

TO: School Administrators

FROM: Jocelyn Strand, Coordinator, School Improvement

SUBJECT: QS-15-010 2015 Summer School Applications

DATE: May 5, 2015

The deadline for the 2015 Summer School Application was Friday, **May 1, 2015**. A significant number of LEAs failed to submit their application by the deadline. In addition a large number of Summer School Applications are still in the “SAVED” mode on the DESE Core Data Screen 24A.

Applicants are encouraged to check the LEA’s application for “SUBMITTED” status. If the application appears only in the “SAVED” mode, the following steps must be taken:

1. Open DESE Core Data Screen 24A.
2. If all fields are completed, click the “SAVE” button. The “SUBMIT” button should appear.
3. Click the “SUBMIT” button one time.
4. Check to see that the application status has changed to “SUBMITTED”.

Summer School Applications must be received no later than **Friday, May 15** in order to be eligible to receive attendance for state aid purposes.

If you have questions or need assistance, please contact Dale Wimer at 573-751-3190.