



**Glenda Ritz, NBCT**

Indiana Superintendent of Public Instruction

## MEMORANDUM

**To: Business Managers, Finance Directors and Charter School Sponsors**

**From: Melissa K. Ambre, Director, Office of School Finance  
Kaitlin Boldt, Assistant Director, Office of School Finance**

**Date: July 30, 2015**

**Subject: Summer School Update**

The Office of School Finance has assumed responsibility for administration and oversight of the Summer School program. For the current year, information for the program will be posted on the Department of Education's website at [www.doe.in.gov/idoe/grants-management/summer-school](http://www.doe.in.gov/idoe/grants-management/summer-school) and the Finance Community of the Learning Connection under Files and Bookmarks > Summer School.

The final summer school report is now available through **Tuesday, September 15, 2015**. Participating schools must submit an online report to receive a distribution. Access to the electronic reports requires the use of the school corporation's number as the login and the four-digit pin as the password. Information can be accessed using the following link: <https://summerschool.doe.in.gov/Authentication/Login>. Attached is a sample form reflecting information that must be submitted. Beginning with the 2015 submission, online classes are to be submitted under the appropriate category. There will no longer be a separate line item for online classes.

Per the February 17, 2015, memo, courses listed under Category 1 on the summer school list will be reimbursed at 105% of eligible costs, if supported by the appropriation. These costs will be deducted from the total summer school appropriation and any remaining funds will be allocated to Categories 2 and 3 eligible costs. The final reimbursement amounts will be determined using actual expenditure data received on or before September 15, 2015. Distribution is scheduled for November.

Questions regarding the summer school program can be directed to Kaitlin at [kboldt@doe.in.gov](mailto:kboldt@doe.in.gov) or me at [mambre@doe.in.gov](mailto:mambre@doe.in.gov).

Attached: Summer School Final Report

**2015 Regular Summer School Final Report**  
*Due September 15, 2015 (or at the conclusion of the summer program)*

Corp #: \_\_\_\_\_ Corporation Name: \_\_\_\_\_

<b>2015 Summer School Instructional Costs</b> (complete unshaded areas)				
	<b>Number of Students</b> <i>(Duplicated Count*)</i>	<b>Teachers</b>	<b>Assistants</b>	<b>Totals</b>
<b>Category 1:</b>				
Grades 1-3		\$	\$	
Grades 9-12		\$	\$	
<b>Total Category 1</b>		\$	\$	\$
<b>Category 2:</b>				
Grades 1-6		\$	\$	
Grades 7-8		\$	\$	
<b>Total Category 2</b>		\$	\$	\$
<b>Category 3:</b>				
Grades 1-6		\$	\$	
Grades 7-8		\$	\$	
Grades 9-12		\$	\$	
<b>Total Category 3</b>		\$	\$	\$

*\*Duplicated Count - If a student is enrolled in both categories (1 & 2) that student is counted as one for each category*

*Online programs should be reflected in the appropriate column and category.*

<b>Unduplicated Student count**</b> _____	<b>Number of Classes</b> _____
<b>Unduplicated Teacher count**</b> _____	<b>Unduplicated Assistant count**</b> _____

*\*\*Unduplicated Count -A student/teacher/assistant is only counted once no matter how many classes each attend/teach.*

<b>Aggregate days of attendance***</b> _____	<b>***Online Classes Exempt ***</b>
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*\*\*\*Aggregate attendance - means the total days of attendance accumulated by all students enrolled in summer school programs. Attendance shall be taken during each full student instructional day, once in the morning session and once in the afternoon session. A student in attendance during any part of the day, up to and including one-half of the day shall be counted as in attendance for one-half day. A student in attendance for more than one-half of the day shall be counted as in attendance for one day.*

Submit report electronically at  
[www.doe.in.gov/grantsmgmt/summer-school](http://www.doe.in.gov/grantsmgmt/summer-school)