



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: May 1, 2025

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Michele Harmala, Ph.D., Deputy Superintendent, 
Division of Educator Excellence, Career Technical Education, Special
Education, and Administrative Law

SUBJECT: Certification of the SE-4107 School Bus Inventory Reminder

Pursuant to [R 388.379 \(Rule 9\)](#) of the Michigan administrative code, all intermediate school districts (ISDs) and local educational agencies (LEAs), both traditional public school districts and public school academies (PSAs), using yellow and black school buses to transport students to and from school must report those buses in the School Bus Inventory System (SBIS).

To certify the school bus inventory:

- Access the [School Bus Inventory System website](#).
- Log in and certify your data.

All ISDs and LEAs must certify the school bus inventory annually and update the SBIS for any additions, edits, or deletions of yellow and black school bus information. If an ISD or LEA certifies its school bus inventory and then later makes changes, the district must recertify the school bus inventory.

Failure to certify the school bus inventory will result in statewide amortization not being calculated in the SBIS until certification is completed for all districts. Amortization amounts are not reimbursable on the Transportation Expenditure Report (SE-4094) unless the amortization amount is reflected in the SBIS.

The last day to make changes and certify yellow and black school buses in the SBIS is Monday, June 30, 2025. After this date, the SBIS cannot be reopened or updated.

If you have any questions, please contact Alejandro Trevino at TrevinoA3@Michigan.gov.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors

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