

## SUMMER SCHOOL QUICK REFERENCE and REMINDERS

- **2016 SUMMER SCHOOL HANDBOOK:** The Summer School Handbook is now available on our website <http://dese.mo.gov/sites/default/files/SummerSchoolHandbook.pdf> .
- **APPLICATIONS:** The automated *Summer School Application* is now available on Core Data, Screen 24A. Summer school applications are due **May 2**. There is a submit button on the electronic application to use when completed. Upon review and approval by DESE, a confirmation e-mail will be sent to the LEA Summer School Director.
- **SUMMER SCHOOL REVIEW CHECKLIST & FINAL APPROVAL FORM:** Select the “Checklist” button at <http://dese.mo.gov/forms/MO5002086.pdf> . Sign and FAX (573-522-1759) or mail the completed form no later than **August 15** to: **Missouri Department of Elementary and Secondary Education, School Improvement, PO Box 480, Jefferson City, MO 65102.**
- **MOSIS:** The June Cycle, course and student assignments are due through **MOSIS by JUNE 30.**
  - **KINDERGARTEN:** Students that will enter Kindergarten this fall should be reported as Kindergarten on your summer school student assignment with MOSIS.
  - **ASSIGNMENT OF GRADE LEVELS AND BUILDING: Remember, summer school is considered the beginning of the 2016-2017 SCHOOL YEAR. All students should be reported in the grade level and building to which they will be assigned in the fall of 2016.** Students receiving high school credit should be reported in the class that the credit is given.

### Courses Not Allowed

LEAs may **NOT** count the following in their summer school attendance and may not be included as part of an approved summer school program:

Athletic practices	Body conditioning	Weightlifting	Gymnastics
Team sports	Swimming lessons	Cheerleading clinics	Recreation programs
Tuition -based activities	Study hall	Computer camps	Tennis
Fee-based activities (school or provider)	PE classes w/no credit towards graduation	Band/vocal/instrumental music practices or camps	Community-based, public, private or other non-academic programs

- **TEACHER CERTIFICATION:** Teachers should be appropriately certificated for the grade and content they are teaching during summer school. Please review the guidelines on certification in the Summer School Handbook.

If you have questions or need any information regarding summer school, please call Dale Wimer at 573-751-3190 or e-mail: [dale.wimer@dese.mo.gov](mailto:dale.wimer@dese.mo.gov) .