achievements (End of year)	Achievements (End of year)	Achievements (End of year)

Comments:

SECTION VII LIVESTOCK PROGRAM

Yearly average for Most Items	Present	First Year		Second Year		Third Year	
		Goals	Achievements	Goals	Achievements	Goals	Achievements
DAIRY							
No. dairy cows							
Pounds milk produced/cow							
Pounds BF produced/cow							
Product sales per cow		$	$	$	$	$	$
Other cattle income		$	$	$	$	$	$
POULTRY							
No. of hens (average)							
Egg sales/hen		$	$	$	$	$	$
Income- Poultry meat		$	$	$	$	$	$
No. broilers or turkeys raised							
		Br. Tk.	Brs. Tk.	Br. Tks.	Br. Tks.	Br. Tks.	Br. Tks.
SWINE							
No. of sows (average)							
No. litters farrowed annually							
Pigs weaned/litter							
Swine income		$	$	$	$	$	$
Months for hogs to reach 200 lbs.							
SHEEP							
No. of ewes							
Lambs raised							
Pounds wool sheared							
Sheep & wool income		$	$	$	$	$	$
Feeder lambs raised							
BEEF							
No. of beef cows							
No. of calves saved							
Beef income		$	$	$	$	$	$
Feeder cattle							

NEW LIVESTOCK PRACTICES TO BE APPLIED

First Year

Kind of Livestock		List Practices	Check Practices Accomplished
_____	1.		
	2.		
	3.		
	4.		
	5.		
_____	1.		
	2.		
	3.		
	4.		
	5.		
_____	1.		
	2.		
	3.		
	4.		
	5.		

Second Year

_____	1.		
	2.		
	3.		
	4.		
	5.		
_____	1.		
	2.		
	3.		
	4.		
	5.		
_____	1.		
	2.		
	3.		
	4.		
	5.		

Third Year

_____	1.		
	2.		
	3.		
	4.		
	5.		
_____	1.		
	2.		
	3.		
	4.		
	5.		
_____	1.		
	2.		
	3.		
	4.		
	5.		

SECTION IX

CROPPING PROGRAM
First Year

Crop (owned and rented)	Present Acres	Present Yield	Proposed Acres	Proposed Yield	Accomplished Acres	Accomplished Yield
Corn for silage						
Corn for grain (sh)						
Field beans						
Potatoes.						
Oats.						
Wheat						
Grass Silage.						
Hay-Alfalfa						
Clover.						
Mixed						
Tillable pasture-Alfalfa. . .						
Summer Fallow, idle						
Total tillable acres.						
Non-tillable pasture.						
Woods, farmstead, etc.. . . .						
TOTAL. .						
Rotation.						
Lime.						
Manure.						

	FERTILIZER AND NEW PRACTICES TO BE APPLIED	Check Practices Accomplished
Alfalfa	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	

Comments:

CROPPING PROGRAM
Second year

Crop (owned and rented)	Present Acres	Present Yield	Proposed Acres	Proposed Yield	Accomplished Acres	Accomplished Yield
Corn for silage						
Corn for grain (sh)						
Field beans						
Potatoes.						
Oats.						
Wheat						
Grass Silage.						
Hay-Alfalfa						
Clover.						
Mixed						
Tillable pasture-Alfalfa. .						
Summer Fallow, idle						
Total tillable acres. . . .						
Non-tillable pasture. . . .						
Woods, farmstead, etc . . .						
TOTAL . .						
Rotation						
Lime						
Manure						

	FERTILIZER AND NEW PRACTICES TO BE APPLIED	Check Practices Accomplished
Alfalfa	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	

Comments:

SECTION IX (Continued)

CROPPING PROGRAM
Third Year

Crop (owned and rented)	Present Acres	Present Yield	Proposed Acres	Proposed Yield	Accomplished Acres	Accomplished Yield
Corn for silage.						
Corn for grain (sh).						
Field beans.						
Potatoes						
Oats						
Wheat.						
Grass Silage						
Hay-Alfalfa.						
Clover						
Mixed.						
Tillable pasture-Alfalfa . .						
Summer Fallow, idle.						
Total tillable acres						
Non-tillable pasture						
Woods, farmstead, etc. . . .						
TOTAL. .						
Rotation						
Lime						
Manure						

	FERTILIZER AND NEW PRACTICES TO BE APPLIED	Check Practices Accomplished
Alfalfa	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	
_____	1.	
	2.	
	3.	
	4.	

Comments:

SECTION X SOILS PROGRAM

Practices	Beginning	First Year		Second Year		Third Year	
	Acres	Goals	Achievement	Goals	Achievements	Goals	Achievement
Green Manure							
Cover Crops							
New Legumes							
Other New Hay							
New Pasture							
Lime							
Reforestation							
Land Cleared							
Improved Pasture							
Fertilizer (commercial) Acres							
Amt.							
(barnyard) Acres							
Amt.							
Waterways Number							
Rods							
Strip Cropping Acres							
Contouring Acres							
Tile Drains Rods							
Per cent tillable acres sown to legumes							
Per cent tillable acres having cover crops							

Comments:

SECTION XI CROP PRODUCTION - FEED REQUIREMENT BALANCE

	First Year				Second Year				Third Year			
	Grain Equivalent (bu.)	Hay Tons	Pasture Acres	Other	Grain Equivalent (bu.)	Hay Tons	Pasture Acres	Other	Grain Equivalent (bu.)	Hay Tons	Pasture Acres	Other
Needed for feed												
Needed for seed												
TOTAL REQUIRED												
TOTAL PRODUCED												
To be bought												
For sale or carry-over												

SECTION XII FIGURING PRODUCTIVE MAN WORK UNITS

	PMWU per acre	First Year Units	First Year Total PMWU	Second Year Units	Second Year Total PMWU	Third Year Units	Third Year Total PMWU
CROP ACRES							
Sod crops: Hay, pasture, etc...	.5						
Small grains: Wheat, oats, etc..	.6						
Row crops: Corn	1.0						
Beans.....	1.3						
Truck crops:	2-26						
....							
....							
....							
....							
LIVESTOCK NUMBERS	PMWU per head						
Dairy cows and bulls.....	10						
Beef cows.....	2						
Heifers, calves, young bulls....	2						
Feeders sold or cattle fattened	1.5						
Sows.....	3						
Hogs raised.....	.25						
Hens.....	.18						
Ewes.....	.5						
....							
....							
....							
Days work off farm.....							
Other.....							
TOTAL DAYS OF PRODUCTIVE WORK...	xxxxxxxxxxxxxx			xxxxxx		xxxxxx	
DAYS PER TILLABLE ACRE (Total days ÷ No. of tillable acres)	xxxxxxxxxxx			xxxxxx		xxxxxx	
DAYS PER MAN (Total days ÷ No. men).....	xxxxxxxxxxx			xxxxxx		xxxxxx	

COMMENTS:

SECTION XIII Net Worth Progress (optional)

	Beginning of training	End of First Year	End of Second Year	End of Third Year
ASSETS:				
Farm Inventory (include house). . .				
Accounts Due.				
Outside Property.				
Household and Personal.				
Cash Value Life Insurance (family).				
Cash On Hand and In Bank.				
Total Assets.				
LIABILITIES				
Real Estate Mortgage.				
Notes				
Other Debts				
Total Liabilities				
Net Worth				

SECTION XIV Progress and Goals in Marketing Practices

First Year Practices	Second Year Practices	Third Year Practices
Practices Planned:	Practices Planned:	Practices Planned:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Practices Achieved:	Practices Achieved:	Practices Achieved:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

SECTION XV Progress Records and Goals of Home, Family, and Community Activities

First Year Practices	Second Year Practices	Third Year Practices
Home Food Supply		
Practices Planned:	Practices Planned:	Practices Planned:
1.	1.	1.
2.	2.	2.
3.	3.	3.
Practices Achieved:	Practices Achieved:	Practices Achieved:
1.	1.	1.
2.	2.	2.
3.	3.	3.
Home and Family Activities		
Practices Planned:	Practices Planned:	Practices Planned:
1.	1.	1.
2.	2.	2.
3.	3.	3.
Practices Achieved:	Practices Achieved:	Practices Achieved:
1.	1.	1.
2.	2.	2.
3.	3.	3.
Community Activities		
Practices Planned:	Practices Planned:	Practices Planned:
1.	1.	1.
2.	2.	2.
3.	3.	3.
Practices Achieved:	Practices Achieved:	Practices Achieved:
1.	1.	1.
2.	2.	2.
3.	3.	3.

Book VIII

Teacher Certification

Book VIII

TEACHER CERTIFICATION

Contents

1. Legal Requirements

(A) States Approved on an Equivalency Basis. The State Board of Education is designated by law as the sole certificating agency for the State of Michigan. The law was passed in 1935 and the requirements now in force were made effective by the State Board of Education in 1939. The law was amended about five years ago to authorize the State Board of Education to issue teachers certificates on an equivalency basis to applicants from those states where teacher education requirements have been adjudged by the State Board of Education to be equivalent to those in Michigan. In order to qualify on this basis, the applicant must hold a certificate in force, based on a bachelor's degree and considered to be a regular certificate in the original state. The law in question is quoted in the certification code and lists of the states which have been adjudged to have equivalent requirements are as follows:

States Approved for Issuance of Michigan Elementary and Secondary Certificates, and Types of Certificates from These States Which are Acceptable:

Illinois
Indiana
Kentucky
Louisiana
Ohio
District of Columbia—Elementary Specialized Certificates (only)
Texas—Permanent Provisional Certificates

States Approved for Issuance of Michigan Secondary Certificates Only, and Types of Certificates from These States Which are Acceptable:

Arkansas
California
Connecticut—Provisional Secondary and Standard Secondary Certificates
Florida—Graduate, Post Graduate, and Advanced Post Graduate Certificates
Maryland
Minnesota
Missouri
New Jersey—Permanent Teacher's Certificate
New Mexico—High School Class A and Graduate Secondary Certificates
New York
North Carolina—Class A and Graduate Secondary Certificates
Oklahoma—Standard Secondary Certificates
Pennsylvania
Tennessee
Virginia
Wisconsin

(B) Michigan Requirements for Certification. To be eligible to make application for certification in Michigan the applicant must be 18 years of age, a citizen of the United States or holding first papers, and must

sign oath forms in duplicate indicating that he supports the Constitution of the United States and of the State of Michigan.

(C) Approval of Teacher Education. The statute authorizing the State Board of Education to set up requirements for certification by implication also gives the State Board of Education the authority to approve or disapprove institutions for teacher education purposes.

2. Certification Procedures

(A) Michigan Institutions. Michigan institutions recommending applicants for certification are obligated to see that the applicant has met the legal requirements for certification as well as the specific requirements which have been established by the State Board of Education. Forms used in recommending applicants for provisional and permanent certificates by Michigan institutions vary according to the institution. For the provisional certificate they all have certain common information which is supplied by the institution. This common information includes such areas as name, age, citizenship, degree granted, amount of credit in majors and minors, courses in education completed, and a common recommendation specifying that the institution has found the applicant to be of good character and competent for teaching.

(B) Out-of-State Applicants. The wording of this recommendation is identical with that on the application form used for out-of-state applicants. Differences also exist in the forms used by Michigan institutions for recommendation of permanent certification but common factors to be found on each form include teaching experience, grades and/or subjects, years, location, and amount of additional credit completed, and a recommendation for permanent certification. The out-of-state applicants present application on special forms which are self-explanatory.

(C) Special or Limited Certificates. Application forms for special certificates for teaching in the general program are identified by the recommending official and by the type of preparation of the individual. Specifically, there is a form for the county superintendent and one for any other type of school administrator and a special form used for persons holding limited certificates in force when these are employed in high school districts. There are certain common elements which one can identify. One worth mentioning is the affirmation of the employing official that he is unable to obtain the services of a qualified teacher.

(D) Community College Certification. To be eligible for the Michigan Community College Permanent Certificate, the applicant must hold an earned Bachelor's degree and an earned Master's degree with a graduate major in a subject matter field taught at the community college level. The Community College Permanent Certificate may be recommended for the applicant either by the Bachelor's degree institution or the graduate institution. It is expected that the institution at which the applicant completed requirements in education will recommend the applicant.

(E) Vocational Education Certification. Bulletin No. 292[1] states: "Teachers must hold valid certificates covering their specific teaching fields in order that local boards of education may receive state aid and reimbursement on their salaries from Vocational Education funds. It is the responsibility of the individual teacher and the local board of education to maintain the validity of Vocational Education certificates. Individuals should contact the Department of Vocational Education of the Institution with which they desire to affiliate to arrange for the necessary Vocational Education courses.

"A Pre-service and in-service teacher-education program is maintained through appropriate teacher-education institutions for all fields of Vocational Education. Problems involving teacher education in the various fields of Vocational Education should be referred to the appropriate teacher-education institution. The public colleges and universities which have been designated by the State Board of Control for Vocational Education as teacher-education institutions are:

Agricultural Education:	Michigan State University
Business Education:	Michigan State University University of Michigan Western Michigan University
Homemaking Education:	Central Michigan University Michigan State University Eastern Michigan University Northern Michigan College of Education Wayne University Western Michigan University
Trade and Industrial Education:	Michigan State University University of Michigan Wayne University Western Michigan University
Counselor Training:	Central Michigan University Michigan State University University of Michigan

"The teacher-education institutions listed previously, in addition to the usual selection and placement activities, also:

1. Offer pre-service and in-service courses for teachers and prospective teachers in Vocational Education programs. These courses may be offered at the undergraduate or graduate level, either on-campus or off-campus. Courses for counselors and administrators of Vocational Education may also be offered.

---

[1]Bulletin No. 292 Revised, Guide to Reimbursed Vocational Education Programs, Office of Vocational Education, Department of Public Instruction, 1955, p. 7.

2. Furnish in-service assistance to employed teachers through local visits and conferences upon request of local or state school administrators, teachers, or counselors.

3. Aid in the development and distribution of instructional materials for use in programs of Vocational Education.

4. Conduct research and studies in Vocational Education and guidance; prepare the reports of such research and studies for publication.

5. Counsel vocational teachers, either prospective or employed, on programs of study leading to initial certification or upgraded certification status.

6. Cooperate with the State Board in planning and conducting teacher-education workshops.

7. Cooperate with the State Board and local vocational program personnel in assisting youth groups in Vocational (i.e., Future Homemakers of America, Future Farmers of America, etc.).

8. Supervise student teaching in approved training centers."

Forms and Communications

General Certification

Application for State Limited Certificate

CT 9-A State Limited Renewal Application
County Limited Renewal Certificate Application

CT12-A Application for Special Certificates
from County School Superintendent

CT13-A Application for Special Certificate for
Holders of Limited Certificates

CT14-A Superintendent Application for Special Certificate

Letter of Information, Instructions, and Application
Form for Out-of-State Applicants

EB 1 Application for Teachers Certification
Equivalency Basis

Information Sheet Covering Requirements for State Elementary
and Secondary Provisional Certificates. Covers both
General and Specific Requirements.

Letter to Applicant for Permanent Certificate with Application
Form P.A. 631 and Form P.A. 634

Copy of Teacher Oath

Community College Certification

Sheet on Minimum Requirements for Michigan Community College
Permanent Certificate.

Application for Community College Permanent Certificate

Vocational Certification

Information and Plan for Certification of Vocational Business
and Trade and Industrial Education Teachers. This
procedure is similar to Homemaking and Agriculture
Teacher Certification.

Form No. 175 Rev. Candidate List - made out by Teacher
Training Institution

Form No. 108A Application for Secondary Permanent Vocational Certificate

Form No. 108C Application for Special Vocational Certificate Limited Teaching Service

Form No. NDEA 801 Application to Teach in Area Vocational Education Classes

Form No. 108 (Rev.) Application for Vocational Certificate to Teach Regular Vocational Classes

Form No. 151 Qualification Blank. For all Teachers of Vocational Education.

State of Michigan

DEPARTMENT OF PUBLIC INSTRUCTION

Lansing

APPLICATION FOR STATE LIMITED CERTIFICATE

Part I
(To be filled out by applicant)

Name_____ Age_____

Address_____
Street City State

Are you a citizen of the United States_____
Yes No

Have you held any kind of a Michigan certificate?_____ What kind?_____

Part II
(To be executed by college officials)

This is to certify that_____ has completed 60 semester hours of credit at_____ and that said institution recommends the applicant as a teacher and as a candidate for the State Limited Certificate.

Date_____

_____
Faculty Counselor or Dean

RECORD OF

NAME _____

ENTERED _____ COMPLETED COURSE _____
Date Date

Subjects	Sem. Hrs.	Tr. Hrs.	Grade		Sem. Hrs.	Tr. Hrs.	Grade
Group I English				Group IV Education			
Rhetoric				Directed Teaching			
Children's Literature				Principles of Teaching			
				Methods in Elementary School Subjects			
				Problems in Rural Education			
				or			
				Rural Sociology			
				or			
				School Management--Course of Study			
Group II Science							
Elementary Science							
Geography				Group V Fine Arts			
				and			
				Group VI Practical Arts			
Group III Social Science				Group VII, Health and Physical Education			
American History							
Political Science				The equivalent of 2 semester hours is required			
Rural Sociology							
or							
General Sociology							
				Total Hours			

This curriculum consists of 60 semester hours, at least one-half of which must fall in Groups I, II, and III. Not to exceed 16 semester hours may be taken by extension or correspondence or both.

Date _____

_____
Registrar

SEAL

STATE OF MICHIGAN
STATE BOARD OF EDUCATION
LANSING

STATE LIMITED RENEWAL CERTIFICATE
APPLICATION FORM

Directions:

1. Please fill out this application blank as completely as possible; attach your expired certificate to it.
2. Present your application form to your County Superintendent of Schools for endorsements, and send the endorsed application to the Division of Higher Education and Certification, Department of Public Instruction, Lansing, Mich.
3. Request the registrar of the teacher-training institution where you expect to complete your degree to send an official transcript of credit to apply toward the renewal of your certificate, directly to the Division of Higher Education and Certification, Department of Public Instruction, or to your County Superintendent of Schools who will forward the transcript to the Department of Public Instruction.

