

Summer School 2020 Application Detail and Attendance Hour Claiming Frequently Asked Questions

Q1: How should schools claim virtual attendance hours for summer school in elementary and middle school?

Schools should submit 94% of the hours on the approved summer school application for each student's grade level or program. These hours should be submitted only for students who successfully complete the program of instruction. If a student completes between 50% and 100% of the program, the school should submit 47% of the hours. See Question 7 for instructions on completing the summer school application.

Q2: If our school provides remote non-virtual summer school, how should the attendance hours be claimed?

DESE will treat remote non-virtual summer school in the same way as virtual summer school, provided that it meets the expectations found in [Administrative Memo QS-20-005](#).

Q3: What counts as completion for courses that have no grade attached (e.g. early elementary instruction)?

A student may be considered as having completed the course if they have engaged in all the lessons, materials, activities, etc. provided by the program of instruction.

Q4: How should attendance hours be claimed in blended situations?

If summer school is offered in distinct segments, attendance should be claimed as appropriate for each segment. For example, if there is a virtual session in June followed by a seated session in July, the hours of attendance for June should be claimed at 94% of the seated hours, based on completion as described in the answer for Question 1. The hours for the July session would be claimed in the standard manner.

If summer school is structured so that periods of virtual and seated instruction alternate – an alternating design – then all of the attendance will be claimed as if it were virtual. For example, if student A has seated classes on Monday, Wednesday and Friday, and then virtual classes on Tuesday and Thursday. Student B would have the reverse. The schedules would flip in the following week. This lowers the number of students physically in the building at any given time.

Q5: Can we use the prior year summer school ADA for any reason?

No. Statute defines the funding formula as using the most recent summer school ADA.

Q6: How do we report the number of summer school hours on the application if we are using a flexible schedule to operate when we are able?

If the LEA is using a flexible schedule, operating summer school activities for a set number of instructional hours sometime within a wide timeframe, the district must declare and complete the "Days Not in Session" column for each program line on the application in order for the computation to generate the actual instructional hours in the "Total Hours in Session" column. The actual total hours in session are required to check against total hours claimed for summer school in the August MOSIS Enrollment and Attendance File.

Q7: How do I complete or amend the summer school application?

To submit an application for a regular or virtual summer school session, follow the directions below. To add or amend an already approved summer school application, such as changing to a partial or full virtual program, first make a request to DESE via email dese Summerschool@dese.mo.gov or by phone (573-751-3190 or 573-751-4104). Our office will then unlock the application for updating and approval.

1. First, on each separate line:
 - Select the building(s) that will be served
 - Select the grade span(s) to be served
 - Enter the open and closed dates – for operational flexibility, select a wide date range
 - Enter the number of school days not in session – that will reveal the actual “Total Days in Session”
 - Enter the number of hours/day – clicking SAVE will calculate by multiplying the “Total Days in Session” by the “Hours per Day” to generate the actual “Total Hours in Session”

NOTE: The SAVE button can be selected as many times as necessary to calculate and update the form before the final SUBMIT button is clicked.

2. Next, answer the three “Yes/No” questions. On the *Service Provider* question, select No if the LEA is operating a traditional summer school, or if an LEA-developed and administered virtual program is being used. If a commercial or fee-based virtual program is being used, select Yes. After selecting Yes, a set of boxes will appear asking for the provider’s and the contact person’s name, phone number and email address.
3. Then, select No for *Offsite Location*, unless the LEA is conducting a separate summer session at another location.
4. In the *Comment* box on the lower portion of the form, a description of the summer school program can be entered for clarity. For instance, if the program is completely or partially virtual, if there will be two separate summer sessions (session 1 and session 2), or one session provided online and one provided onsite. When finished, follow the instructions below to submit the application.
5. When complete, select the checkbox in the bottom left-hand corner of the page that states, “**The LEA has read and agrees to abide by the Summer School Handbook.**”
 - a. Click Save one more time, and then click the Submit button.
 - b. Our office will receive a notification that your LEA has submitted a 2020 application to provide summer school services.
 - c. Upon DESE approval of the application, an email notice of the approval is automatically generated and sent to the designated summer school director listed on the application.

Summer School Application Screen Shot for Reference

Status : OPEN

SUMMER SCHOOL DIRECTOR INFORMATION			
First Name	Last Name	Phone Number	Email Address

PROGRAM INFORMATION

Line Number	Program Location by School Name/School#	Estimated Enrollment	Grade Span	Open Date MM/DD/YYYY	Close Date MM/DD/YYYY	Days Not in Session	Total Days in Session	Hours Per Day	Total Hours in Session	Delete
-	--Select a Value--	-	-							
-	--Select a Value--	-	-							
-	--Select a Value--	-	-							
-	--Select a Value--	-	-							

Summer School enrollment exceeds Regular Year enrollment: Yes No

Service Provider: Yes No

Offsite Location: Yes No

Comments:

DESE Comments:

The LEA has read and agrees to abide by the Summer School Handbook

Status : OPEN

url: coredata-mosis@desse.mo.gov