

## Administrative Memo

**Date:** April 16, 2014  
**To:** Superintendent of Schools  
**From:** Dennis Cooper, Assistant Commissioner, Office of Quality Schools  
**Subject:** QS-14-003 - Summer School Application

While summer school is not required, the Department encourages Local Education Agencies (LEA) to provide this extended learning opportunity for students. The *Summer School Information Handbook* for the 2013-14 summer session is now available at:  
<http://dese.mo.gov/sites/default/files/SummerSchoolHandbook.pdf>.

You will notice that there are a couple of changes to the handbook and the application process for the upcoming summer school session:

1. The *Summer School Information Handbook* has been restructured to focus on the importance of academic instruction;
2. The administration of EOC assessments for credit bearing summer school courses; and
3. The application is no longer a paper submission. The application for summer school will be included in the June Core Data Cycle (Screen 24A) as an electronic submission, beginning with the 2014 summer school.

The application is due no later than **May 15, 2014**. The application serves as the LEA's notice that they will be providing summer school programming. Please be sure to familiarize yourself with the guidelines of the program and obtain local board approval prior to the LEA's submission.

All LEAs that offer summer school programming must provide information specific to their program as part of the MOSIS June Summer Course Assignment submission. This data submission is due on **June 30, 2014**; however, LEAs are **encouraged to submit the file prior to the start of summer school**. This will allow time to review the Staff Assignment Report for possible certification issues and to make any adjustments needed. Final approval of the summer school program will not be granted until this information has been submitted and teachers are determined to be appropriately certificated for their assignment.

The summer school attendance and membership data will be reported in the August 2014-15 MOSIS cycle. Please contact the School Finance Section at 573.751.0357 with any questions regarding the use of summer school average daily attendance in the Basic Formula, Proposition C and Fair Share payment calculations.

If you have questions about summer school, please contact us:

Summer School – Dale Wimer	573.751.3190
Core Data/MOSIS – Tom Ogle	573.751.9060
School Finance – Roger Dorson	573.751.0357