Note: "All credit to apply on the renewal of your limited certificate must be of "C" average or better and must be presented through the institution from which you expect to receive your degree. Credit completed at other institutions must be transferred to your degree granting institution before it can be accepted toward this renewal."

Name of Applicant _____ Date _____ 195__.

Address _____
(Street or R.F.D.) (City)

Give exact name under which last certificate was granted _____

Name college or colleges you have attended since the date of issue of last certificate _____

_____

At which institution do you expect to complete your degree? _____
(See "Note", above)

School in which you are now teaching _____ Address _____

County _____

I recommend _____ for a State Limited Renewal Certificate.

_____
County Superintendent

Date _____ County.

STATE OF MICHIGAN

DEPARTMENT OF PUBLIC INSTRUCTION

Division of Higher Education
and Certification

Lansing

COUNTY LIMITED RENEWAL CERTIFICATE

APPLICATION FORM

Directions:

1. Please fill out this application form as completely as possible; attach your expired certificate to it.
2. Present your application form to your county superintendent of schools for endorsement and send the endorsed application to the Division of Higher Education and Certification, Department of Public Instruction, Lansing, Michigan.
3. Request the registrar of the institution where you have earned credit toward the requirements for a State Limited Certificate or the provisional certificate, to send an official transcript of credit to apply toward the renewal of your certificate to the Division of Higher Education and Certification, Department of Public Instruction, Lansing, Michigan.

*NOTE: "Renewal credits must be presented to the State Board of Education by the approved or accredited teacher education institution where the applicant is a candidate for the bachelor's degree, be of an average grade of "C" or better, and be applicable toward the requirements of the curriculum approved for the State Limited Certificate, or the State Provisional Certificate." -- CERTIFICATION CODE

Name _____ Date _____ 195____

Address _____
(Street or R.F.D.) (City)

Name college attended since date of issue of your last certificate _____

In which Michigan county did you last teach? _____ Date _____

At which teacher-educating institution do you expect to complete the requirements for a State Limited Certificate? _____

In which Michigan county do you expect to teach next year? _____

I recommend _____ for a County Limited Renewal Certificate.

_____
County Superintendent

Date _____ _____ County

ADMINISTRATOR: DO NOT SUBMIT THIS FORM UNTIL AFTER JULY 15, 1959

State of Michigan
STATE BOARD OF EDUCATION
Lansing

COUNTY SCHOOL SUPERINTENDENT'S
APPLICATION FOR THE SPECIAL CERTIFICATE

School year 1959-60

Incomplete applications will be returned. The reason for return will be checked below.
The following are needed _____ Transcript _____ Oath forms _____ Institutional recommendation _____ Application incompletely filled out

A. This application should be used by a County Superintendent of Schools to apply for a special certificate for a teacher who needs such certificate to certificate him for teaching in a rural school which does not employ a superintendent.

B. In order to facilitate the processing of applications, it must be specified that all application forms be completely filled out and accompanied by any necessary credentials. Forms incompletely filled out or forms sent without one or more of the necessary accompaniments (see items C, D, and E below) will be returned.

C. For the renewal of a special certificate for the school year 1959-60, send the completed application, the transcript of renewal credit and the expired special certificate with the oath attached. If the expired certificate is not available with the oath, send properly executed oath forms in duplicate. Institutions should not be requested to send transcripts to the Department of Public Instruction.

D. If the candidate has never held a Michigan certificate of any type for full-time teaching and is, or has been, a student of a Michigan teacher education institution, write the institution for a recommendation for the special certificate. Attach this recommendation, or a copy of the letter to the institution from the superintendent requesting such recommendation, and the oath forms to this application. Do not request the institution to send the recommendation to the Department of Public Instruction.

E. If the candidate has earned his credit from an institution from another state and has never been issued a Michigan certificate, attach the oath forms and a complete transcript of credit, or the out-of-state certificate.

TO BE FILLED OUT COMPLETELY BY SUPERINTENDENT: (PLEASE TYPE OR PRINT)

I request special certificate for:

I. _____

Last Name First Name Middle Name Maiden Name, if any

Citizen? _____
yes no

Has teacher previously held Michigan certificate for full time teaching? (do not consider special certificate for substitute teaching) ____ ____ What type? _____
yes no

When issued? _____ Under what name? _____

Has this teacher previously held a Special Certificate for full time teaching? ____ ____
yes no

Issued _____ Expired _____
Date Date

CERTIFICATION OFFICE USE ONLY
_____ Make
_____ Renew
_____ Return

RETURN TO DIVISION OF HIGHER EDUCATION AND CERTIFICATION, DEPT. OF PUBLIC INSTRUCTION LANSING, MICHIGAN

Please attach this certificate, if available.

II. Degree, if any, held by candidate _____

Total college credit _____ semester hours or _____ term hours

Since September, 1958 the candidate has completed _____ semester hours

or _____ term hours of college credit at _____
Name of institution

in addition to any credit required for certification for the school year 1958-59.

III. Give official name and district number of the school in which the candidate is to be employed _____

_____

Grades to be taught _____ number of pupils in these grades _____

Total enrollment of school _____

Is this teacher now teaching in this position? ____ ____. Give date this year started
yes no

teaching in your school. _____

IV. Period of time for which certification is required (check one): School year 1959-60 _____; balance of year _____; occasional day to day basis _____

other (explain) _____

V. Having been unable to secure a regularly certificated teacher for this position, I recommend _____ for a special certificate. I have personally examined this teacher's credentials and affirm that the above statements concerning the qualifications of the candidate are correct.

_____ _____
County Superintendent of Schools Date

_____
County

RETURN COMPLETED FORM TO: Division of Higher Education and Certification
Department of Public Instruction
Capitol Building, Lansing, Michigan

13-A ADMINISTRATOR: DO NOT SUBMIT THIS FORM UNTIL AFTER JULY 15, 1959

ncomplete applications ill be returned. The easons for return will e checked below.	State of Michigan STATE BOARD OF EDUCATION Lansing	CERTIFICATION OFFICE USE ONLY
ne following are needed: ___ Transcript ___ Application incompletely filled out ___ Oath forms	SUPERINTENDENT'S APPLICATION for SPECIAL CERTIFICATE for HOLDERS OF MICHIGAN LIMITED CERTIFICATES TO TEACH IN APPROVED SCHOOLS School Year 1959-60	____ Make ____ Return RETURN TO DIVISION OF HIGHER EDUCATION AND CERTIFICATION, DEPT. OF PUBLIC INSTRUCTION LANSING, MICHIGAN

Directions

is application is to be used for requesting special certification for an applicant (who now lds a valid Michigan State Limited or State Limited Renewal Certificate which has not pired) to teach in the elementary grades of high school districts approved for the collection non-resident tuition.

is application should be filled out by the prospective employing superintendent and approved l signed by the county superintendent of schools of the county in which the applicant is loyed or was last employed. Please type or print.

SUPERINTENDENT PLEASE FILL OUT

equest special certificate for:

e of Applicant _____

e under which applicant's present certificate issued _____

posed teaching assignment _____

e (name) of Michigan certificate applicant now holds: (check one)

State Limited Certificate _____ Date Expiring _____

State Limited Renewal _____ Date Expiring _____

Other (give exact name) _____ Date Expiring _____

al number of semester hours _____ or term hours _____ applicant has completed.

titution where applicant is candidate for bachelor's degree _____

e date applicant started employment in your school _____

_____ _____
Superintendent Date

_____
School and Address

ain approval of county superintendent of schools and return to the Division of Higher cation and Certification. Attach official transcript of credits.

(see opposite side)

COUNTY SUPERINTENDENT OF SCHOOLS' APPROVAL
FOR SPECIAL CERTIFICATE

(To be completed by county superintendent of schools for the county in which the applicant is employed or was last employed.)

The application for special certification from _____
(Superintendent's name)

in favor of _____ meets with my full consent and approval.
(Applicant's name)

Check one:

(_____) The above applicant is not contracted to teach in any of the schools of my county at present.

(_____) The above applicant is teaching or contracted to teach in

_____
(Official name and number of school)

but has my approval for initial employment in _____

_____
(Name of school and grades to be taught)

_____
County Superintendent of Schools

_____
Date

_____
County

NOTE: This application may also be used for holders of County Limited or County Limited Renewal Certificates which have not expired.

RETURN COMPLETED FORM TO: Division of Higher Education & Certification
Department of Public Instruction
Capitol Building
Lansing 2, Michigan

ADMINISTRATOR: DO NOT SUBMIT THIS FORM UNTIL AFTER JULY 15, 1959

State of Michigan
STATE BOARD OF EDUCATION
Lansing

SUPERINTENDENT'S APPLICATION
for
SPECIAL CERTIFICATE
School year 1959-60

Incomplete applications will be returned. The reason for return will be checked below.
The following are needed: _____ Transcript _____ Oath forms _____ Institutional recommendation _____ Application incompletely filled out.

A. This application should be used to apply for special certificates for a teacher who needs such certificate to qualify him for teaching in a school district which employs a superintendent.

B. In order to facilitate the processing of application, it must be specified that all application forms be completely filled out and accompanied by any necessary credentials. Forms incompletely filled out or forms sent without one or more of the necessary accompaniments (see items C, D, and E below) will be returned.

C. For the renewal of a special certificate for the school year 1959-60, send the completed application, the transcript of renewal credit and the expired special certificate with the oath attached. If the expired certificate with the oath is not available, send properly executed oath forms in duplicate. Institutions should not be requested to send transcripts to the Department of Public Instruction.

D. If the candidate has never held a Michigan certificate of any type for full-time teaching and is, or has been, a student of a Michigan teacher education institution, write the institution for a recommendation for the special certificate. Attach this recommendation or a copy of the letter to the institution from the superintendent requesting such recommendation, and the oaths to this application. Do not request the institution to send the recommendation to the Department of Public Instruction.

E. If the applicant has earned his credit from an institution from another state and has never been issued a Michigan certificate, attach the oath forms and a complete transcript of credit, or the out-of-state certificate.

TO BE FILLED OUT COMPLETELY BY SUPERINTENDENT: (PLEASE TYPE OR PRINT)

I request special certificate for:

I. _____

Last Name First Name Middle Name Maiden Name, if any

Citizen? _____
yes no

CERTIFICATION OFFICE USE ONLY
_____ Make
_____ Renew
_____ Return

II. College attended _____ Dates _____

Degree, if any, held by applicant _____

College credit: _____ sem. hrs. or _____ term hours

Major Subject _____ number of hours _____

Minor Subjects _____

III. Proposed teaching assignments _____

_____

RETURN TO DIVISION OF HIGHER EDUCATION AND CERTIFICATION, DEPT. OF PUBLIC INSTRUCTION, LANSING, MICHIGAN.

Is the teacher now teaching? ___ ___ Give date started this year in your school
Yes No _____

IV. Has teacher applied for provisional certificate? ___ ___
Yes No

Has teacher previously held Michigan certificate for full-time teaching? (do not consider special certificate for substitute teaching) ___ ___
Yes No

What Type? _____ When issued? _____

Under what name issued? _____

Has this teacher previously held a Special Certificate for full time teaching? ___ ___
Yes No

Issued _____ Expired _____
Date Date

Amount of college credit completed since issuance of the Special Certificate for the school year 1958-59 and in addition to any credit completed during that period to qualify the applicant for a Special Certificate for the school year 1958-59. Attach official transcript. The Special Certificate cannot be approved unless this evidence is presented.

_____ semester hours _____ term hours

V. Having been unable to secure a regularly certificated teacher for this position, I recommend _____ for a special certificate. I have personally examined the credentials of this candidate and affirm that the above statements are correct.

_____ _____
Superintendent Date

Note: In order to avoid error, give the exact name of your school.

_____
Official Name of School District

_____
School and Address

RETURN COMPLETED FORM TO: Division of Higher Education and Certification, Department of Public Instruction - Capitol Bldg., Lansing, Michigan

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

To Candidate for Teacher's Certificate:

This is in reply to your recent letter. Certificates from other states are not transferable to Michigan. However, applicants who meet the minimum requirements, as established by the State Board of Education, are granted the Michigan provisional certificate, which is described by the enclosed bulletin. You will note the minimum requirements for out-of-state applicants is based on a four-year course of study.

The application form which is enclosed should be submitted through your bachelor's degree institution, and any credit completed at another institution following the conferral of the bachelor's degree should be submitted to this office on an official transcript of credit sent directly to us by the college. The application form which you submit to your college will be returned directly to this office by the college.

In order to facilitate the processing of your certificate, we are enclosing oath forms which should be notarized and returned to this office.

This office does not operate a placement agency, and consequently we have no information about vacancies. Inexperienced teachers, if other facilities cannot be found, may find it advisable to enroll with commercial teachers agencies in the state. The State professional association, known as the Michigan Education Association, located at 935 North Washington Avenue, Lansing, Michigan, operates such an agency for teachers with a minimum of one year of experience and a Michigan certificate.

The Department of Public Instruction does not publish a directory for Michigan. Such a directory is published commercially and may be obtained by writing to the Education Directories, 109½ N. Washington Avenue, Lansing, Michigan.

Information about Michigan's retirement plan may be obtained by writing to Mr. Lawrence Van Zwoll, Executive Secretary, Michigan Public School Employees Retirement Fund Board, Postal Sub-Station B, Lansing, Michigan. If you wish to visit the office, the address is 300 East Michigan Avenue.

Division of Higher Education and Certification
Lansing, Michigan

Encl.

State of Michigan
DEPARTMENT OF PUBLIC INSTRUCTION
Division of Higher Education and Certification
Lansing

APPLICATION FOR TEACHER'S CERTIFICATE

To the Applicant:

Please fill out this side only.

Send Application Form to college which conferred your bachelor's degree for filling out the Institutional Credit Form (reverse side).

This form cannot be accepted if sent to this office by the applicant.

A $3.00 fee for examination of credentials is required to be sent to the Division of Higher Education and Certification before an evaluation may be made.
This fee is not refunded in case a certificate is not granted. (Personal checks not accepted).

Return duplicate notarized oath forms to the Division of Higher Education and Certification.

Name.....Date.....

Address.....
Street City State

United States citizen?..... .....Date of Birth.....Age.....
Yes No

Date of Graduation from a four-year college course.....With what degree?.....

Name and location of college.....

Master's Degree?..... .....Date Conferred.....Name University.....
Yes No

Higher Degrees.....Number of years' teaching experience.....

Do you hold any kind of a Michigan certificate?.....What kind?.....

Do you wish to qualify for the State Elementary or Secondary Provisional Certificate? (Indicate which one)

.....

Should we notify any Michigan school official concerning your certification?.....
Yes or No

Give the name, position, and address of official.....

.....

TO THE REGISTRAR

1. To be eligible for Michigan certification the candidate must be the holder of a bachelor's degree from a regionally or nationally accredited teacher education institution or have the bachelor's degree from a teacher education institution and have validated these credits by (a) unconditional admission to full standing in the graduate department, division, or school of a college or university fully accredited by a regional or national accrediting agency, or (b) completion of 6 semester hours of acceptable graduate credit (B average or equivalent) in an accredited institution.
2. All bachelor degree credits must be submitted by the degree institution. It is assumed that all credits wherever completed prior to the issuance of the bachelor's degree have been transferred to the degree institution and counted toward the degree. These credits must be presented on this Application Form. Credits completed subsequently may be presented on official transcript from the accredited school where the applicant has completed the master's degree or is a candidate for the master's degree, or from any regionally accredited teacher education institution. These credits, plus the bachelor degree credits submitted on our application form, will be evaluated and summarized toward Michigan certification.
3. This form should be mailed directly to Division of Higher Education and Certification, Department of Public Instruction, Lansing, Michigan, by the college recommending the applicant. Please stamp the official seal of the institution in the space provided.
4. Please submit the application for a Michigan certificate for an applicant from your institution only if you would recommend (or have recommended) said applicant as a teacher in your own State provided requirements for such certification were met.
5. It is important that you indicate the level (elementary or secondary) for which the applicant is prepared and for which you recommend said applicant as a teacher in accordance with such preparation.

INSTITUTIONAL CREDIT FORM
(To be filled in by institution only)

This is to certify that .... conferred the
(Name of institution) (Location)

.... on .... on ....
(Degree) (Date graduated) (Name of applicant)

and that said institution recommends said applicant as a teacher and as a candidate for the Michigan

State .... Provisional Certificate,
(Elementary or Secondary)

affirming that the intellectual fitness, training, good moral character, and a correct understanding of the principles underlying the American tradition have been proved by the applicant during his college career.

INSTRUCTIONS: (1) Please fill out completely. (2) The recommending institution should list all courses to be counted as part of each certification major or minor in the space provided indicating descriptive title, hours credit and grade for each. (3) Indicate credits in either semester hours or term hours. A major is 24 semester (36 term) hours or more, a minor is 15 semester (23 term) hours or more.

Detail of Subjects Use Descriptive Titles	Sem. Hrs.	Term Hrs.	Grade
MAJOR .... (Name of Major)			
....			
Total Number of Credit Hours			
EDUCATION (Required Courses)			
History of Education			
or equivalent or			
Philosophy of Education			
or equivalent			
Educational Psychology			
Principles of Teaching			
or equivalent			
Methods			
Elementary			
....			
....			
Secondary			
....			
....			
Directed Teaching			
Subject .... (use line below)			
Grade level			
Subject			
Grade level			
Subject			
Grade level			
Electives (In Education)			
....			
TOTAL NUMBER OF CREDIT HOURS			

Detail of Subjects Use Descriptive Titles	Sem. Hrs.	Term Hrs.	Grade
MINOR .... (Name of Minor)			
....			
Total Number of Credit Hours			
MINOR .... (Name of Minor)			
....			
Total Number of Credit Hours			
MINOR .... (Name of Minor)			
....			
Total Number of Credit Hours			
ELECTIVES (or others)			
....			
GRAND TOTAL OF CREDIT HOURS			

Place official college seal here

.... Date ....
(Registrar's Signature)

It is expected the signature of the registrar will be sufficient evidence that the candidate is a graduate, in good standing, of the institution.

