APPENDIX B
Core Data Screen 24A – Summer School Application

The Summer School Application, Screen 24A, is made available to Missouri LEAs to apply for approval to operate a state-funded summer school program. The information must be complete and submitted by **May 1** of the year the summer session is to be held. All approved LEAs that offer summer school programming must also provide information specific to their program as part of the MOSIS June Summer Course Assignment submission.

Save	Screen 24	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--										

Add More Rows

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

Save	Screen 24	Status : OPEN

il: coredata-mosis@dese.mo.gov

Item Definitions – Screen 24A-Summer School Application

Summer School Director Information

First Name – First name of the educator that directs the summer school program.

Last Name – Last name of the educator that directs the summer school program.

Phone Number – Phone number of individual that directs the summer school program

(use the tab button to advance to each pane).

Email – Email of individual who directs the summer school program.

Program Information

Line – A sequential number for each line assigned by the system.

Program Location – Four-digit number and name of attendance center where the students will be attending in the fall, not the actual physical location where summer instruction is given (Select from drop down list).

Estimated Enrollment – The number of students estimated to be enrolled in the summer program at each program location.

Grade Span – Lowest and highest grades of the attendance center; valid selections are K and 1-12 (Select from drop down list).

Open Date – The date the summer school program begins (use extra lines for multiple sessions with different start/close dates).

Close Date – The date the summer school program closes.

Days Not in Session – Total number of planned days that school will **not** be in session between the starting and closing dates.

Total Days in Session – Total number of planned days that school will be in session between the starting and closing dates.

Hours Per Day – Total number of hours between the starting time of the first class and the dismissal time of the last class, excluding lunch periods.

Total Hours in Session - Total number of planned hours that school will be in session between the starting and closing dates.

Summer School enrollment exceeds Regular Year enrollment – If the estimated summer enrollment exceeds the enrollment reported during the traditional school year, the LEA must select the yes button. The comment box must include the rationale and capacity to serve the excess enrollment.

Provision of Services

Service Provider – Organization utilized to operate and provide the LEA's summer school program. If the LEA's summer school program is operated by a service provider, whole, or in part, the LEA must select the yes button and   provide the Service Provider's contact information.

Company Name – Organization utilized to operate and provide the LEA's summer school program (Service Provider).

First Name – First name of the contact for the company that operates the LEA's summer school program.

Last Name – Last name of the contact for the company that operates the LEA's summer school program.

Phone Number – Phone number of the contact for the company that operates the LEA's summer school program.

Email Address– Email of contact for the company that operates the LEA's summer school program.

Offsite Location – Service provider operates summer school program in a facility not owned by the LEA (If the LEA's summer school program is operated by a service provider in a facility not owned by the LEA, the LEA must select the yes button and provide all service provider offsite locations in comments box. If the LEA operates a joint program, the information must be provided in the comments box.)

Comments – Required LEA response(s) to Y/N questions/Free-form commentary.

DESE Comments – DESE Response /Free-form commentary.

Checkbox-Summer School Handbook Assurance – An authorized representative checks the box assuring the Department that the program will abide by the policies set forth in the summer school handbook. After checking the box, the form should be saved again and then submitted for review and approval.

Del X – Click button to delete row.

Save – Click button to save all data on screen.

Add More Rows – Click button to add more rows.

Screen 24 – Click button to move to Screen 24 Summer School Course and Enrollment*.*

Submit – Click button to submit the Summer School Application for review/approval.