

**2025-26 District Provided Professional Development Reported As Instructional Time**

<b>District:</b>		<b>Count Date:</b>	
<b>Building/Program:</b>			

*Under Section 101(10) of the State School Aid Act (MCL 338.1701, a district may count up to 38 hours of qualifying district provided professional development for teachers as hours of pupil instruction if all the following requirements are satisfied.*

- A district-wide professional development advisory committee appointed by the district board recommends at least 8 hours of the professional development. The advisory committee must be composed of teachers employed by the district who represent a variety of grades and subject matter specializations, including special education; nonteaching staff; parents; and administrators. The majority membership of the committee shall be composed of teaching staff.
- If the professional development is provided online, the district must have approved the instruction. For online professional development to be counted as a day of instruction, the professional development must be started and completed in the same day.
- The professional development hours are to offset instructional time for pupils whose teachers were scheduled to participate in the professional development.
- At least 75% of teacher scheduled to participate in the professional development are in attendance.
- The professional development is aligned to the school or district improvement plan for the school or district in which the professional development is being provided.
- The professional development is linked to 1 or more criteria in the evaluation tool developed or adopted by the district or intermediate district under Section 1249 of the Revised School Code, MCL 380.1249.
- The department has approved the professional development and confirmed it may be counted for state continuing education clock hours (SCECH).
- Not more than a combined total of 10 hours of the professional development takes place before the first scheduled day and last scheduled day of school for that school year.
- No more than 10 hours of qualifying professional development takes place in a single month. Professional development must exceed 5 hours in a single day to be used as an instructional day.

A district must provide documentation establishing satisfaction of all of these requirements at the request of the ISD auditor. Pupil Accounting Manual 2-2

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date