CT 1-A

STATE OF MICHIGAN

Department of Public Instruction
Lansing

APPLICATION FOR TEACHER'S CERTIFICATE - EQUIVALENCY BASIS

Equivalency Basis - For use by a candidate who holds a certificate based on a degree and issued in a state determined by the Michigan State Board of Education to have certification requirements equivalent to those of Michigan.

TO THE APPLICANT:

1. Fill out all items on this application form.

2. Have the enclosed oath forms notarized.

3. Obtain a money order or bank draft for $3.00 for investigation of credentials made out to the State Department of Public Instruction, Lansing, Michigan. (Note - If for some reason the applicant fails to qualify, this fee cannot be returned.)

4. Send all of the above forms, with the out-of-state certificate which you now hold, to the Division of Higher Education and Certification, State Department of Public Instruction, Lansing, Michigan.

Name _____ Date of Application _____
Last First Middle

Address _____
Street City State

United States Citizen _____ Date of Birth _____ Age _____
yes or no

Date of graduation from a four-year college course _____ With what degree? _____

Name and location of college _____

Master's Degree ___ ___ Date conferred _____ Name of University _____
Yes No

Higher Degrees _____ Number of Years Teaching Experience _____

Indicate the name of any Michigan certificate which you have held _____

Please designate whether you wish to qualify for the Michigan State Elementary or Michigan State Secondary Provisional Certificate _____

Should we notify any Michigan school official concerning your certification _____

If so, give the name, position and address of the official _____

_____

State of Michigan
STATE BOARD OF EDUCATION

REQUIREMENTS
STATE ELEMENTARY AND SECONDARY PROVISIONAL CERTIFICATES

General Requirements

A provisional certificate may be granted to any person who is at least eighteen years of age, a citizen, and has received a bachelor's, master's or doctor's degree from an institution approved by the State Board of Education, who has been recommended by the faculty of the teacher training institution, and who has completed the prescribed course of study in academic and professional training as hereinafter outlined:

Specific Requirements

STATE ELEMENTARY PROVISIONAL CERTIFICATE

1. The academic training shall include a major and two minors, or four minors. The equivalent of two minors must be in subject fields taught in the elementary grades. At least 24 semester hours (36 term hours) shall be in the applicant's major field of specialization; and at least 15 semester hours (23 term hours) shall be offered in each of two minor subject fields.

2. A minimum of 20 semester hours (30 term hours) in professional training (Education), including the following subjects must be submitted:

   Directed Teaching in elementary grades - five semester hours
   Methods in elementary subject
   Principles of Teaching, or equivalent
   History of Education, or Philosophy of Education, or equivalent
   Psychology of Education, or equivalent
   Electives (Education) to complete 20 semester (30 term) hours

3.* This certificate qualifies the holder to teach all subjects for a period of five years from the date of issuance, in the elementary grades (Kindergarten through eight) in any public school in the State of Michigan.

4. The holder of a State Elementary Provisional Certificate will be expected to qualify for the State Elementary Permanent Certificate upon the expiration of his Elementary Provisional Certificate. The State Elementary Permanent Certificate may be issued to a candidate who has held a State Elementary Provisional Certificate, providing the candidate has met the following provisions:

   (a) The application must be made within one year following the expiration of the Elementary Provisional Certificate.

   (b) The candidate must have taught successfully three years in the elementary schools within the five-year period defined by the validity of the provisional certificate.

(* - See paragraph on special curricula.)

(c) The candidate must have earned 10 additional semester hours (15 term hours) of satisfactory credit in an approved institution subsequent to the date of issue of the original State Elementary Provisional Certificate. It is recommended but not required that such credit be in partial fulfillment for the master's degree.

(d) Credit earned subsequent to receiving the State Elementary Provisional Certificate, whether leading to a master's or higher degrees or not, may be counted toward (1) requirements for the State Elementary Permanent Certificate, or (2) additional majors or minors.

STATE SECONDARY PROVISIONAL CERTIFICATE

1. The academic training shall include one major and two minors in subject fields in which the applicant expects to teach. At least 24 semester hours (36 term hours) shall be in the applicant's major field of specialization; and at least 15 semester hours (23 term hours) shall be offered in each of two minor subject fields.

2. A minimum of 20 semester hours (30 term hours) in professional training (Education), including the following subjects, must be submitted:

   Directed Teaching in secondary grades - five semester hours
   Methods in major or minor subjects
   Principles of Teaching, or equivalent
   Psychology of Education, or equivalent
   History of Education, or Philosophy of Education, or equivalent
   Electives (Education) to complete 20 semester hours (30 term hours)

3.* This certificate qualifies the holder to teach for a period of five years from the date of issuance, in the secondary grades of Michigan public schools in the subject or subject fields indicated on the certificate (all subjects grades seven and eight; major and minor subjects, grades nine through twelve).

4. The holder of a State Secondary Provisional Certificate will be expected to qualify for the State Secondary Permanent Certificate upon the expiration of the Secondary Provisional Certificate. The State Secondary Permanent Certificate may be issued to a candidate who has held a State Secondary Provisional Certificate, providing the candidate has met the following provisions:

   (a) The application must be made within one year following the expiration of the Secondary Provisional Certificate.

   (b) The candidate must have taught successfully three years in the secondary schools within the five-year period defined by the validity of the provisional certificate.

   (c) The candidate must have earned 10 additional semester hours (15 term hours) of satisfactory credit in an approved institution subsequent to the date of issuance of the original State Secondary Provisional Certificate. It is recommended, but not required, that such credit be in partial fulfillment for the master's degree.

(* - See paragraph on special curricula.)

(d) Credit earned subsequent to receiving the State Secondary Provisional Certificate, whether leading to a master's or higher degrees or not, may be counted toward (1) requirements for the State Secondary Permanent Certificate, or (2) additional majors or minors.

Additional Provisional Certificate

The holder of a State Elementary Provisional Certificate may qualify for the secondary certificate by completing 12 additional semester hours (18 term hours) specifically in the field of secondary education. Such credits are to be completed after the date of issue of the elementary certificate with the knowledge and consent of the Division of Higher Education and Certification.

The holder of a State Secondary Provisional Certificate may qualify for the elementary certificate by completing 12 additional semester hours (18 term hours) specifically in the field of elementary education and qualifying with two minors in subject fields taught in the elementary grades. Such credits are to be completed after the date of issue of the secondary certificate with the knowledge and consent of the Division of Higher Education and Certification.

Requirements for Simultaneous Issuance of Both Elementary and Secondary Certificates

Applicants who have completed a program leading to a master's degree, and who have met the specific requirements for the elementary and secondary certificate may be granted both certificates. Additional information concerning these requirements is available upon request from the Department of Public Instruction, particularly with regard to requirements for prospective school librarians.

Special Curricula

Applicants who graduate from specific four-year curricula such as fine arts, industrial arts, library science, music, physical education, public health, etc., shall be granted certificates to teach such specific subjects in both elementary and secondary grades when the candidate qualifies in both fields.

Required Scholastic Average

A candidate to qualify for a certificate, shall obtain not less than a grade of "C" in directed teaching. A candidate shall have an average grade of "C" or better for all courses completed.

Experience and Training Accepted in Partial Fulfillment of the Directed Teaching Requirement

A candidate for the provisional certificate who has met all of the requirements for the certificate except that pertaining to directed teaching may submit three or more semester hours of directed teaching in substitution for the five semester hours ordinarily required: (1) Provided the candidate has earned a master's degree in an accredited college or university, or (2) Provided the candidate has presented evidence satisfactory to the State Board of Education of at least five years of successful teaching experience. (Former employing superintendents must submit verifying statements directly to this office.)

Elementary and Secondary School Defined

For certification purposes the elementary school is construed to include grades kindergarten through eight; and the secondary school grades seven through twelve.

Recording of Certificate Required

The state provisional certificate shall be valid in accordance with provisions listed on the certificate and shall be recognized in all schools of the state, provided a copy of the certificate shall have been filed in the office of the county superintendent of schools in the county in which the holder is to teach, and provided the candidate has filed the oath of allegiance in accordance with Act 54 of the Public Acts of 1939 as amended.

Fees for Examination of Credits

The credential fee for each certificate for graduates of institutions outside of Michigan is $3.00. This fee must be paid by all applicants for the certificate for service involved in the examination of credentials. (It must be submitted prior to the examination). It is not refunded in case a certificate is not granted. No further fee is required in the granting of state permanent certificates.

Application for Certificates

Candidates for the state provisional certificate should apply to the Division of Higher Education and Certification, Department of Public Instruction, Lansing, for the application blank to be filled out in applying for the certificate unless one accompanies this bulletin.

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

To Applicant for a Permanent Certificate:

Enclosed are application forms for the permanent certificate. If you received your provisional certificate on the recommendation of a Michigan college or university, the application should be made to the Michigan institutions and forms should be obtained from your college.

If you received your provisional certificate on the recommendation of an out-of-state institution, please proceed as indicated below:

1. Fill out the form headed "Application for Michigan State Permanent Certificate", and return it to this office along with your provisional certificate.

2. Request your employing official or officials to fill out the forms headed, "Experience Report from an Employing Official", and send them directly to this office.

3. If you have completed work subsequent to the issuance of the provisional certificate, you should request your institution to forward a transcript of credits.

It is your responsibility to obtain a permanent certificate before the expiration of the provisional certificate or at least before school starts following the expiration of the provisional certificate. In the event that this certificate is not forthcoming, we recommend that you advise your superintendent that you have not received your permanent certificate and suggest that the superintendent should recommend a special certificate so that there will be no question of the illegal employment of a teacher after school starts.

Division of Higher Education
and Certification
DEPARTMENT OF PUBLIC INSTRUCTION

P.A. 631

State of Michigan
Department of Public Instruction

APPLICATION FOR MICHIGAN STATE PERMANENT CERTIFICATE

Name of Applicant _____
Last First Middle

Present Address _____
Number Street Post Office State

Home Address _____
Number Street Post Office State

Kind of Provisional Certificate now held ( ) Sta tary Provi Date Issued _____
( ) Stat ry Prov Day Mo. Yr.

Name of Applicant when Provisional Certificate was issued _____
ddle

Name of College at which Provisional Certificate was earned _____

TEACHING EXPERIENCE DURING

Name of City, Village County, Private School	Year Began	Year Ended	No Tat	of

ADDITIONAL TRAINING SI

Name of College Attended	Address of College		s ed

EXPERIENCE REPORT FROM EMPLOYING OFFICIAL

_____
Date

This is to certify that _____

taught under my supervision from _____ to _____;

in grades _____ and subjects _____.

My judgment is that this candidate rates as indicated below:

☐	☐	☐	☐	☐
Superior	Good	Average	Doubtful	Definitely Undesirable

_____
Superintendent of Schools

_____
Name of school in which teaching was done

_____
Address

Additional Pertinent Information:

TEACHER OATH

STATE OF MICHIGAN }
County of_____ } ss.

I do solemnly swear (or affirm) that I will support the constitution of the United States of America and the constitution of the state of Michigan, and that I will faithfully discharge the duties of the office of teacher according to the best of my ability.

_____
Signature

Subscribed and sworn to before me this.....day of_____, ...

_____
Notary

In and for.....county

My commission expires_____, 19_____.

(Oaths taken out-of-state should bear notary's seal)

Minimum Requirements for the

MICHIGAN COMMUNITY COLLEGE PERMANENT CERTIFICATE

The candidate must present the following minimum credentials:

1. A Master's degree, or a higher degree, from an accredited institution based upon five or more years of college or university training beyond high school,

2. A graduate major in a subject or subject field taught in the junior college,

3. A minimum[1] of 15 semester hours of credit in professional courses must be submitted. While the courses that may be submitted in meeting this requirement are not fully specified, the candidate is expected to make elections that have unity and are pertinent to his teaching fields. The applicant must have earned credit in the following:

   Principles of Teaching, or equivalent
   Psychology of Education, or equivalent
   History of Education, or
   Philosophy of Education, or equivalent
   Electives (Education) to complete 15 semester hours (23 term hours).

Note: It is recommended that all candidates for the Community College Permanent Certificate complete courses in methods and in directed teaching in the fields of specialization, where such courses are offered for the purpose of training candidates for teaching on the collegiate level.

---

1 In an institution in which elementary psychology is a prerequisite for educational psychology, the minimum requirement of 15 semester hours of education may be reduced not more than three semester hours.

State of Michigan
DEPARTMENT OF PUBLIC INSTRUCTION
Lansing

APPLICATION FOR COMMUNITY COLLEGE PERMANENT CERTIFICATE

To the Applicant:

TO BE USED BY APPLICANTS WHO HAVE BACHELOR'S DEGREES FROM COLLEGES OR UNIVERSITIES LOCATED OUTSIDE OF THE STATE OF MICHIGAN.

Please fill out this side only.

Send Application Form to college which conferred your bachelor's degree for filling out the Institutional Credit Form (reverse side); or if the required credit in education has been completed at the graduate level, the graduate institution may fill out the form and recommend the Community College Permanent Certificate. In any event an official transcript of the credit applying on both the undergraduate and graduate degree must be sent directly to the Division of Higher Education and Certification by the institution where the credit was completed.

This form cannot be accepted if sent to this office by the applicant.

A $3.00 fee for examination of credentials is required before consideration may be given to your application. This fee is not refunded in case a certificate is not granted (Personal checks not accepted.).

Name _____ Date _____

Address _____
Street City State

United States citizen? ____ ____ Date of Birth _____ Age _____
Yes No

Date of graduation from a four-year college course _____ With what degree _____

Name and location of college _____

Master's Degree? ____ ____ Date conferred _____ Name University _____
Yes No

Higher Degrees _____ Number of year's teaching experience _____

Do you hold any kind of a Michigan certificate? _____ What kind? _____

Should we notify any Michigan school official concerning your certification? _____ _____
Yes No

Give the name, position, and address of official _____

_____

TO THE REGISTRAR

1. To be eligible for the Michigan Community College Permanent Certificate, the applicant must hold an earned bachelor's degree and an earned master's degree with a graduate major in a subject matter field taught at the community college level. The community College Permanent Certificate may be recommended for the applicant either by the bachelor's degree institution or the graduate institution. It is expected that the institution, at which the applicant completed requirements in education, will recommend the applicant.
2. This form should be mailed directly to the Division of Higher Education and Certification, Department of Public Instruction, Lansing, Michigan, by the college recommending the applicant. Please stamp the official seal of the institution in the space provided.
3. Please submit the application for a Michigan certificate for an applicant from your institution only if you would recommend (or have recommended) said applicant as a teacher in your own State provided requirements for such certification were met.

INSTITUTIONAL CREDIT FORM

(To be filled in by institution only)

This is to certify that _____
Name of Institution Location

conferred the _____ on _____
Degree(s) Date(s)

on _____
Name of Applicant

and that said institution recommends said applicant as a teacher and as a candidate for the Michigan State Community College Permanent Certificate, affirming that the intellectual fitness, training, good moral character, and a correct understanding of the principles underlying the American tradition have been proved by the applicant during his college career.

Place official college seal here _____ Date _____
Registrar's Signature

It is expected the signature of the registrar will be sufficient evidence that the candidate is a graduate, in good standing, of the institution.

DEPARTMENT OF PUBLIC INSTRUCTION
Division of Vocational Education
P. O. Box 928, Lansing, Michigan

TO: Superintendents of Schools and Directors of Vocational Education

FROM: Lynn M. Bartlett, Superintendent of Public Instruction

SUBJECT: Attached Plan for Certification of Vocational Business Education and Trade and Industrial Education Teachers

DATE: June 12, 1959

As of July 1, 1959, the attached plan for certifying vocational teachers and coordinators of day school programs in the Business and Trade and Industrial fields will become effective. The plan as outlined is similar to the certification procedure in the Agriculture and Homemaking Services, and makes use of the designated teacher education institutions in reviewing candidate qualifications and recommending certification. (See list of designated institutions attached.)

Significant provisions in the new certification plan follow:

1. Employing school official of candidates who are graduates of a Michigan institution will apply for certification of their candidate through a teacher education institution of candidate's choice from those designated by the State Board of Control for Vocational Education to prepare vocational business education and trade and industrial education teachers. (Previously all candidates submitted their applications to the Division of Vocational Education, Department of Public Instruction.)

2. Undergraduates of designated institutions who complete teacher education programs entitling them to certification in both vocational business education or trade and industrial programs and in the general education field, may be issued a dual certificate upon graduation, providing they are recommended by the institution.

3. Vocational special certificates for day program teachers will be recommended by designated institutions only when (1) candidates who meet the minimum qualifications of the Michigan State Plan for Vocational Education are not entitled to be recommended for vocational secondary provisional certificate under the institution's policies and standards; (2) or holders of vocational secondary provisional certificates who do not qualify for a renewal or for a vocational secondary permanent certificate.

4. Applications for certification of vocational teachers of related subjects and teachers who are graduates of institutions in other states, will be submitted by candidate's employing school official to the Division of Vocational Education.

NOTE: The attached plan for certification is not retroactive. Applications for vocational certificates (special, provisional, or permanent) for holders of valid certificates issued prior to July 1, 1959, will be submitted direct to the Division of Vocational Education, Department of Public Instruction as in the past.

Enclosures

Michigan Teacher Education Institutions
Designated by the State Board of Control for Vocational Education
To Prepare Vocational Teachers
in the Fields of
Business Education
and
Trade and Industrial Education

Michigan State University
- Distributive Education
- Office Occupations Education
- Trade and Industrial Education

University of Michigan
- Office Occupations Education
- Trade and Industrial Education

Wayne State University
- Trade and Industrial Education

Western Michigan University
- Distributive Education
- Trade and Industrial Education

Department of Public Instruction
Division of Vocational Education
Lansing, Michigan

Plan for Certification of Vocational Business Education and Trade and Industrial Education Teachers

(Effective July 1, 1959)

I. Procedure for Processing Vocational Secondary Provisional Certificate

A. For candidates who are graduates of Michigan institutions and who are recommended by a Michigan teacher education institution designated by the State Board of Control for Vocational Education to prepare vocational business education and trade and industrial education teachers.

1. The designated institution will have the following forms for recommended candidates completed and signed by a representative of the department or unit of the institution responsible for the candidate's program of vocational teacher education.

