Administrative Memo

Date: March 7, 2019
To: School Administrators
From: Jocelyn Strand, coordinator, School Improvement
Subject: QS-19-001 – 2019 Summer School Handbook and Application

The Department of Elementary and Secondary Education (DESE) encourages local education agencies (LEAs) to provide extended learning opportunities for students through summer school programming. The 2019 Summer School Handbook is now available for guidance and program planning.

The Summer School Application is part of DESE's Core Data system and is located on Screen 24A. The application is now available. It is due no later than May 1, 2019. The application serves as notice that your LEA intends to offer summer programming. Please become familiar 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. In addition, the summer school attendance and membership data will be reported in the August 2019 MOSIS cycle.

As a reminder, pursuant to Section 167.227, RSMo, no pupil shall attend summer school classes in more than one district/LEA during any one summer. For any student who attends more than one summer school in the same calendar year, hours of attendance will be allowed for reimbursement in the LEA that was attended first by the student in that summer. LEAs that offer summer school should implement a process to determine whether or not students who are attending summer school have been previously enrolled in another approved summer school in that same calendar year.

Please contact Tammy Lehmen, School Finance, at 573-751-0357, if you have questions regarding the use of summer school average daily attendance in the Basic Formula, Proposition C, Fair Share payment calculations or questions regarding the reporting of data for students not eligible for reimbursement. If you have questions about Core Data/MOSIS, please contact Amber Castleman, Office of Data System Management, at 573-522-3207. Questions regarding summer school programming may be directed to Dale Wimer, Office of Quality Schools, at 573-751-3190.