

Administrative Memo

Date: March 1, 2018

To: School Administrators

From: Jocelyn Strand, coordinator, School Improvement

Subject: QS-18-001 – 2018 Summer School Handbook and Application

While summer school is not required, the Department of Elementary and Secondary Education (DESE) encourages local education agencies (LEAs) to provide this extended learning opportunity for students. The [2018 Summer School Handbook](#) is now available for guidance and program planning.

The Summer School Application is part of the DESE's Core Data system, and is located on Screen 24A. The application is now available and is due no later than **May 1, 2018**. 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 local 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 2018 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

- Summer School – Dale Wimer at 573-751-3190
- Core Data/MOSIS – Amber Castleman at 573-526-2572
- School Finance – David Tramel at 573-751-7620