   (a) Form 175 (in duplicate) Certified List of Recommended Candidates for Vocational Certificates
   (b) Form 151 Statement of Qualifications for Teachers of Vocational Classes
   (c) Form 108 Application for Vocational Certificate to Teach Vocational Classes
   (d) Teacher's Oath Card and Sticker

2. The registrar or other official designated by the institution will process the forms and submit them to the Office of Teacher Certification, Department of Public Instruction, Capitol Building, Lansing.

B. For candidates who are graduates of institutions in other states, application will be made by the candidate through his employing Michigan school official direct to the Office of Teacher Certification, Department of Public Instruction.

II. Procedure for Processing Vocational Secondary Permanent Certificate

A. For eligible candidates who are recommended by a Michigan teacher education institution designated by the State Board of Control for Vocational Education to prepare vocational business education and trade and industrial education teachers.

1. The designated institution upon request of a candidate for a vocational secondary permanent certificate, whose qualifications are on file with the Division of Vocational Education, will provide the candidate with the following form:

   108-A (in triplicate) Application for Vocational Secondary Permanent Certificate (to be completed by the applicant and returned to the designated institution.)

2. Upon receipt of the completed application (108-A), the institution department or unit responsible for the program will review the candidate's status (course credits and teaching experience), and recommend a vocational secondary permanent certificate, if requirements are met.

3. Two copies of each application (108-A) will be forwarded to registrar or other official designated by the institution.

4. Registrar or other official designated by the institution submits original copy of application (108-A) to Office of Teacher Certification, Department of Public Instruction. If institution is recommending a dual secondary permanent certificate for the candidate, it will prepare a certificate as supplied by the Department of Public Instruction, to accompany the application, (108-A).

III. Procedure for Processing Special Certificates

A. For candidates who meet the minimum standards of the Michigan State Plan for Vocational Education, but are not entitled to a vocational secondary provisional certificate.

1. The designated institution upon reviewing a candidate's application for a secondary provisional certificate as submitted by his employing school official, may determine that the candidate is entitled to a vocational special certificate only.

2. The candidate's application forms (108, 151, and Teacher's Oath Card and Sticker), together with a written notice of temporary approval, are submitted to the Office of Teacher Certification, Department of Public Instruction.

3. Division of Vocational Education will issue candidate a vocational special certificate, valid for one year, upon receipt of the temporary approval accompanied by the application forms.

B. For holders of a vocational secondary provisional certificate who do not qualify for either a renewal of their certificate or for a secondary permanent certificate.

1. The designated institution may recommend to the Department of Public Instruction that a vocational special certificate valid for one year be issued to the candidate.

C. For candidates for certification as teachers of adult, evening, related subjects, or apprentice classes.

1. Application for a vocational special certificate will be made by the candidate's employing school official to the Division of Vocational Education, Department of Public Instruction.

c. Ed. Form No. 175 Rev.
59-2000

OFFICE OF VOCATIONAL EDUCATION
Department of Public Instruction

Lansing, Michigan

Candidate List - Vocational Majors for Teacher Certification

: State Director of Vocational Education

OM: _____
Institution

is institution recommends that the Michigan Teaching Certificates for the persons named
low include vocational majors approved by the State Board of Control for Vocational
ucation as indicated below:

Name	Degree	Date Eligible	Vocational Majors							
			Agriculture		Homemaking		Trade & Ind.		Business Ed.	
			Sec. Prov.	Sec. Perm.	Sec. Prov.	Sec. Perm.	Sec. Prov.	Sec. Perm.	Sec. Prov.	Sec. Perm.

e head teacher trainer certifies that the above information is correct and that the persons
med have satisfied all of the state requirements for the vocational majors specified.

tached are copies of Forms No. 151, 108, oath card and sticker for each candidate listed above.

gned _____ Signed _____
Head of Teacher Training Registrar

Voc. Ed. Form 108A
9-56--1,000

Office of Vocational Education
Department of Public Instruction
Lansing 4, Michigan

APPLICATION FOR VOCATIONAL SECONDARY PERMANENT CERTIFICATE

Name of Applicant_____
Last First Middle

Present Address_____
Street and Number Post Office State

Permanent Address_____
Street and Number Post Office State

Period of Validity of Vocational Secondary Provisional Certificate
From_____to_____

College at which Vocational Secondary Provisional Certificate was earned_____

Name of Applicant when this Certificate was issued_____

ADDITIONAL TRAINING SINCE VOCATIONAL PROVISIONAL CERTIFICATE WAS EARNED

Name of College Attended	Address of College	Dates of Attendance	Course Title and Number	Credit Hours

Master or Higher Degree_____Institution Granting Same_____Date_____

TEACHING EXPERIENCE DURING THE VALIDITY OF VOCATIONAL PROVISIONAL CERTIFICATE

From Mo. Year	To Mo. Year	Months Taught	School Address	Name of Superintendent	Present Address of Superintendent

Application Approved_____ Date_____
Teacher Trainer

Application Approved_____ Date_____
Chief, Homemaking or Agricultural Education Trade and Industry
Distributive Education

Application Approved_____ Date_____
State Director of Vocational Education

Vocational Secondary Permanent Certificate in_____Issued_____

Application Rejected. Re

Voc. Ed. Form No. 108C
Submit only one
Include oath forms

(check one)
New ☐
Renewal ☐

OFFICE OF VOCATIONAL EDUCATION

DEPARTMENT OF PUBLIC INSTRUCTION

LANSING, MICHIGAN

APPLICATION FOR SPECIAL VOCATIONAL EDUCATION CERTIFICATE FOR LIMITED SERVICE TEACHERS

Instructions—This application should be completed by local superintendent of schools, director of vocational education or other authorized official to apply for a SPECIAL vocational education certificate (or renewal) for an applicant qualified in accordance with the provisions of the Guide for Reimbursed Vocational Education Programs. OATH CARD AND OATH STICKER **MUST** ACCOMPANY NEW APPLICATIONS, OATH STICKER ONLY **REQUIRED** FOR RENEWALS.

1. Teacher's name_____
(Last) (First) (Middle) (Mr., Mrs., Miss)

   Home address_____
(Street and Number) (City) (Zone) (State)

2. Occupation_____ Employer_____

3. Education: High school graduate Yes_____ No_____ High school equivalent Yes_____ No_____

   College graduate Yes_____ No_____ Major field of preparation_____

5. Teaching assignment: Specific topic_____ in the field of_____

   _____

6. Location of class_____ _____
(School) (City)

I recommend the applicant named above and request that a SPECIAL vocational education certificate be issued for the above teaching assignment. I have reviewed the applicant's qualifications and in my opinion he is qualified for this limited teaching assignment.

_____ _____ _____
(Local Director, Superintendent or Authorized Official) School and City Date

DO NOT FILL IN BELOW THIS LINE

Recommended for SPECIAL vocational education certificate for ADULT classes in_____
Service Division

Specific topic_____ in the field of_____

Date Issued_____ Period of Validity_____ to _____

Application Approved_____ Date_____
Chief of Division

Application Approved_____ Date_____
State Director of Vocational Education

Form No. NDEA 801
4-59—300

Applicant's Form No. 151 must accompany this form unless one is already on file in Division of Voc. Education.

Division of Vocational Education
DEPARTMENT OF PUBLIC INSTRUCTION
P. O. Box 928, Lansing, Michigan

APPLICATION FOR VOCATIONAL CERTIFICATE TO TEACH AREA VOCATIONAL EDUCATION CLASSES (NDEA TITLE VIII)

Name _____

Home Address _____ City _____

Name of School _____ City _____

Applicant's Current Certification Status: Type of General Education Certificate _____

Type of Vocational Education Certificate _____ Valid until _____ 19__

For following subjects: _____

Applicant requests certificate to teach following subjects(s) in an Area Vocational Education Program to train _____ technicians:
Specify Occupation

. Specialized Technical Subject (s) _____

Applicant will list supplementary information on his work experience in a recognized highly skilled technical occupation if he is to teach specialized technical subjects.

From Mo.	From Yr.	To Mo.	To Yr.	Total Months	Employing Firm	Address and City	Specific Technical Job Title

. Science, Mathematics or Other Related Subjects: _____

Evidence of applicant's knowledge of the subject as it relates to the specific technician training program must be on file in the local school.

Signature of Applicant _____ Date ___/___/___

Approved by _____ Date ___/___/___
Local Director or Superintendent

---

ecommended for Vocational Certificate with _____ rating.

or: Subjects _____

ate Issued _____ Period of Validity _____ to _____

pplication Approved _____ Date _____
Chief of Division

pplication Approved _____ Date _____
State Director of Vocational Education

Voc. Ed. Form No. 108 (Rev.)
6-58—2M

OFFICE OF VOCATIONAL EDUCATION
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING 4, MICHIGAN

APPLICATION FOR VOCATIONAL CERTIFICATE TO TEACH VOCATIONAL CLASSES

Name..... Sex..... Age.....

Permanent Address: Street..... City..... State.....

Present School Address: Name of School..... City.....

I hereby make application to the Office of Vocational Education for a

..... Vocational Certificate of
(State whether teacher, supervisor, or co-ordinator)

..... rating in accordance
(State whether Special, Secondary Provisional, or Secondary Permanent)

with the rules and regulations of the State Plan for Vocational Education in order that I may become eligible for employment in Vocational ..... Schools of Michigan. I am attaching an official
(Ag., Hmkg., T. & I., Dist. Ed., or Coop Trg.)

statement or transcript to indicate fulfillment of the requirements for the certificate mentioned. If this certificate is granted I agree to abide by all regulations necessary to maintain the validity of said certificate.

I now hold the following certificates: General Educ. .....

Vocational .....
(Subject) (Type of Program) (Rating)

I request that the certificate be issued to qualify me to teach the following:

Subjects .....

Type of Program: All-Day..... Evening (Adult)..... Part-Time Classes.....

Type of part-time class .....
(Cooperative or Trade Extension)

Date..... Signature of Applicant.....

Date..... Approved by .....
(Local Director, Superintendent or Teacher Trainer)

(DO NOT FILL IN BELOW THIS LINE)

Recommended for Vocational Certificate with.....rating. Type of Program.....

For: Subjects .....

Date Issued..... Period of Validity.....to.....

Application Approved..... Date.....
Chief of Division

Application Approved..... Date.....
State Director of Vocational Education

. Ed. Form No. 151
-5M

1

OFFICE OF VOCATIONAL EDUCATION
Department of Public Instruction
P. O. Box 928
Lansing 4, Michigan

QUALIFICATIONS FOR VOCATIONAL TEACHER

of

.....
(Agr., Hmkg., T. and I., or D.E.

me (print).....
Mr. Mrs. or Miss Last First Middle Name before marriage

sent address.....
Street and Number City State

manent address.....
Street and Number City State

te of birth.....United States citizen: Yes.....No.....

foreign born, give naturalization number.....and date.....

y in which you will be employed.....Name of school.....

sition for which applicant requests approval (teacher, coordinator, etc.).....

ecific subject or subject area for which applicant wishes approval.....

.....

Section Below for Office of Vocational Education Use

Approved to Teach:	Type of Class	Type of Certificate	Chief of Division		State Director of Vocational Education		Date of Issue
			Name	Date	Name	Date	

EDUCATIONAL QUALIFICATIONS

High School

Name and location of High School.....Number of years completed.

Were you granted a diploma?..... If not your employing official must attest to the equivalent.....

.....

College or University

Name and Location of College or University Attended	Inclusive Dates Attended	Degree Conferred	Number of Hours of College Credit		Major Subjects	Minor Subjects
			Semester	Term		

Professional Vocational Teacher Education Courses Completed					Appropriate Technical or Content Courses Completed			
Number and Name of Course	Institution and Instructor	Date Completed	Hours Credit		Name of Course	Institution	Date Completed	Hours Credit
			Sem.	Term				Sem. Term

Special Training and Abilities (This section for Trade and Industrial applicants only)

Did you serve an apprenticeship?.....For what trades?.....

For how many years?.....Name of Company.....Address.....

WORK EXPERIENCE (OTHER THAN TEACHING)

ortant **Instructions:** Applicant to list below **all** full-time and part-time employment or occupational experience (**other** ı **teaching or school administration**) in reverse chronological order, starting with current or latest employment at top of list.

ıtes of Employment			Length of Employment in Months	Av. Hrs. Worked per Week	Title of Position (For farming, list as owner-operator, renter-operator, or farm laborer.) For others, state specific job or position.	Name and Address of Employer or Owner of Farm	Describe duties and nature of work including supervision responsibilities, if any
rom	To						
ı Year	Month	Year					
Total Months							

TEACHING AND SCHOOL ADMINISTRATION EXPERIENCE

Name and Location of School or Plant in Which the Teaching Was Done	DATE		Subjects Taught and Grade Level, or Type of Program (Adult, Apprenticeship, Young Farmer, etc.)
	From	To	

CERTIFICATION STATUS OF APPLICANT

General education certificate held.....

Type Period of Validity

Vocational education certificate held: Area or subject.....

.....

Type Period of Validity

Give exact name on above certificates if different from your name at present.....

.....

REFERENCES

List names of three persons qualified to vouch for your practical work and teaching experience.

NAME	POSITION	ADDRESS

Signed..... Date.....

Applicant

STATEMENT OF PROSPECTIVE EMPLOYER

I have examined the information regarding the applicant's education and work experience and to the best of my knowledge, it correct. If the applicant is approved, I hope to use him in connection with our local program of vocational education for the positi specified.

Signed..... Date.....

Superintendent, Director, or Authorized Official

Book IX

School Building Planning

Book IX

SCHOOL BUILDING PLANNING

Contents

1. Legal Provisions

Under the Michigan School Building Law (Act 306 Public Acts of 1937 as amended) all plans and specifications for new school buildings and for all additions and remodeling of existing school buildings must be submitted to the superintendent of public instruction for approval before any construction begins. This includes all public and private higher education buildings used primarily for instruction purposes.

2. Function of State Department of Education

Historically, education is a state responsibility and its authority has been consistently asserted by the state constitution, laws, court decisions, and opinions of attorney general.[1] The regulatory function is provided to protect the safety, health, and educational welfare of the school children. Since the state, through its compulsory school attendance laws, requires children to attend school it must have and accept the responsibility for adequate housing which assures accepted standards of health, safety and educational utility. To accomplish this the state is given the duty and responsibility of approving plans and specifications for all new school buildings.[2] In addition, the state renders consultative assistance and creative leadership to all the school districts of the state, and assists architects and contractors in building design and construction to obtain the best building possible for money expended.

3. Recent Developments

In a recent study conducted by the Midwestern Administration Center it was found that school administrators considered problems dealing with buildings and grounds to be one of the main areas where they needed help from state departments of education. At the same time, state consultants listed requests for help in regard to building and grounds as the third most frequent of all requests coming in, ranking only behind requests for help on finance and teacher recruitment and training.

The trend toward state aid for school house construction has been increasing over the past few years. More than half, or twenty-six of the forty-eight states, now have some form of state aid for school construction. Many educators frown upon the practice as a further attempt at control of local community schools by earmarking the state funds and by setting up rather rigid controls for their acceptance. Others see the practice as robbing Peter to pay Paul, i.e., taking money which would ordinarily go to operation and assigning it to capital outlay purposes. Behind the whole trend, however, is the increasing recognition

---

[1]It is to be noted that local school districts achieve authority only in those matters specifically delegated to them by state statutes.

[2]W. F. Clapp, "Functions of the State Department." The School Executive (December 1947).

and growing realization that the school building problem is too big for a local community to bear alone.[3]

See section on School Bond Loans for Michigan plan of school building assistance.

---

[3]Lee M. Thurston and Wm. H. Roe, State School Administration. (New York: Harper & Brothers, 1957), pp. 172-173.

Forms and Communications

Bulletins

Bulletin No. 412 (rev.) 1956. Planning together for School Plant Building.

Bulletin No. 418, 1956. Planning Better High School Building.

Bulletin No. 422, 1958. Planning the Instructional Materials Center for Elementary and Secondary Schools.

Instructional Letters

Letter I-A March 6, 1958. To Architects Practicing in the School Building Field.

Letter II-A April 11, 1958. To Architects. (etc.)

Letter III-A July 17, 1958. To Architects. (etc.)

School Organization and Plant Submission Forms and Approvals

Form SP/1 Local approval of Preliminary Plans.

Form SP/2 Submission of Preliminary Plans.

Form SP/2 Preliminary Plans Information Sheet.

Form SP/3 Approval of Preliminary Plans by Department of Public Instruction.

Form SP/4 Local Approval of Final Plans.

Form SP/5 Submission of Final Plans.

Form SP/6 Health Department Approval.

Form SP/7 Approval of Final Plans for Construction.

Form SP/8 School Construction Project Data

Form SP/8 School Construction Project Data.
(Projects less than $15,000)

Form SP/8 School Construction Project Data.
(Non-Instructional Projects)

Form SP/9 Preliminary Fire Marshal Inspection.

Form SP/10 Final Fire Marshal Inspection.

Form SP/11 Boiler Approval.

Form SP/12 Project Completion Report.

Form SP/13 Annual School Plant Inventory.
Note: This is an inventory of all public school classrooms in the State with a detailed statement of all construction completed. This provides much needed data relative to school plant conditions and needs in Michigan.

Aids

Improving The Rural School Plant.

A three-page leaflet for rural school administrators who desire to modernize. Covers items on heating, lighting, and sanitation.

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

March 6, 1958 LETTER I-A

TO ALL ARCHITECTS
PRACTICING IN THE SCHOOL BUILDING FIELD

The volume of school construction in Michigan is steadily increasing, materials and construction methods change, and situations arise which are not covered by the bulletin "Planning Together for Better School Buildings." Recently questions have been raised regarding certain practices in school construction. These issues have been discussed with members of the State Health Department, State Fire Marshal's office, Michigan Society of Architects, and the Michigan Association of General Contractors. Certain agreements were reached.

1. Fire alarm systems

The bulletin "Planning Together for Better School Buildings" notes that there is a difference in requirements between buildings of 8 classrooms or less and those of larger size. This difference becomes important when additions are planned to existing school buildings; therefore, the following agreements were reached relative to fire alarm systems:

(a) All electrical fire alarm systems shall be connected to service lines ahead of the main switch.

