

Administrative Memo

Date: March 1, 2016

To: School Administrators

From: Jocelyn Strand, Coordinator, School Improvement

Subject: QS-16-003 – 2016 Summer School Handbook and Application

While summer school is not required, the Department of Elementary and Secondary Education (Department) encourages Local Education Agencies (LEAs) to provide this extended learning opportunity for students. The 2016 *Summer School Handbook* is now available at: <http://dese.mo.gov/sites/default/files/SummerSchoolHandbook.pdf>.

The Summer School application is part of the Department's Core Data system, and is located on Screen 24A. The application will be available on March 3, 2016 and is due no later than May 2, 2016. The application serves as notice that your LEA intends to offer summer programming. Please be sure to familiarize yourself with the guidelines of the program and obtain Board approval prior to submitting the application.

All LEAs that offer summer school programming must provide information specific to their program as part of the MOSIS June Summer Course Assignment file. Final approval of the summer school program will not be granted until this information has been submitted.

The summer school attendance and membership data will be reported in the August 2016 MOSIS cycle. Please contact the School Finance Section at 573.751.0357, if you have 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 – Amber Castleman	573.522.3207
School Finance – Roger Dorson	573.751.0357