



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

**ASSURANCE STATEMENT
ATTENDANCE HOURS ADJUSTMENT FOR NON-CERTIFICATED EDUCATORS
2017-2018 SUMMER SCHOOL**

COUNTY-DISTRICT CODE	LOCAL EDUCATION AGENCY (LEA) NAME	TEACHER NAME	SUMMER SCHOOL YEAR
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INSTRUCTIONS

Complete this form by providing the summary of summer school hours by building and by grade. Return this form and the supporting documentation of hours of attendance, **due January 18, 2019**, to the School Improvement Section, PO Box 480, Jefferson City, MO 65102-0480; Phone: 573-751-4426

ASSURANCES

As the authorized representative of the above-named LEA, I certify that (mark all applicable items):

The attached supporting documentation of hours of attendance, summarized by building and grade, are for all students who were under the supervision of an employee who did not hold a valid Missouri educator certificate during their **2018 summer school** teaching assignment.

The Department of Elementary and Secondary Education will exclude these hours from Screen 16 of the Core Data Collection System and the district **does not** need to modify the August Missouri Student information System (MOSIS) upload.

There are no hours of attendance that should be excluded from Screen 16 of the Core Data Collection System for the following reason (**supporting documentation required**).

SUMMARY OF HOURS

Summary of Hours	By Building Code and Name	By Grade Level

LEA AUTHORIZED REPRESENTATIVE SIGNATURE	DATE
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PRINT OR TYPE AUTHORIZED REPRESENTATIVE NAME

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.