(b) School additions which increase the total number of classrooms in a given building to more than 8 shall be equipped with a closed circuit, non-coded, supervised fire alarm system connected to the existing fire alarm system in the original building.

(c) New construction regardless of size should be equipped with a closed circuit, supervised system if the ultimate size of the building is to be more than 8 classrooms. Non-supervised systems will continue to be approved for buildings of less than 8 classrooms but clients should be advised that if such system is installed it may be necessary to replace it at a future date if an addition is constructed which brings total classrooms to more than 8.

2. Reinforced forming materials

Recently forming materials have been used which are left in place after floors or roof decks have been poured. This technique raises no questions if the forming material is of a non-combustible nature. Certain types of forming materials, however, use a reinforcement backed by combustible material; therefore, the following agreements were reached relative to forming materials:

(a) Forming materials which are left in place as a part of the permanent structure must be non-combustible in buildings of more than one story.

(b) Such materials shall be non-combustible in one-story buildings in those areas required to be of a fire-resistant nature, such as boiler room ceilings.

3. Emergency exits

It is often necessary that school construction be carried on during the school year. If such a project consists of an addition to an existing building, one or more exits from the original building may be obstructed by the new construction. It is, therefore, recommended that architects include in their statement of general instructions to contractors the following clause: "This construction shall not block any required exit while the school is in operation." The problem of exit requirements will vary for each project; therefore, the architect, the contractor, the school authority, and the local representative of the State Fire Marshal's office should confer prior to construction to determine what emergency measures are necessary.

Please feel free to consult with our office if you desire further clarification of the above points.

Very truly yours,

Wilfred F. Clapp

Wilfred F. Clapp
Assistant Superintendent
Administrative Services

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

April 11, 1958

LETTER II-A

TO ALL ARCHITECTS PRACTICING IN THE SCHOOL BUILDING FIELD

Since the issuance of letter 1-A of this series, certain other matters have arisen which call for clarification in school planning. These are matters not covered in Bulletin 412.

BALCONY

Recently many high school gymnasiums have been designed with a large balcony deck area which when equipped with folding bleachers may be used as an instructional area as well as a spectator seating area. Two principles should be borne in mind when such facilities are designed.

a. If the balcony seating capacity is to exceed 500 persons, three separate exits must be provided.

b. If the balcony area may be divided by a folding wall into two teaching areas, a connecting door shall be placed in this wall or other provision made so that both portions of the balcony will have two means of egress.

STAGE PROTECTION

Some school auditoriums are being built using typical theatre type architecture. These auditoriums are being provided with a stage loft or fly loft. Such stages shall be protected either by an automatic sprinkler system or fire curtain. If no fly loft is provided, no special fire protection is needed.

CHANGE OF OCCUPANCY

In many instances the designated occupancy of an area as shown on submitted plans is changed prior to the completion of the building. Exit requirements, finishes, and other standards vary according to potential use of an area. You and your client should, therefore, make definite decisions as to the use of an area so that future structural revisions due to occupancy will be unnecessary.

We hope that the above material will be of assistance to you and to your clients in the planning of better school facilities for Michigan.

Very truly yours,

Wilfred F. Clapp

Wilfred F. Clapp
Assistant Superintendent
Administrative Services

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

April 11, 1958

TO ALL ARCHITECTS PRACTICING IN THE SCHOOL BUILDING FIELD

The State Fire Marshal has a legal obligation under the Michigan School Building Law to inspect school projects of two or more stories and to make recommendations for revision so that such construction will be in conformity with the School Building Law. The State Fire Marshal also has his own inherent power over all places of public assemblage. In this regard he often makes inspections of single story school buildings.

In 1955, Bulletin 412 was revised by a committee composed of educators, architects, and representatives of the Department of Public Instruction, State Health Department, and State Fire Marshal offices. Since that time the Fire Marshal and his representatives in the course of school inspections have made several decisions relative to matters not covered in Bulletin 412. In other instances, decisions have been made which are more rigid than those as listed in the Bulletin. Among these decisions are the following:

a. Industrial arts areas into which gasoline vehicles may be driven are to be segregated from the remainder of the building by fire doors and fire walls.

b. No combustible ceiling tile may be used in two-story construction.

c. Stairwells required to be enclosed shall be equipped with class "C" doors and <u>no other glass area may be used</u>.

d. Separation of class A and B construction by fire doors and fire walls.

The Department of Public Instruction is not in full accord with the State Fire Marshal relative to the above items but since the State Fire Marshal does have the power of inspection and the power to issue orders regarding all places of public assemblage under his own statutory authority, this letter is being sent for your information and use in planning school buildings.

Very truly yours,

Wilfred F. Clapp
Assistant Superintendent
Administrative Services

jf

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

July 17, 1958

Letter III-A

TO ALL ARCHITECTS PRACTICING IN THE SCHOOL BUILDING FIELD

Subsequent to the issuance of Letter II-A, additional questions relative to school construction have arisen which require clarification. These questions are not treated in Bulletin #412. The following material has been developed jointly by this office and the office of the State Fire Marshal.

Interior Public Assemblage Areas. Recently schools have been designed with public assemblage areas (auditoriums and gymnasiums) located so that no direct egress to the building exterior is provided. From the standpoint of functional educational planning, such location is often desirable. As a matter of public safety, however, interior locations are considered objectionable.

The following principle should be followed in such design: The distance from any point within a place of public assemblage shall not be in excess of 150', measured by the nearest available exit route, from the exterior exit of the building. This 150' total shall include distance traversed within the room, ramps or stair runs, if any, and corridor and lobby distance. Not more than 60' of the 150' maximum for any required exit route shall consist of corridor and lobby distance.

Mineral Core Partitions. The question has been raised as to whether wood-faced, mineral-core partitions can be approved for multi-story school construction. Due to the high flame spread of the wood surface and the lack of fire protection at the panel joints, interior partitions of this type may not be used in school buildings of more than one story.

Ventilation Systems. Some question has arisen as to the degree of segregation necessary for fan rooms in school construction. In future planning, a ventilating unit used to service a single room or instructional area need not be protected against fire spread. No fan room should be so designed as to be used for storage.

Storage Areas. Storage areas in school buildings present a definite fire hazard because of concentrations of combustible materials. Records show that these are a frequent source of fire. Any general or janitorial storage area for combustible materials having a floor area in excess of 100 sq. ft. shall be segregated from the remainder of the building by material having a one hour fire rating. If the area is in excess of 500 sq. ft., additional protection shall be provided by the installation of an approved automatic sprinkler system.

We hope that the above material will be of assistance to you and your clients in future school plant planning.

Very truly yours,

Wilfred F. Clapp

Wilfred F. Clapp
Assistant Superintendent
Administrative Services

Form SP/1

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Send to:

Department of Public Instruction
Division of School Organization and Plant
Lansing, Michigan

LOCAL APPROVAL OF PRELIMINARY PLANS

District _____ County _____

Project _____ Architect _____

The preliminary plans and outline specifications for the above captioned project have been approved by the school governing body.

Name _____

Date _____ Position _____

Form SP/2

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Submission of Preliminary Plans

District _____ County _____

Building _____ Architect _____

The preliminary plans and outline specifications, with attached information sheet, for the above project are herewith submitted to the Department of Public Instruction for approval and comments.

Name _____

Date _____ Position _____

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Preliminary Plans
Information Sheet

SITE: 1. _____ 2. _____
Size Location of Site

3. Is project part of a long range building program? _____

NEW CONSTRUCTION:

1. Grades to be housed _____; number of pupils _____
2. Type of construction _____
3. Stories _____
4. Lighting _____; Type of Classroom Fixture _____
5. Heating _____
6. Ventilation _____ Classrooms _____
   Toilets _____
   Labs _____
   Other _____
7. Water Supply: Well _____ Public _____
8. Sewage Disposal: Private _____ Public _____
9. Type of soil for private disposal _____
   satisfactory absorption

   _____
   unsatisfactory absorbtion

INFORMATION ON EXISTING CONSTRUCTION IF ABOVE PROJECT IS ADDITION:

1. Type of construction _____
2. Stories _____
3. Will addition cause any classroom to be more than 100' from an exit or stairway? _____.
4. Are sanitary facilities of existing structure plus facilities of above project adequate for the combined pupil capacity? _____.
5. Are existing water supply and sewage disposal facilities adequate for combined pupil capacity? _____.

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Send to:

Department of Public Instruction
Division of School Organization and Plant
Lansing, Michigan

Local Approval of Final Plans

District _____ County _____

Building _____ Architect _____

The final plans and specifications of the above project have been approved by the local school governing body.

Name _____

Date _____ Position _____

Form SP/5

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Submission of Final Plans

District _____ County _____

Building _____ Architect _____

The working drawings and specifications for the above named project are herewith submitted with the following data to the Department of Public Instruction for approval.

Name _____

Date _____ Position _____

Information Sheet

Type of School _____ No. of Students _____

1. Is the Building part of a long-range development ___YES ___NO ___UNCERTAIN

2. Construction: A. Number of Stories ____ B. Basement ___YES ___NO
   C. Corridor Width _____ D. Dead End Corridors ___YES ___NO
   E. Recessed Corridor Doors ___YES ___NO - If not, is 180° swing provided: ___YES ___NO
   F. Enclosed Stairs ___YES ___NO Tread With _____ Riser _____ (Safety Nosing) ___YES ___NO
   G. Is Structural Steel Protected? ___YES ___NO

3. Fenestration Design _____

   Orientation of Classrooms _____

4. Ventilation: A. Split System _____ B. Unit Ventilator System _____
   C. Window Ventilation only _____ D. Gravity Exhaust _____
   E. Mechanical Exhaust: 1. Classrooms ___YES ___NO
   2. Kitchen ___YES ___NO. 3. Laboratories ___YES ___NO
   4. Locker Rooms ___YES ___NO Uniform Stor. ___YES ___NO
   5. Shops ___YES ___NO Toilets ___YES ___NO
   6. Bulk Food Storage ___YES ___NO

5. Heating: A. Type of System _____ B. Type of Radiation _____
   C. Type of Controls _____
   D. Duct Protection Against Fire Spread _____YES _____NO
   E. Boiler Room: 1. New _____ In Existing Building _____
   2. Inside Door ___YES ___NO Exterior ___YES
   Fire Door with Closer ___YES ___ NO
   ___NO
   3. Ceiling Finish _____

   F. Kind of Fuel: ___GAS ___OIL ___COAL. Are tunnels from Boiler Room sealed against possible gas leakage in Boiler Room? ___YES ___NO.

6. Flammable liquid storage ___YES ___NO. Fire door on same ___YES ___NO.

7. Plumbing:
   A. Water Closet: Number_____ Type and Size_____
   B. Urinals: Number_____ Type_____
   C. Drinking Fountains: Type _____ No_____ Height_____
   D. Floor Drains: Toilets_____ Boiler Room_____ Locker Room_____
   E. Work Sinks: ____YES ____NO. With Bubblers ____YES ____NO.
   F. Service Sinks: No.____ G. Food Handling Facilities ____YES ____NO
   H. Water Supply: Well_____ Public _____
   I Sewage Disposal: _____Public _____Septic Tank ____NEW ____EXISTING
   J. Disposal of Septic Tank Overflow_____
   K. Master Gas Valves ____YES ____NO: (Interior) ____YES ____NO: (Exterior) Gas Heaters Vented____YES ____NO

8. Electrical:
   A. Wire_____Romex_____BX_____Rigid Conduit_____Guage_____
   B. Service Characteristics_____
   C. Classroom Sight Fixtures Type_____Cat. No._____
   D. Classroom Wattage/sq. ft._____
   E. Fire Alarm System _____YES _____NO.

9. Gymnasium
   A. Size of Instructional Area_____B. Size of Locker Rms. _____
   C. Playing Floor Drinking Fountains _____YES _____NO
   D. Conduit for Electric Scoreboard, etc. ____YES ____NO
   E. Acoustical Treatment_____

10. Auditorium:
   A. Size of Stage_____Accessible without going thru Aud?____YES ____NO
   B. Chair Storage? _____YES _____NO
   C. Acoustical Treatment _____YES _____NO

11. Shop:
   A. Size_____: Ceiling Height _____
   B. Overhead Doors ____YES ____NO SIZE_____
   C. Two means of egress _____YES _____NO
   D. Finishing Room _____YES _____NO
   E. Floor Drains _____YES _____NO

12. Interior Finish Schedule:

	Floors	Wainscot	Walls	Ceilings
Classrooms				
Corridors				
Toilets				
Gymnasium				
Shop				
Auditorium				

NOTE: If above project is an addition, submit preliminary data sheet if not previously submitted.

Form SP/10

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Send to:

State Fire Marshal
Lansing, Michigan

Final Fire Marshal Inspection

District _____ County _____

Building _____ Architect _____

Street Address _____

The above project is substantially completed and is ready for the final inspection by the State Fire Marshal's Office.

Name _____

Date _____ Position _____

DEPARTMENT OF PUBLIC INSTRUCTION
School Organization and Plant

Send to:

Department of Public Instruction
Division of School Organization and Plant
Lansing, Michigan

Project Completion Report

District_____ County_____

Building_____ Architect_____

The above named project has been substantially completed. I certify that the above construction was carried on under the general supervision of this office in accordance with the approved final plans and specifications and approved change orders.

Date_____ Architect_____

IMPROVING THE RURAL SCHOOL PLANT

INTRODUCTION

This office is frequently consulted regarding improvements in rural school buildings. The intent of the material below is to try to answer commonly raised questions when plans are submitted for approval. We consider our principal function as that of trying to be of help, although it should be noted that it is legally necessary that this office approve plans and specifications for all construction, reconstruction, and remodeling of school buildings before construction begins, regardless of the cost.

I. HEATING AND VENTILATING SYSTEMS

It is now required by the Office of the State Fire Marshal that if any change is to be made in a heating and ventilating system located within a classroom, the heating plant must be removed from the classroom. Frequently the Fire Marshal's inspectors find hazardous conditions already existing and order the heating plant to be removed.

When heating plants are removed, they must be enclosed in fire resistant rooms. Frequently it is necessary to construct a room outside of the school building. Usually such construction is of concrete block or cinder block. The wall of the school building may be used as one wall of the heating plant room if this wall is fireproofed by the use of metal lath and three-quarters of an inch of cement plaster, or by some other method which will give it an equal fire rating.

A wood roof may be used on a heating plant room if the under side of the roof is protected with metal lath and plaster. Sometimes it is possible to use an existing auxiliary room in the school building for a heating plant room, and this room may also be fireproofed according to the method just mentioned.

If there is a door opening between the heating plant room and the school room, this must be a fire door with a fire resistant frame, and it must be equipped with a self-closing device. The purpose is to confine a fire originating in the heating plant room to that room.

In line with this purpose it is also required that where any heating ducts go through the wall of the heating plant room, there shall be installed at that point a metal fire damper controlled by a fusible link. It is a good practice to wire this fire damper electrically to the fan so that if the damper closes the fan will automatically be shut off.

A frequent omission in constructing these rooms is that combustion air is not provided for. This can be taken care of by louvres in the wall between the room and the outdoors with a back draft damper on them or by some similar method. Return air is usually brought back to the heating plant under the floor. New registers should never be permitted to be installed in the floor. If this is done, it will result in the registers collecting lint, paper, and dirt, thereby causing a sanitation and fire hazard. We suggest an angle type register at the junction in the floor and wall.

Some provision should be made for fresh air to be admitted to the circulating system. This is usually done by means of a fresh air duct connecting the heating plant to the outdoors, with an adjustable damper in this duct. We believe that three-quarters recirculation and one-quarter fresh air under average operating conditions is a good proportion.

The oil or gas fuel supply should be located outside of the building. Small oil tanks, 200 gallons or so, may be located above ground, but must be on firm concrete foundations, with the filler cap locked against tampering. Gas tank installations must also be outside and should be installed strictly in conformity with the Liquefied Petroleum Gas regulations of the state.

II. EXITS AND HARDWARE

School buildings should be designed so that occupants have a choice of two safe ways of leaving the building. If one way is blocked, the occupant should be able to leave quickly by another exit remote from the blocked exit.

In a typical one-room school there is usually one exit at the front of the building. Often one must go past the room furnace to reach the exit. To remedy this condition it is necessary to cut another door to the outside at the opposite end of the building. The more remote the two exits are from each other, the less possibility there is of both being blocked at one time.

Any exit door must swing in the direction of egress. Any exit door must have the kind of hardware so that the door cannot be locked against egress. Even though the door is locked so one cannot enter from the outside, it should still be possible to open the door from the inside without a key by turning a knob or pressing on a panic bar. No hooks or bolts shall be installed.

Outside of the exit door there should be a platform with steps to grade level. The platform should be as wide and deep as the swing of the door. It should be at the level of the floor of the building. In other words, one should not have to step down immediately upon opening the door. There should also be a substantial railing on the platform, and steps.

III. SANITATION FACILITIES

Many schools are doing away with outdoor privies and are replacing septic or chemical installations with indoor flush toilets. With automatic heating it is now practical to do this, as the danger of freezing is reduced. It is important that the water supply facilities and the sewage disposal facilities be properly designed so that they will operate safely and efficiently for a long period of time, and so that there will not be danger of contamination.

This office requires the approval of the health department having jurisdiction before we will approve any such installations. Most counties have County Health Departments, and the sanitary engineers of those departments are ready to be of help. For the few counties not having these health departments, the approval of the State Health Department is required.

INSTALLATION

Plumbing installations shall be in accordance with Act 260, PA 1933, and Act 222, PA 1901, and the rules and regulations adopted in connection therewith. The rules and regulations are frequently referred to as the State Plumbing Code. Plumbing installations must also comply with local ordinances and codes relating to plumbing.

Permits for the construction and installation of plumbing must be obtained from the local or State Inspector of Plumbing. All such permits shall be issued only in the name of a person who is a regularly licensed Master Plumber.

Note: The State Plumbing Code forbids cross-connections between water supplies and drainage systems and requires the use of vacuum breakers on specified fixtures.

