

Administrative Memo

Date: March 9, 2020
To: School Administrators
From: Jocelyn Strand, coordinator, School Improvement
Subject: QS-20-003 – 2020 Summer School Handbook and Application

The Department of Elementary and Secondary Education (DESE) encourages local education agencies (LEAs) to provide summer school as an extended learning opportunity for students. The [2020 Summer School Handbook](#) is now available for guidance and program planning.

The Summer School Application is part of DESE's Core Data system, located on Screen 24A. The application is now available and is due no later than **May 1, 2020**. The application serves as notice that your LEA intends to offer summer programming. Be sure to familiarize yourself with the guidelines of the program and obtain your local school board's approval prior to submitting the application.

Summer School course assignments for teachers are submitted through MOSIS in the June Summer Course and Student Assignment file. This file is due by **June 30**. The summer school attendance and membership data will be reported in the August 2020 MOSIS cycle. Only prekindergarten students who turn five by August 1 can be claimed for summer school and **should be reported as kindergarten students** per Section 160.053, RSMo. (See [PK Eligibility for State Aid](#).)

For questions regarding the use of summer school average daily attendance in the Basic Formula, Proposition C and Small Schools Grant, please contact the School Finance Section at 573-751-0357.

If you have questions about summer school, please contact:

Summer School – Dale Wimer	573-751-3190
Core Data/MOSIS – Jeff Falter	573-522-3207
School Finance – Tammy Lehmen	573-751-7054