

Section 25e Timeline and Documentation Requirements

Section 25e Period:

October 2, 2025 – February 11, 2026

Eligibility:

Students must have been eligible and claimed by a Michigan public school district on the **Fall Count Day, October 1, 2025**.

SRM (Student Record Maintenance) Submission Requirements

- **Submission Window:**

All SRM requests must be submitted **within 30 calendar days** of the student's **first full day of attendance, except** for students who enroll between **October 1 and November 12**.

- These requests must be submitted by **December 12, 2025**.

- **Note:** SRMs cannot be submitted **until approximately December 5, 2025**, due to the CEPI MSDS collection closeout.

- Requests submitted more than **30 calendar days** after the first full day of attendance will be **denied**.

- The **final date** to submit SRM requests is **February 11, 2026**.

- The student's **first full day of attendance** must fall between **October 2, 2025, and February 11, 2026**.

FTE Guidelines

- The **FTE claimed by the enrolling district** cannot exceed the FTE for which the student was originally claimed on Fall Count Day.

- If a student's FTE is split between **General Education and Special Education (GE/SE)**, the split must reflect the **services provided by the enrolling district**, not the previous district's claim. However, the total FTE may not exceed the original amount claimed.

Data Entry Requirements

Districts and PSAs must enter or upload the required student data into **MSDS/SRM, Section 25e**.

Document Submission in Revver

Once the SRM is completed, **all Section 25e requests** must include the following documentation, uploaded to **Revver** by submitted date and **25e batch** in **PDF format** for each student:

1. Residency verification form (*LEA only; one form per submission/SRM*)
2. Section 25e Transfer Request Form
3. Copy of completed enrollment form (with parent/guardian signature and date)
4. Student schedule
5. Attendance documentation verifying the **first full day of attendance**

Note: PSAs are not required to submit residency verification forms.

All required documents must be uploaded as a **single PDF file** per date (one file for each submission) to **Revver Folder #7 – Section 25e Claims (Month of Claim)**.

Use the naming convention:

Date of Certified SRM_25e Request

Please ensure each student's documentation remains together and that one consolidated PDF file is uploaded for all students included in the SRM in alphabetical order.

RESA Review Process

After RESA receives the Section 25e transfer documentation:

- Auditors will review and process the submission.
- Districts can then view Section 25e requests in **MSDS** for **approval or denial**.
- If a request is denied, the reason for denial will appear in the **Comments** field. Districts should review the auditor's comments carefully.
- Individual approvals/denials will not be emailed