Certain things should be observed in the toilet rooms themselves:

1. Sanitary finishes should be used on the floor and walls. When absorbent materials are used, it is practically impossible to keep the rooms clean and odor-free. The best installation would be a ceramic tile or terrazzo floor with an impervious facing tile on the walls, and with a coved joint between floor and wall. In certain instances where there are already wood floors, ceramic tile can be used, but if this is too costly, asphalt tile is a better surface than an absorptive wood floor. Ordinary concrete is absorbent and difficult to keep clean. A hardened concrete is somewhat better, but not as satisfactory as the surfaces given above.

2. We recommend the installation of floor drains in the toilet rooms. These will make it easier to clean the rooms, and also will prevent flooding of the rooms and adjacent areas of the building if toilet fixtures are accidentally clogged and then flushed. This is now mandatory in all but single fixture rooms.

3. Water closet fixtures should be of the elongated bowl, open front seat type and of the junior size. This size is identical to the adult size except that the height from floor to rim is 13 rather than 15 inches.

4. Adequate ventilation from the toilet room should be provided. Window ventilation does not work satisfactorily because, either the windows are not opened or when they are opened, it results in a movement of air from the toilet room into the rest of the building. We therefore recommend gravity stack ventilation or motor driven exhaust ventilation from these rooms. A gravity stack, properly designed, extending through the roof with a wind actuated device at the top, will tend to induce a current of air out of the toilet room.

While plumbing is being put in, it is certainly desirable to include a work sink in the classroom and a drinking fountain. The drinking fountain should be of the slant stream bubble type and might be located at one end of the sink opposite from the faucet. A drinking fountain should never be installed in a toilet room or should never be used in combination with a faucet.

IV. WALLS, CEILING AND FLOOR FINISHES

Quite often it is no more expensive to redecorate a room to provide for good visual conditions than it is to do the job improperly. The following directions should be observed in redecorating school classrooms:

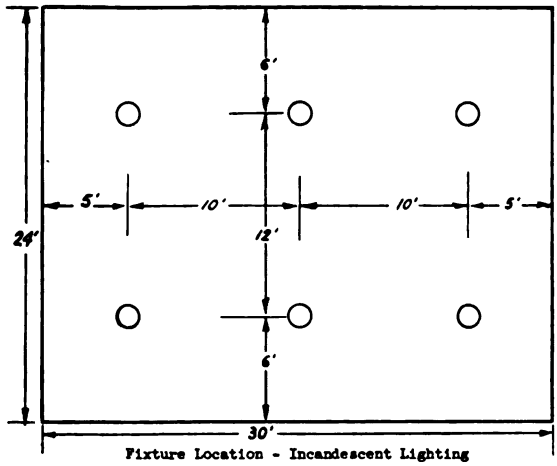
1. In general, gloss paint should not be used, but a semi-gloss may be used on the lower walls up to wainscot height. Ceilings should be decorated a flat white. Walls should be of light pastel colors from ceiling to floor. If the lower wall becomes soiled, a wainscot line can be established and the lower wall redecorated a slightly darker color. Shiny dark brown wainscots should never be used. Trim should be either the natural wood finish or painted to match the wall. When floors are refinished, if they are hardwood floors, they should be sanded and sealed with a floor sealer in the natural color. Oil treatment should not be used. When desk tops are refinished, or when new furniture is purchased, the wood should be left in natural color and not stained a dark brown. If asphalt tile is used as a floor covering, it should be a light color without a checkerboard pattern or a dark border.

V. LIGHTING AND REWIRING

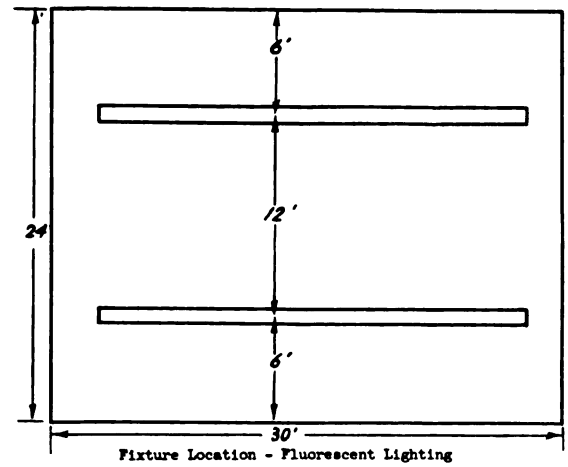
Before relighting a school room, it should be completely redecorated. This will make better use of existing natural and artificial light. Two alternate schemes are shown below. One is for incandescent light, and the other for fluorescent lighting of a typical school room. The incandescent lighting fixture should be of low brightness and should reflect most of its light to the ceiling. The silver bowl bulb concentric ring type of fixture is a good one for schools because of low brightness and because of easy maintenance. Certain plastic bowl fixtures are also very satisfactory. A bare light bulb should never be visible to the eyes of the occupants in the room. Fluorescent lighting fixtures should follow the same principle. A bare tube should never be used, and a shielded fixture must be used. There are various methods of shielding, some by plastic troughs underneath the fixture, and some by the use of egg crate louvres. Egg crate louvres should be deep enough and close enough together so that the bare tube is not visible from a 45 degree viewing angle. To avoid reflected glare and consequent reduction of visibility, a completely shielded fixture, as illustrated below, is strongly recommended. The fluorescent fixture should also be designed to throw a major portion of its light to the ceiling.

All rewiring should be done strictly in conformity with the State Electrical Code. An adequate number of circuits should be installed and no wires should be permitted less than No. 12. We suggest that convenience outlets be provided, one at the front and one at the rear of the room, and also that a yard light be provided.

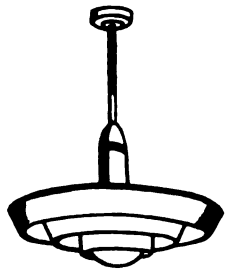
Light switches should be conveniently located and are best located in the wall at the knob side of the entry door.

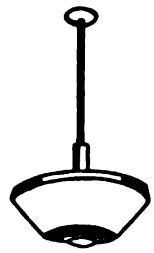


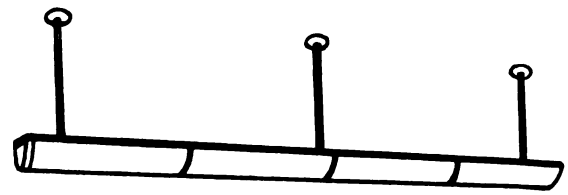
Fixture Location - Incandescent Lighting



Fixture Location - Fluorescent Lighting







Book X

School Bond Loans

Book X

SCHOOL BOND LOANS

Contents

1. Background Information

School bond loans are the most recent supplemental service of the State Department of Public Instruction. Approval of all new school building, remodeling and additions to existing buildings has been a responsibility of the state department since 1937, however, it was not until 1955 that financial aid through bonding was available for school building construction.

See Book IX, School Building Planning, for further information and legal requirements.

2. Bulletins and Pamphlets

*The bulletins and pamphlets listed here are not included in this book section. They may be procured from the State Department of Public Instruction.

Bulletin No. 416 (revised) 1956. Michigan School Bond Loan Program
A fourteen page printed bulletin listing the following content information:

- Qualified Bonds
  - Constitutional and Statutory Provisions
  - Requirements
  - Partial Qualification
  - Refunding Bonds
  - Qualification Fee
  - Advantages of Qualified Bonds
  - Eligible School Districts
  - Qualification Procedure
- State Loans
  - Requirements
  - Application Procedure
  - Repayment of Loans

Bulletin No. 419. 1956. The Best in School Bonds
A sixteen-page printed bulletin. It includes the following topics with charts.

- What is an Unlimited Tax, Qualified School Bond?
- What is the Significance of "Qualifying" a Bond Issue?
- What Backs an Unlimited Tax, Qualified School Bond?
- Will the $100 Million be Sufficient?
- How Does a District Qualify for a Loan from the State?
- Suppose a District Doesn't Need to Levy 13 Mills to Service its Debt.
- Who Keeps Tab on the School Districts?
- Suppose a Catastrophe Hits a District and Its Tax Collections are Inadequate to Service the Debt.
- Will Fluctuations in a District's Taxable Valuations Affect the Bondholders' Security?
- How Much has been Borrowed From the State Loan Fund?
- What are the Defects in a Michigan Unlimited Tax.

Bulletin No. 423 1958. Local Programs for Financing School Building Construction.

A twenty-six page printed booklet on developing long term programs for the financing of public school capital outlay, organizing bonding programs, and potential investors.

The following topics are explained in detail:

Developing the Capital Outlay Financing Program
- Estimating the Funds Needed
  - School Building Costs
  - Capital Outlay Budgeting
- Selecting the Type of Program
  - Pay-as-you-go
  - Bond Issues
  - Other

Organizing a Bonding Program
- Types of Bonds
  - Limited Tax Bonds
  - Unlimited Tax Bonds-not qualified
  - Unlimited Tax Bonds-qualified
- Bond Payment and Debt Service Schedules
  - Bond Maturity Tables

Selling The Bonds
- General Factors
- Informing the Buyer
  - General Information
  - Financial Information
- Preparing the Information

Outline of Information for Investor

Michigan Unlimited Tax, Qualified School Bonds.

A seventeen-page multilithed pamphlet prepared by the State Department of Public Instruction, in cooperation with the Michigan Advisory Committee, April 18, 1958. An informative issue of special interest to bond buyers. It includes a discussion of the advantages of investment in the school bonds of Michigan, tax information, and certain state supervisory information.

Forms

Form SBLA/101 Application for Qualification of Bonds
Form SBLA/102. Estimate of Membership
Form SBLA/103 Summary - Existing and Proposed School Plant

(White forms for elementary construction)
Form SBLA/201 Estimated size and cost of Proposed Construction Project
Form SBLA/202 Proposed Construction Project - Plan
Form SBLA/203E Space Adequacy - Elementary

(Blue forms for secondary construction)
Form SBLA/201 Estimated size and cost of Proposed Construction Project
Form SBLA/202 Proposed Construction Project - Plan
Form SBLA/203E Space Adequacy - Elementary

Form SBLA/301 Resolution by Local Board Covering Need for Facilities

Form SBLA/401 Preliminary Loan Applications
Form SBLA/402 Supplemental Loan Application

Form SBLA/501 Application for Qualification of Bonds
Revision of Construction Project Estimates

Certificate of Qualification of Bonds.
Certifies qualified school district to participate in State School Bond Loan Fund.

Application for Qualification of Bonds
Instructions for Preparation

Issued July 1958. Covers instruction for preparation of all forms required in the Michigan School Bond Program. It also includes Refunding Information and Qualification Fees.

Department of Public Instruction
School Bond Loan Program

Form SBLA/101
7-1-58

Application No. SBLX/

APPLICATION FOR QUALIFICATION OF BONDS

_____ (school district)

_____ (county)

_____ (address)

_____ (telephone)

Person to whom questions and correspondence concerning this application should be directed:

_____ (name)

_____ (title)

_____ (address)

_____ (telephone)

Certificate

I, the undersigned, Secretary of the Board of Education of the

_____
(legal name of school district)

do certify hereby that the Board of Education of said School District, at a (regular/special) meeting held on the _____ day of _____, 19_____, took the following action:

(1) Resolved to (apply/amend its application) for qualification of the bonds of the district by the Superintendent of Public Instruction for the purpose of financing the school construction projects described in this application.

(2) Read this application and approved all statements and representations contained herein as true to the best knowledge and belief of said Board.

(3) Authorized the Secretary of the Board of Education to sign this application and to submit same to the Superintendent of Public Instruction for his review and approval.

IN WITNESS WHEREOF, I have hereunto set my hand this_____ day of_____, 19_____.

_____
(signature of secretary)

_____
(type or print name of secretary)

Return two copies of this application to: School Bond Loan Program, Administrative Services Division, Department of Public Instruction, Lansing 2, Michigan.

1. Grades maintained in district: _____ (current year) _____ (five years hence)

2. Current state equalized valuation (19_____): $_____

3. Existing bonded debt (_____, 19_____):

   a. Total gross debt $_____

   b. Balance on hand in debt retirement fund $_____

4. Proposed bond issue:

   a. Amount of proposed issue $_____

   b. Date on which bond issue was, or will be voted on by electors of district _____, 19__

   c. Municipal Finance Commission order approving sale of proposed bond issue (check one):

      _____ (1) Issued on_____, 19___.

      _____ (2) Applied for on_____, 19____.

      _____ (3) Not applied for.

5. Total proposed debt (item 3 plus item 4):

   a. Amount of proposed debt (item 3a plus item 4a) $_____

   b. Largest annual debt payment required on combined existing and proposed debt (19_____) $_____

6. Additional information:

_____ (secretary of school district)	_____ (mailing address)
_____ (treasurer of school district)	_____ (mailing address)
_____ (superintendent of schools)	_____ (mailing address)
_____ (local attorney)	_____ (mailing address)
_____ (bond attorney)	_____ (mailing address)
_____ (financial advisor)	_____ (mailing address)
_____ (auditing firm)	_____ (mailing address)

7. Summary of estimated costs for all construction projects proposed in this application.

a. Contract cost:
   (1) New construction $_____
   (2) Remodeling and rehabilitation $_____
   (3) Construction contingencies $_____
   (4) TOTAL CONTRACT COST $_____

b. Equipment: $_____

c. Architect's fees: $_____

d. Other fees:
   (1) Educational consultant $_____
   (2) Legal consultant--
      (a) local attorney $_____
      (b) bond attorney $_____
   (3) Financial consultant $_____
   (4) Qualification of bonds $_____
   (5) Engineering $_____
   (6) Other (explain in footnote) $_____
   (7) TOTAL OTHER FEES $_____

e. Site:
   (1) Acquisition (_____acres) $_____
   (2) Development $_____
   (3) Other (explain in footnote) $_____
   (4) TOTAL SITE COST $_____

f. Refunding of existing debt: $_____

g. Election notices, notice of sale, printing of bonds: $_____

h. Capitalized interest (_____months, at _____%) $_____

i. Other (explain):
   (1)_____ $_____
   (2)_____ $_____
   (3) TOTAL OTHER COSTS $_____

j. Total estimated cost of project: $_____

k. Funds from other sources:
   (1)_____ $_____
   (2)_____ $_____
   (3) TOTAL FUNDS FROM OTHER SOURCES $_____

l. Amount to be borrowed through issuance of bonds: $_____

m. Amount of proposed issue not to be qualified:
   (purpose) (amount)
   (1)_____ $_____
   (2)_____ $_____
   (3)_____ $_____
   (4) TOTAL AMOUNT NOT TO BE QUALIFIED $_____

n. Amount of proposed issue to be qualified: $_____

ESTIMATE OF MEMBERSHIP

1. Five Year Estimate of Membership.

Age or Grade Group		Preceding Years					Current Year	Future Years				
		5th	4th	3rd	2nd	1st		1st	2nd	3rd	4th	5th
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
0-1 Year	Number											
1 Year	Number											
	% Survival	X										
2 Years	Number											
	% Survival	X										
3 Years	Number											
	% Survival	X										
4 Years	Number											
	% Survival	X										
Kindergarten	Number											
	% Survival	X										
1st Grade	Number											
	% Survival	X										
2nd Grade	Number											
	% Survival	X										
3rd Grade	Number											
	% Survival	X										
4th Grade	Number											
	% Survival	X										
5th Grade	Number											
	% Survival	X										
6th Grade	Number											
	% Survival	X										
Total K-6	Number											

Age or Grade Group		Preceding Years					Current Year	Future Years				
		5th	4th	3rd	2nd	1st		1st	2nd	3rd	4th	5th
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
7th Grade	Number											
	% Survival											
8th Grade	Number											
	% Survival											
9th Grade	Number											
	% Survival											
Total 7-9	Number											
10th Grade	Number											
	% Survival											
11th Grade	Number											
	% Survival											
12th Grade	Number											
	% Survival											
Total 10-12	Number											
Total K-12	Number											

2. Additional Membership Information.

a. Membership for current year:

(1) Resident pupils _____

(2) Non-resident pupils _____

(3) Total membership _____

b. Number of kindergarteners denied schooling due to lack of space: _____

c. Resident pupils attending public school outside of district:

(1) In grades maintained in the district _____

(2) In grades not maintained in the district _____

(3) Special students _____

d. Dwelling Units:

(1) Estimated number of dwelling units in district _____

(2) Estimated number of dwelling units when saturation is reached _____

3. Factors Expected to Influence Future Membership.

Factors (describe)	Effect on Membership 5 years hence

4. Estimated membership five years hence by grade groups. (Make the best estimate possible on the basis of the data presented in items 1, 2, and 3 above):

a. K _____

b. 1-6 _____

c. 7-8 _____

d. 9 _____

e. 10-12 _____

f. Other _____

g. Total _____

SUMMARY - EXISTING AND PROPOSED SCHOOL PLANT

Building (code)	Project Number	Grades to be Served	Membership: Current Year	Membership: Estimated Five Years Hence	Pupil Capacity: Existing Adequate Housing	Pupil Capacity: Proposed Project	Classrooms: Existing Adequate	Classrooms: Inadequate: To be Abandoned	Classrooms: Inadequate: To be Rehabilitated	Classrooms: Proposed New	Classrooms: Total Columns 8, 10 and 11	Square Feet of Building Area: Existing Adequate	Square Feet of Building Area: Inadequate: To be Abandoned	Square Feet of Building Area: Inadequate: To be Rehabilitated	Square Feet of Building Area: Proposed New	Square Feet of Building Area: Total Columns 13, 15 and 16	Site (Acres): Existing	Site (Acres): Proposed New
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
Total																		

Note: Show sub-totals in columns 4 through 19 for all schools of each grade level (K-6, 7-9, 10-12, etc.). If the elementary schools of the district house grades 7 and 8, enter information for grades K-6 and for grades 7-8 on separate lines.

SCHOOL BUILDINGS IN DISTRICT

Code Letter	Name of School Building	Grade Level Housed (check applicable columns) Elem.	Jr. Hi.	Sr. Hi.
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				
P				
Q				
R				
S				
T				
U				

Note: Enter the code letter for each building in column 1 on the front of this form.

