MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – SCHOOL IMPROVEMENT

APPLICATION FOR SUMMER SCHOOL APPROVAL

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE	
SUMMER SCHOOL DIRECTOR NAME	SUMMER SCHOOL DIRECTOR PHONE NUMBER	
SUMMER SCHOOL DIRECTOR EMAIL	FORM DUE DATE **JUNE 1**	CURRENT SCHOOL YEAR **2012-13**

INSTRUCTIONS

Refer to page two (2) for instructions in completing this form.

FAX **three (3) signed copies** of page 1 of the completed form by **June 1** to (573) 522-1759, OR
MAIL **three (3) signed copies** of page 1 of the completed form by **June 1** to: School Improvement, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102.

QUESTIONS: Contact School Improvement at (573) 751-3190.

PART 1 – PROGRAM INFORMATION (Refer to page 2) If additional space is needed, submit multiple forms.

1 PROGRAM LOCATION BY SCHOOL NAME / SCHOOL #	2 ESTIMATED ENROLLMENT	3 GRADES SERVED	4 OPEN DATE	5 CLOSE DATE	6 DATES NOT IN SESSION	7 TOTAL DAYS IN SESSION	8 HOURS PER DAY	9 TOTAL HOURS IN SESSION

PART 2 – OUT-OF-DISTRICT ENTITY

Will this summer school program be contracted by an out-of-district entity?   ☐ NO   ☐ YES
If Yes, what entity has the contract?

PART 3 – CERTIFICATION

I hereby certify that all information shown on this application for an approved summer school program is true and correct according to the official records of this school district, that fifty (50) percent or more of the classes offered at each level will be in the core academic areas, and that all teachers are properly certificated for their specific assignments.

SIGNATURE OF SUPERINTENDENT	PRINT OR TYPE NAME OF SUPERINTENDENT	DATE
SIGNATURE OF SUMMER SCHOOL PROGAM DIRECTOR	PRINT OR TYPE NAME OF SUMMER SCHOOL PROGRAM DIRECTOR	DATE

FOR DEPARTMENT USE ONLY

The summer school program(s) submitted above is approved for state summer school aid provided that operation is in compliance with State laws and the Summer School Program Policies and Standards of the Missouri Department of Elementary and Secondary Education.

SCHOOL IMPROVEMENT APPROVAL SIGNATURE	DATE

GENERAL INSTRUCTIONS

An approved summer school must be in session for a minimum of 120 clock hours with major emphasis in the academic areas of English language arts, mathematics, science, or social studies. Districts may provide a 120 clock-hour program for elementary students only, a 120 clock-hour program for secondary students only, or a combined program for elementary and secondary students totaling a minimum of 120 clock hours. **NOTE: Stacking may also include summer ESY program hours to meet the required 120 clock hours**. The summer school may be conducted at one or more sites within the district (for example, four elementary locations). In this case list all building numbers, but list all other data in Part 1 only one time.

PART 1 – PROGRAM INFORMATION INSTRUCTIONS

Complete one line for each session to be included in your summer school for each elementary and secondary program which individually totals 120 or more clock hours. If elementary and secondary **and/or** summer session-ESY classes are combined to meet the 120 clock-hour requirement for an approved program, consolidate the information for all grades and report per the instructions for columns 1 through 9 as follows:

1 – Program Location by School Name / School # – List the name and number of all school buildings where instruction will be provided. School building numbers are listed in the School Directory as a four-digit number along with the name of the building, i.e. 4020, Belair Elementary School. If similar programs will operate in several buildings simultaneously, list each building location on a separate line, but enter the information in columns 2 through 9 relating to the program only once on the first line describing the program.

If your summer school is a stacked program with classes held at multiple sites, indicate each site in column 1 and complete columns 2 through 9 for each combination of students used to qualify for a stacked program.

2 – Estimated Enrollment – Provide estimated number of students who will participate in each summer school program. Include resident and nonresident students in this number.

3 – Grades Served – Indicate the grade span of students involved in the summer school program, i.e. K-6, 1-6, 7-9, 9-12, 1-12, etc.

4 – Open Date – First date of student attendance in the summer school program.

5 – Close Date – Last date of student attendance in the summer school program.

6 – Dates Not in Session – List dates between the open date and the close date that the summer school program will not be in session (normally only July 4). List as 7/4, 7/5, etc.

7 – Total Days in Session – Total number of student attendance days from the open date through the close date of the summer school program.

8 – Hours Per Day – Total hours the summer school program will be in session each day. Do not count break time or lunch periods.

9 – Total Hours in Session – Indicate the total clock hours the summer school program will be in session. Normally, total days in session multiplied by the hours in session each day equals the total clock hours in session.

PART 2 – OUT-OF-DISTRICT ENTITY INSTRUCTIONS

If the district will contract with an out-of-district entity to administer the summer school program, mark 'Yes' and provide the name of the entity.

PART 3 – CERTIFICATION INSTRUCTIONS

The superintendent and summer school director must sign and date the application. All summer school teachers must hold a current and valid Missouri teaching certificate. Directors of regular summer school programs must hold a valid administrator's certificate. Directors of extended school year programs must hold either a valid administrator's certificate or special education teacher's certificate.

Additional Reporting Information Required – Core Data and Missouri Student Information System (MOSIS)

This application serves as notice of intent of the district to provide a summer school program. In addition to this form, all participating districts must provide specific information relating to the program(s) which include the following: teacher name and social security number, course code and name, grade level of each class, class enrollment, total hours the class will meet, and credit to be offered (high school only). This information is collected electronically as part of the June Cycle of the Core Data and MOSIS Data Collection Systems. This portion of the application is due on June 30 and should be completed by the person who normally completes the October Cycle of Core Data and MOSIS. Final approval of the summer school program is not granted until this information is submitted in approvable form and teachers are determined to be properly certificated for their assignment(s).