



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

**ASSURANCE STATEMENT  
ATTENDANCE HOURS ADJUSTMENT FOR NON-CERTIFICATED EDUCATORS  
2018-19 SUMMER SCHOOL**

**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 to:

School Improvement Section  
P.O. Box 480  
Jefferson City, MO 65102-0480

Questions: 573-751-4104

Deadline: **March 20, 2020**

COUNTY-DISTRICT CODE	LOCAL EDUCATION AGENCY NAME	TEACHER NAME	SUMMER SCHOOL YEAR <b>2018-19</b>
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**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 **2019 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

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