Department of Public Instruction
School Bond Loan Program

Form SBLA/201

Application No. SBLX/

ESTIMATED SIZE AND COST OF PROPOSED CONSTRUCTION PROJECT

_____ (school district) _____ (name of school building)

1. Type of project (check all applicable):
   ____ a. New building ____ c. Remodeling ____ e. Site Improvement
   ____ b. Addition ____ d. New or add. site ____ f. Other (specify)

2. Grades to be accommodated at this location: _____ through _____

3. Estimated membership 5 years hence at this location: _____

4. Housing available at this location (existing and under construction):
   a. Total _____ square feet; _____ pupil capacity
   b. Adequate _____ square feet; _____ pupil capacity

5. Brief description of proposed construction project:

6. Size and capacity of proposed construction project:
   a. Square feet _____
   b. Pupil capacity _____

7. Estimated cost of proposed construction project:
   a. Contract cost--
      (1) New construction $_____
      (2) Remodeling and rehabilitation $_____
      (3) Construction contingencies $_____
      (4) TOTAL CONTRACT COST $_____
   b. Architect's fees $_____
   c. Other costs assigned to this construction project $_____
   d. TOTAL ESTIMATED COST $_____

Certification by Registered Architect or Engineer

I certify hereby that I am familiar with the details of the proposed construction project described above and that the foregoing and attached detail relative to the construction project are true and correct to the best of my knowledge and belief.

_____ (signature) _____ (date)

_____ (firm name) _____ (license number)

_____ (mailing address)

Department of Public Instruction
School Bond Loan Program

Form SBLA/202

PROPOSED CONSTRUCTION PROJECT - PLAN

District_____ School Building_____

1. Plot plan (scale 1" equals 100'):

2. Construction project plan:

Attach one copy of the architect's sketch of the proposed construction project showing the floor plan, dimensions, and room use.

3. Facilities - Existing and Proposed

Existing Adequate	Inadequate		Proposed New
	To be Abandoned	To be Rehabilitated	

List each type of facility (classroom, boiler room, science laboratory, etc.) in the appropriate column.

Form SBLA/203/E

Department of Public Instruction
School Bond Loan Program

SPACE ADEQUACY - ELEMENTARY

District_____ School Building_____

1. Membership data:

a. Number of pupils presently enrolled at this location. _____

b. Estimated membership at this location 5 years hence. _____

c. Average class size (school board policy). _____

2. General teacher-stations:

a. Total number of general teacher-stations required 5 years hence (item 1b divided by item 1c). _____

b. Total number of general teacher-stations existing or under construction at this location. _____

c. Number of inadequate general teacher-stations now in use at this location which should be abandoned. _____

d. Number of new general teacher stations required at this location (item a less item b plus item c). _____

3. Special teacher-stations:

a. Total number of special teacher-stations required 5 years hence (number of periods per week each special station will be used by all groups divided by the number of periods per week each special station is available). _____

b. Total number of special teacher-stations existing or under construction at this location. _____

c. Number of inadequate special teacher-stations now in use at this location which should be abandoned. _____

d. Number of new special teacher-stations required at this location (item a less item b plus item c). _____

e. For each special teacher-station required at this location, list the type of facility required and the activities for which this facility will be used:

Type of Facility	Activities to be Housed

Department of Public Instruction
School Bond Loan Program

Form SBLA/201

Application No. SBLX/

ESTIMATED SIZE AND COST OF PROPOSED CONSTRUCTION PROJECT

_____ (school district) _____ (name of school building)

1. Type of project (check all applicable):
   ____ a. New building ____ c. Remodeling ____ e. Site Improvement
   ____ b. Addition ____ d. New or add. site ____ f. Other (specify)

2. Grades to be accommodated at this location: _____ through _____

3. Estimated membership 5 years hence at this location: _____

4. Housing available at this location (existing and under construction):
   a. Total _____ square feet; _____ pupil capacity
   b. Adequate _____ square feet; _____ pupil capacity

5. Brief description of proposed construction project:

6. Size and capacity of proposed construction project:
   a. Square feet _____
   b. Pupil capacity _____

7. Estimated cost of proposed construction project:
   a. Contract cost--
      (1) New construction $_____
      (2) Remodeling and rehabilitation $_____
      (3) Construction contingencies $_____
      (4) TOTAL CONTRACT COST $_____
   b. Architect's fees $_____
   c. Other costs assigned to this construction project $_____
   d. TOTAL ESTIMATED COST $_____

Certification by Registered Architect or Engineer

I certify hereby that I am familiar with the details of the proposed construction project described above and that the foregoing and attached detail relative to the construction project are true and correct to the best of my knowledge and belief.

_____ (signature) _____ (date)

_____ (firm name) _____ (license number)

_____ (mailing address)

Department of Public Instruction
School Bond Loan Program

Form SBLA/203/S

District_____
School Building_____
No. Teaching Periods in Daily Schedule_____

SPACE ADEQUACY - SECONDARY

1. Predicted enrollment _____
2. Current enrollment _____
3. Growth factor (line 1 divided by line 2) _____*

Subject Area	Total Number of Pupils Enrolled During Current Year	Number Periods Per Week Subject is Offered for One Group of Pupils	Product (column 2 times column 3)	Average Class Size (School Board Policy)	Periods Per Week One Teacher Station Can be Used	Product (column 5 times column 6)	Number Teacher Stations Required (column 4 divided by column 7)	Teacher Stations Required for Predicted Enrollment (column 8 times Growth Factor)*	Number of Teacher Stations Existing at This Location		Additional Teacher Stations Required (column 9 less column 10)
									Adequate	Inadequate to be Abandoned	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total											

Department of Public Instruction
School Bond Loan Program

Form SBLA/301

Application No. SBLX/

RESOLUTION

_____ _____
(school district) (county)

Proceedings of the (regular/special) meeting of the Board of Education of the

_____
(legal name of school district)

held at_____ on _____, 19____
(place) (date)

Meeting called to order at _____m. by _____
(time) (title)

_____
(name)

Members present: _____ _____

_____ _____ _____

_____ _____ _____

Members absent: _____ _____

_____ _____ _____

Motion by_____, seconded by_____
that the following resolution be adopted:

Resolution

WHEREAS, _____
(legal name of school district)
hereinafter referred to as the "District", is in need of additional school facilities to provide an adequate educational program for the pupils of the District; and

WHEREAS, funds have been made available by the State of Michigan under Section 27, Article 10, Michigan Constitution, and Acts No. 74 and 151, Public Acts of 1955, as amended, for loans to school districts when the local property tax required to meet the payment of principal and interest on all qualified bonds of the district falling due in any one year exceeds 13 mills on the state equalized valuation of the District; and

WHEREAS, this District has made application to the superintendent of public instruction for qualification of its bonds pursuant to said Section 27, Article 10, Michigan Constitution, and Acts No. 74 and 151, Public Acts of 1955, as amended, such application being numbered SBLX/_____; and

WHEREAS, the proposed school construction projects described in the application of the District for qualification of its bonds and the supporting date submitted therewith have been heretofore reviewed and approved by this Board, and

Form SBLA/301

WHEREAS, the Board of Education of this District (proposes to call an election for the purpose of bonding the District/called an election on _____, 19_____ at which the voters of the District approved a bond issue) in the amount of $_____ to provide the facilities described in detail in the application and consisting generally of the following:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of said District as follows:

1. That the bonds of the District for which the qualification of the superintendent of public instruction is sought will conform to all the requirements of law pertaining generally to school bonds and specifically to school bonds qualified under Act No. 151, Public Acts of 1955, as amended.

2. That any moneys obtained through the sale of the qualified bonds of the District as herein proposed will be used only for the purpose of financing the construction projects described in application number SBLX/_____, such projects to include a total of not more than _____ square feet of gross floor area at a cost not to exceed $_____ per square foot for construction, and a total cost not to exceed $_____, and for no other purpose unless such change of purpose has had the prior approval of the superintendent of public instruction.

3. That the District hereby waives all rights to a loan from the State School Bond Loan Fund on the bonds described in this resolution if all of the requirements of law pertaining thereto have not been met.

4. That two certified copies of this resolution be included as part of the application for the qualification of the bonds of the District submitted to the superintendent of public instruction.

The question being upon the adoption of the foregoing resolution, it was adopted by the following vote:

Yeas: _____ _____

_____ _____ _____

_____ _____ _____

Nays: _____ _____

_____ _____ _____

Form SBLA/301

Certificate of Secretary of Board of Education

I, _____, _____
(name) (title)
of the Board of Education of _____
(legal name of school district)
_____ County, State of Michigan, do certify hereby that the foregoing is a true and correct copy of a resolution adopted by the Board of Education of this District at a (regular/special) meeting held on the_____day of_____, 19_____, as the same appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19_____.

_____
(signature of secretary)

Note: The following certificate is to be executed, in addition to the certificate above, if the foregoing resolution was passed at a special meeting at which one or more members of the board of education were absent. Attach also, one copy of the notice of the special meeting.

Certificate

I, _____, _____
(name) (title)
of the Board of Education of _____
(legal name of school district)
_____County, State of Michigan, do certify hereby that

on _____, 19____, I served a call for special meeting of the Board of Education of said District, a true copy of which is hereto attached, upon each member of said Board by*_____

_____

_____

_____
(signature)

*Insert on the lines the method by which the notice was served.

Department of Public Instruction
School Bond Loan Program

Form SBLA/401

Application No. SBLX-L/

PRELIMINARY LOAN APPLICATION
(To be filed at least 60 days prior to date of certification of tax levy to assessing officer)

_____ (school district) _____ (county)

Person to whom questions and correspondence concerning this application should be directed:

_____ (name) _____ (title)

_____ (address) _____ (telephone)

Certificate

I, the undersigned, Secretary of the Board of Education of the

_____
(legal name of school district)
do certify hereby that the Board of Education of said School District, at a (regular/special) meeting held on the _____ day of_____, 19_____, took the following action:

(1) Resolved to apply for a loan from the State School Bond Loan Fund in the amount described in this application to assist the District in meeting the payment of principal and interest on the qualified bonds of the District, such bonds being qualified by having been issued prior to May 4, 1955 and/or by having been issued after May 4, 1955 and qualified by the Superintendent of Public Instruction prior to their issuance.

(2) Agreed that in the event a loan is obtained from the State School Bond Loan Fund to levy a tax of at least 13 mills on the state equalized valuation of the District each year until such loan is repaid in full to the State of Michigan.

(3) Read this application and approved all statements and representations contained herein as true to the best knowledge and belief of said Board.

(4) Authorized the Secretary of the Board of Education to sign this application and submit same to the Superintendent of Public Instruction for his review and approval.

IN WITNESS WHEREOF, I have hereunto set my hand this _____day of _____, 19_____.

_____
(signature of secretary)

_____
(type or print name of secretary)

Mail two copies of this application to: School Bond Loan Program, School Organization and Plant, Department of Public Instruction, Lansing 2, Michigan.

Form SBLA/401

Schedule A - Unlimited Tax Bonds

Principal and Interest Maturing on Qualified Bonds (1)	Amount (2)	Total Principal and Interest Maturing (3)	Amount Added for Estimated Tax Delinquency (4)	Total Required to be Levied on Tax Roll (5)	Less Amount District Intends to Pay from Balance on Hand (6)	Minimum Amount Required to be Levied on Tax Roll (7)	Debt Fund Balance on Hand for this Issue (cash and investments) (8)
Issue Dated: ____________							
Principal due (date__________)							
Interest due (date__________)							
Interest due (date__________)	$__________	$__________	$__________	$__________	$__________	$__________	$__________
Issue Dated: ____________							
Principal due (date__________)							
Interest due (date__________)							
Interest due (date__________)	$__________	$__________	$__________	$__________	$__________	$__________	$__________
Issue Dated: ____________							
Principal due (date__________)							
Interest due (date__________)							
Interest due (date__________)	$__________	$__________	$__________	$__________	$__________	$__________	$__________
Issue Dated: ____________							
Principal due (date__________)							
Interest due (date__________)							
Interest due (date__________)	$__________	$__________	$__________	$__________	$__________	$__________	$__________
Issue Dated: ____________							
Principal due (date__________)							
Interest due (date__________)							
Interest due (date__________)	$__________	$__________	$__________	$__________	$__________	$__________	$__________
Total for all Unlimited Tax Bonds:		$__________	$__________	$__________	$__________	$__________	

Schedule B – Limited Tax Bonds

Principal and Interest Maturing on Qualified Bonds (1)	Amount (2)	Total Principal and Interest Maturing	Minimum Required to be Levied by Bond Resolution		Amount District Intends to Levy This Year (Dollars) (6)	Debt Fund Balance on Hand for This Issue (cash and investments) (7)
			*Mills (4)	Dollars (5)		
Issue Dated: ______						
Principal due (date______)						
Interest due (date______)						
Interest due (date______)	$______	$______	______	$______	$______	$______
Issue Dated: ______						
Principal due (date______)						
Interest due (date______)						
Interest due (date______)	$______	$______	______	$______	$______	$______
Issue Dated: ______						
Principal due (date______)						
Interest due (date______)						
Interest due (date______)	$______	$______	______	$______	$______	$______
Issue Dated: ______						
Principal due (date______)						
Interest due (date______)						
Interest due (date______)	$______	$______	______	$______	$______	$______
Issue Dated: ______						
Principal due (date______)						
Interest due (date______)						
Interest due (date______)	$______	$______	______	$______	$______	$______
Total for all Limited Tax Bonds:		$______	______	$______	$______	

*If minimum levy as stated in resolution is in terms of a minimum millage then the dollar amount must be computed by multiplying the County Equalized Valuation by said millage according to Attorney General's Opinion No. 1877, dated March 4, 1955.

Schedule C - Summary

1. State equalized valuation, 19_____: $_____

2. County equalized valuation, 19_____: $_____

3. Minimum amount required to be levied for all unlimited tax bonds (total of col. 7, Schedule A, page 2): $_____

4. Minimum amount required to be levied by bond resolution for limited tax bonds (total of col. 5, Schedule B, page 3): $_____

5. Total required minimum levy for all bonds (item 3 plus item 4): $_____

6. 13 mills on state equalized valuation: $_____

7. Amount school district proposes to borrow from State School Bond Loan Fund to reduce tax levy (item 5 less item 6): $_____

8. Anticipated state loans required:

Date on which Bond Payment is Due	Amount of State Loan Required to Assist in Making Payment
a. _____, 19____.	$_____
b. _____, 19____.	$_____
c. _____, 19____.	$_____
d. _____, 19____.	$_____
e. _____, 19____.	$_____

Preliminary loan application approved by Department of Public Instruction:

_____, 19_____ (date) $_____ (amount)

Certificate of Secretary of Board of Education

I, _____, _____
(name) (title)
of the Board of Education of _____
(legal name of school district)
_____ County, State of Michigan, do certify hereby that the foregoing is a true and correct copy of a resolution adopted by the Board of Education of this District at a (regular/special) meeting held on the _____day of _____, 19_____, as the same appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19_____.

_____
(signature of secretary)

Note: The following certificate is to be executed, in addition to the certificate above, if the foregoing resolution was passed at a special meeting at which one or more members of the board of education were absent. Attach, also, one copy of the notice of the special meeting.

Certificate

I, _____, _____
(name) (title)
of the Board of Education of_____
(legal name of school district)
_____County, State of Michigan, do certify hereby that

on _____, 19_____, I served a call for a special meeting of the Board of Education of said District, a true copy of which is hereto attached, upon each member of said Board by*_____

_____

_____

_____
(signature)

*Insert on the lines the method by which the notice was served.

DEPARTMENT OF PUBLIC INSTRUCTION
Administrative Services Division

Form SBLA/501

Application for Qualification of Bonds
REVISION OF CONSTRUCTION PROJECT ESTIMATES

_____ (school district) _____ (application date) _____ (date of revision)

School Building		Number Class-rooms	Area Square Feet	Cost of Project				
				New Construction	Remodeling and Rehabilitation	Contingencies	Other	Total Contract Cost
	Original							
	Revised							
	Original							
	Revised							
	Original							
	Revised							
	Original							
	Revised							
	Original							
	Revised							
	Original							
	Revised							
Total	Original							
	Revised							

Item	Estimated Original Cost	Revised Cost
Total contract cost		
Equipment		
Architect fees		
Qualification fee		
Other fees		
Site acquisition		
Site development		
Refunding		
Election notices, bond printing, etc.		
Capitalized interest		
Other costs		
TOTAL COST		

Report prepared by: _____ _____
(name) (title)

Approved by Board of Education: _____, Secretary
(name)

MICHIGAN
DEPARTMENT OF PUBLIC INSTRUCTION
LANSING

LYNN M. BARTLETT
SUPERINTENDENT

CERTIFICATE OF QUALIFICATION OF BONDS

I, Lynn M. Bartlett, Superintendent of Public Instruction, State of Michigan, do certify as follows:

1. That the _____ County(s), Michigan, has applied for qualification of bonds under the provisions of Act No. 151, Public Acts of 1955, as amended, for the purpose of financing the construction of school facilities as described in the application on file in my office; such application being dated _____, 19____ and numbered SBLX/ _____.

2. That I have found the bond issue and the construction projects to be financed thereby to comply with the following requirements:

a. The last maturity date on the bond issue is not less than twenty-five years from the date of issuance.

b. The yearly principal maturity date is not less than six months after the major part of the taxes therefor become by law a lien upon the property assessed.

c. The amount of principal maturing in any calendar year is not less than two-thirds of the amount of principal maturing in any prior calendar year.

d. The cost of the project for which qualified bonds are to be issued is within the standards of cost as established by the State Board of Education.

e. The project is designed to provide classrooms and furnishings, with the facilities necessarily connected therewith, including site, and is adequate for that purpose.

f. There exists a need for the project based upon current and probable future enrollment.

g. There is reasonable evidence that the project will not hinder school district reorganization in the area in the forseeable future.

h. The project is for the purpose of constructing

(over)

3. That the bond issue may be identified as:

a. _____.

b. Series _____.

c. Dated _____, 19____.

d. For the purpose of

4. That based on the findings above, this bond issue, in the amount of $_____, or _____percent, is qualified for participation in the State School Bond Loan Fund under the provisions of Section 27, Article X, Constitution of the State of Michigan, and Act No. 151, Public Acts of 1955, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19____.

_____
Lynn M. Bartlett
Superintendent of Public Instruction

* * * * * *

I, the undersigned, certify the foregoing to be a true and correct copy of a certificate signed by Lynn M. Bartlett, Superintendendent of Public Instruction on the _____day of _____, 19____, as the same appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19____.

_____
Mills Wilber, Consultant
School Bond Loan Program
Administrative Services

Application for Qualification of Bonds

INSTRUCTIONS FOR PREPARATION

In preparing an application for qualification of bonds, please observe the following directions:

1. The bond issue, and the construction projects to be financed thereby, must conform with the provisions of Act No. 151, Public Acts of 1955, as amended. This act and other information pertaining to the qualification of bonds by the superintendent of public instruction is contained in Bulletin No. 416, Michigan School Bond Loan Program. Copies of this bulletin may be secured from the Department of Public Instruction.

2. Follow the instructions carefully in preparing the application for qualification. Attach to the application any additional statements and information which will help to explain any part of the application. In some cases, such additional data are required.

3. Complete one set of forms of the "100" series for each application, and one set of forms of the "200" series for each separate construction project included in the application.

4. Submit two copies of each form to: School Bond Loan Program, Administrative Services Division, Department of Public Instruction, Lansing 2, Michigan.

Form SBLA/101; Application for Qualification of Bonds

Application Number. Leave this space blank. The application number will be assigned by the Department of Public Instruction.

School District. Enter the legal name of the school district, the county in which the district is located for reporting purposes, and the mailing address of the board of education offices.

Person to Whom Questions and Correspondence Should be Directed. This should be the person who prepares the application. Ordinarily it will be the superintendent of schools or some member of his staff, the county superintendent of schools, or a member of the board of education.

Certificate. After the application has been completed, the board of education must take the action indicated by the certificate, and the certificate must then be signed by the secretary of the board of education.

Item 1. Indicate the grades maintained in the district during the current year and the grades the district expects to operate five years hence; i.e., K through 6, K through 12, etc.

Item 2. Enter the latest available state equalized valuation of the district and indicate the year for which this valuation has been set.

Item 3. Indicate the date on which the accounting for the information in this item was made. In sub-item a, enter the total bonded debt existing on this date. In sub-item b, show the balance existing in the debt retirement fund.

Item 4. Enter in sub-item a the total amount of the bond issue included in this application. In sub-item b, enter the date on which the bond issue was approved, or will be voted on by the school tax electors of the district. In sub-item c, indicate the action taken by the Municipal Finance Commission with respect to approval of the sale of the bonds.

Item 5. In sub-item a, enter the total amount of the proposed debt (item 3a plus item 4a). In sub-item b, enter the largest annual payment of principal and interest falling due in the future on the combined existing and proposed bonded debt, and the year in which this payment is anticipated.

Item 6. List the name and mailing address of each person indicated.

Item 7. Enter a complete breakdown of the estimated cost of all construction projects proposed in this application.

Form SBLA/102; Estimate of Membership

Item 1. This table is to be used as a worksheet to project the membership of the school district for a period of five years based on the actual membership trends experienced in the district over the current and five immediately preceding years. If enrollment estimates have been made previously for the district, and if experience has shown these estimates to be reasonably accurate, such projections may be substituted for those required in this item.

When the forecast of future membership is prepared with the use of this worksheet, the following procedure should be observed:

Step 1. Enter the actual census and membership figures on the lines entitled "Number" for the current year and each of the five immediately preceding years (cols. 3-8). Note: In setting down the census and membership for the five preceding years, include all of the territory that is now a part of the school district even though part of the territory may not have been a part of the district in prior years.

Example: If the current year is 1958-59, the census figures entered in col. 8 should be taken from the May, 1958 census; col. 7, May, 1957 census; col. 6, May, 1956 census; col. 5, May, 1955 census; col. 4, May, 1954 census; col. 3, May, 1953 census. Membership figures for the school years 1953-54 through 1958-59, for all grades maintained in the district should then be entered in cols. 3-8.
Note: Membership figures should be taken from the official membership count on the fourth Friday following Labor Day. For the years for which these figures are not available, use the first membership count made in the fall of each year. Include in the membership the pupils in all grades which the district will maintain five years hence. If some of the grades to be operated in the fifth succeeding year were not operated by the district in prior years, enter the number of pupils in these grades who were sent out of the district as tuition pupils.

Step 2. Calculate for the known period (five preceding years plus the current year) the percent of survival for each age group to the next age group the following year; the percent of survival for the "4 Years" group to kindergarten the following year; and the percent of survival for each grade group to the next grade group the following year.

Example: If in the fifth preceding year there were 42 children in the census group "Under 1 year"; and in the fourth preceding year there were 51 children in the census group "1 Year"; the percent of survival for the "1 Year" group would be 51 divided by 42, or 121.4 percent. If in the first preceding year there were 50 children in the census group "4 Years"; and in the current year there were 60 pupils enrolled in kindergarten; the percent of survival for the kindergarten group would be 60 divided by 50, or 120.0 percent.

Step 3. Determine the average percent of survival for each age and grade group for the entire known period and enter this average for each of the future years (cols. 9-13) on the line entitled "% Survival".

Example: If the percent survival for the 3rd grade for the known years were 99.2, 102.5, 101.4, 104.6, and 98.8; the average percent survival to be entered in cols. 9-13 would be 101.3.

Step 4. Project the membership of the district for five years by multiplying the number of children in an age or grade group, beginning with the last known year (current year, col. 8), by the average percent of survival for the next age or grade group.

Example: If in the current year there were 44 pupils in the 5th grade; and if the average percent of survival between the 5th and 6th grades were 116.5; by multiplying 44 times 1.165 we would estimate that there would be 51 pupils in the 6th grade in the first future year.

Step 5. Add the actual and estimated membership for each year in grades K-6, 7-9, 10-12, and K-12, and enter the totals in the proper blanks.

Item 2. Provide the date requested in each sub-item.

Item 3. In the space provided, describe any new factors which are likely to influence the membership of the district during the next five years. These should be factors which have not been present during the five preceding years, such as: the movement of a new industry into the district, the construction of a new non-public school, an increase in the rate of dwelling unit construction, dwelling unit saturation being reached, etc. In the second column of the table, indicate the anticipated effect of each factor on the membership of the district five years hence; i.e., plus 100, minus 75, etc. If these factors will increase substantially the predicted enrollment of the district over the forcast in Item 1, attach evidence which will support this estimate of additional pupils.

Item 4. Enter the anticipated membership of the district five years hence for the grade groups indicated. The figures entered here should represent your best estimate of future membership based on all known factors, trends, and expected alterations of these trends. The total enrollment shown in this item should equal that reported in Item 1, plus or minus the effect of the factors described in Item 3.
Note: The total school building capacity obtained by adding together all adequate space already existing or under construction and the new space proposed in this application should not exceed the capacity required to house the number of pupils recorded at each grade level in this item.

Form SBLA/103; Summary, Existing and Proposed School Plant

Reverse Side of Form. In the space provided on the reverse side of Form SBLA/103, list all school buildings owned by the district, including those existing, under construction, and proposed new. List elementary schools first, junior high schools next, and senior high schools last.

Col. 1. Enter the code letter for each school building listed on the reverse side of the form.

Col. 2. Enter a number, beginning with one (1), for each building listed in col. 1 for which a construction project is proposed in this application. Buildings existing or under construction for which no construction project is included in this application will not be assigned a number in this column.
Note: One set of forms of the "200" series should be completed for each construction project indicated in this column.

Col. 3. Enter the grades to be housed in each building after the proposed construction projects have been completed.

Col. 4. List the number of pupils housed in each building during the current year. The total of this column should equal the total figure shown in col. 8, Item 1, Form SBLA/102.
Note: Beginning with col. 4 and continuing through col. 19, show the sub-totals for all schools of each grade level (K-6, 7-9, 10-12, etc.). If the elementary schools of the district house grades 7-8, enter the information for grades K-6 and grades 7-8 on separate lines.

Col. 5. Enter the estimated membership to be housed in each building five years hence. This number should be identical with that shown in Item 3, Form SBLA/201, and the total of this column should equal the total listed in Item 4f, Form SBLA/102.

Col. 6. Enter the pupil capacity of all adequate buildings, or portions of buildings, existing or under construction in the school district. The capacity should be determined on the basis of the space available and the class size as set by board of education policy; not necessarily on the basis of the number of pupils actually housed.

Col. 7. List the number of additional pupils to be housed in the construction projects proposed in this application. The sum of cols. 6 and 7 will not necessarily equal the figure entered in col. 5, but in no case may the sum of these columns be greater than the total listed in col. 5.

Col. 8. Enter the total number of existing, adequate classrooms, including those under construction. For purposes of this column and cols. 9-12, include all general education and special classrooms, such as: shops, laboratories, music rooms, etc.; but do not include general use rooms, such as: gymnasiums, auditoriums, study halls, libraries, etc.

Col. 9. Enter the number of inadequate classrooms that the district proposes to abandon and replace under the construction projects included in this application. Do not count classrooms as inadequate if they are going to be continued in use through the next five succeeding years. If certain areas of the building are to be abandoned as classrooms but are to be continued in use for other school purposes (storage, offices, etc.), the number of existing classrooms to be abandoned should be entered in this column, but no square foot area should be listed in col. 14.

Col. 10. List the number of presently inadequate classrooms which are to be made adequate through rehabilitation proposed in this application and are to be continued in use through the next five years.

Col. 11. List the number of new classrooms proposed in the construction projects included in this application. Include general education and special classrooms, but do not include general use facilities (see instructions for col. 8).

Col. 13. Enter the total number of square feet of all adequate building area, including general use rooms, lobbies, corridors, etc., existing or under construction in the district. In order to assure uniformity, building area entered in this column, and in columns 14-17, should be computed in accordance with the following:

a. All measurements should be made from the exterior, rough wall lines.

b. Totally enclosed space should be counted as full area. Among the various types of space to be included are such areas as boiler and heater rooms, each floor of a building, and stairways.

c. Covered, unenclosed space should be counted as one-half of the actual ar Included in such space are open, covered passages, porches and planting areas; overhangs and sun control devices so designed and located that th function as covered walks; and mezzanines for storage purposes.

d. Areas which should not be counted include eaves and sun control devices except as specified above, and unsheltered platforms and steps.

Col. 14. Enter the number of square feet of inadequate building area to be abandoned by the district and replaced under the construction projects included in this application. Do not consider building area as inadequate if it is going to be continued in use through the next five succeeding years.
Note: For any space reported in this column, attach a statement listing the reasons for which the space is to be abandoned. This statement may be made by the board of education if the space is considered educationally obsolete by a registered architect or structural engineer if the space is structurally obsolete, or by qualified health or fire-safety authorities.

Col. 15. Enter the total number of square feet of existing inadequate building area to be rehabilitated under the construction projects included in this application and continued in use through the next five years.

Col. 16. Enter the number of square feet of new building area proposed in the construction projects included in this application. Entries in this column should correspond exactly to entries in Item 6a, Form SBLA/201.

Col. 18. Enter the total size, in acres, of each site now owned by the district or to be purchased with funds other than those from the bond issue described in this application.

Col. 19. Enter the total size, in acres, of each new site proposed to be purchased with funds obtained through the sale of the bonds described in this application.

Form SBLA/201; Estimated Size and Cost of Proposed Construction Project

Item 1. Check all items applicable to this construction project.

Item 2. Enter the grades to be housed at this location after the construction project is completed; i.e., K through 6, 7 through 9, 10 through 12, etc. The entry in this item should correspond to that in col. 3, Form SBLA/103.

Item 3. Enter the estimated membership at this location five years hence. This figure should correspond to that entered in col. 5, Form SBLA/103.

Item 4. In sub-item a, enter the existing number of square feet and pupil capacity of the building at this location. If the proposed construction project at this location is a completely new building, enter a zero (0). In sub-item b, enter the total building area and pupil capacity of that portion of the building considered adequate for use through the next five year period.

Item 5. Give a brief description of the proposed construction project; i.e., 4 room addition, new 13-room building with multipurpose room, etc.

Item 6. Enter the exact number of square feet and pupil capacity of this proposed construction project. These figures should be the same as those shown in cols. 16 and 7 respectively, Form SBLA/103.

Item 7. Enter the estimated cost of the construction project as indicated in each sub-item.
Note: If the proposed construction project includes any facility which cannot be financed with qualified bonds; i.e., swimming pool, athletic field, athletic stadium, attach an explanation stating the number of square feet of space included in the facility and the estimated cost.

Certificate. The certificate must be signed by your architect to show that he has assisted in the planning of the proposed construction project and in estimating the cost.
Note: Only one of the copies submitted to the Department of Public Instruction need be signed by the architect.

Form SBLA/202; Proposed Construction Project - Plan

Item 1. The architect should prepare a sketch of the proposed building and site showing the size of the site, the location and orientation of the building, and the portion of the building existing adequate, existing inadequate, and proposed new. The sketch may be drawn on the sheet provided, or a separate drawing may be attached.

Item 2. Attach one copy of the sketch of the proposed construction project as drawn by the architect. The sketch should be drawn to scale and must include a floor plan showing dimensions and proposed use of each space.

Item 3. List, in the appropriate column, each of the facilities included in the building sketched in Item 1. If the proposed construction project includes a gymnasium and/or auditorium, the following additional information must be attached:

a. Evidence that the facility is required for the regular instructional program of the school.

b. Evidence that the facility is required because of the size of the enrollment.

c. Statement of the total square foot area and estimated cost involved in this facility.

Note: If the total number of classrooms, including gymnasium, auditorium, and study hall, for all construction projects included in this application is less than six, attach a statement, signed by the secretary of the board of education, setting forth the conditions that justify the construction of fewer than six classrooms.

Form SBLA/203/E; Space Adequacy - Elementary

Use this form only if the proposed construction project is to be used to house elementary pupils (K-6 or K-8). The number of teacher stations proposed for construction at this location should not exceed the sum of items 2d and 3d.

Form SBLA/203/S; Space Adequacy - Secondary

Use this form only if the proposed construction project is to be used to house secondary pupils (7-12).

At the top-left, indicate the number of teaching periods in the daily schedule, excluding the homeroom period, lunch period, etc. At the top-right, enter the estimated enrollment at this location five years hence; the present enrollment at this location (if the construction project is a new building, enter the number of pupils that would have been enrolled had the building been in use during the current year); and the factor obtained by dividing line 1 by line 2.

Col. 1. List each subject area involved in the proposed construction project. For a new building list all subject areas; for an addition or remodeling, list only those subject areas to be housed by the addition or affected by the remodeling.

Col. 2. Enter the number of pupils enrolled during the current year in each subject area. If additional pupils were denied instruction in any subject because of lack of space, include them in the subject area enrollment. If the distr does not currently offer instruction at the grade level for which this build ing is to be constructed, the enrollment in each subject area should be esti ted on the basis of the number of pupils in the grades involved now attendin other secondary schools as non-resident pupils.

Col. 3. Enter the number of periods per week the subject is offered for one group (class) of pupils. If the subject is offered each day, the entry in this column will be "5". If some subjects are offered on a unified-studies basis, the total number of class periods utilized per week should be entered here. For example, if a double period is used for a combination of English and social science, the entry in this column should be "10".

Col. 6. Enter the number of periods per week one teacher station can be used. For example, if a room can be used six periods per day, five days a week, enter "30". If, however, an instructor teaches five classes per day and is scheduled to remain in his room during his free period, enter "25".

Col. 8. Divide col. 4 by column 7 to determine the number of teacher-stations required to house the present enrollment in each subject area.

Col. 9. Multiply col. 8 by the growth factor shown on line 3 at the top-right to determine the number of teacher-stations required for the estimated enrollment five years hence.

Cols. 10 and 11. Enter the number of teacher stations existing or under construction in the appropriate column. Only those stations should be counted as inadequate which the district plans to abandon and replace under this proposed construction project.

Col. 12. Subtract col. 10 from col. 9 and enter the difference in this column. Round off the number of teacher-stations required to a whole number. This number will not necessarily be the nearest whole number. For example, the need for 1.4 science teacher-stations might require the provision of two stations rather than one because of the specialized type of facility required. Note: The number of teacher-stations proposed for construction at this location cannot exceed the total shown in this column.

Form SBLA/301; Resolution

Copies of this form will be mailed to the secretary of the board of education of the district after the application for qualification of bonds has been reviewed by the Department of Public Instruction. The resolution must then be adopted by the board of education of the applicant district and two copies, signed by the secretary, returned to the Department of Public Instruction.

Refunding Bonds

Bonds issued for refunding purposes may be qualified under the provisions of Act No. 151, Public Acts of 1955, as amended. In the case of refunding bonds, the following information should be submitted:

1. Refunding as the entire project included in the application for qualification of bonds:

   a. Form SBLA/101.

   b. Statement of bond attorney, including: the date of issuance of the bonds to be refunded, the amount of the original bonds to be refunded, and the reasons for refunding the original issue.

2. Refunding as a part of the project included in the application for qualification of bonds: In addition to the regular application for qualification of bonds, submit the information listed in item 1b above.

Qualification Fee

Under the provisions of Act No. 96, Public Acts of 1956, each school district whose bond issue is qualified by the superintendent of public instruction is required to pay a fee for such qualification. The amount of the fee is based on the amount of the bond issue included in the application for qualification, and the total amount of all fees collected from all school districts in one fiscal year is calculated to cover the cost of administering the School Bond Loan Program for that year. Any fees collected in excess of administrative expenses will be returned to the qualifying school districts at the end of the fiscal year.

The secretary of the school district will be notified of the amount of the fee to be charged. This amount must be paid to the superintendent of public instruction within thirty days after the school district received the money from the sale of the qualified bonds.

The following schedule of fees is effective July 1, 1958:

Amount of Bond Issue	Fee
Over $10,000,000	$1,200
8,000,001 - 10,000,000	1,100
5,000,001 - 8,000,000	1,000
3,000,001 - 5,000,000	900
1,000,001 - 3,000,000	800
600,001 - 1,000,000	700
500,001 - 600,000	600
400,001 - 500,000	500
300,001 - 400,000	400
200,001 - 300,000	300
100,001 - 200,000	200
100,000 or Less	100