

A green curved line representing a hill. On top of the hill, there are five black silhouettes of people walking from left to right. The first is a small child, followed by a person in a wheelchair, then a person walking, then another person walking, and finally a person in a graduation cap and gown.

## Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

### MEMORANDUM

**TO: Superintendents and Charter School Administrators**

**FROM: Melissa K. Ambre, Director, Office of School Finance  
Kathryn Roth, Program Manager**

**DATE: January 15, 2016**

**RE: 2016 Summer School Program**

This is a packet of information for the 2016 summer school program that includes details regarding eligible reimbursable programs, required reporting, financial provisions, and other helpful guidance for school corporations.

#### **Eligible Programs**

The State Board of Education met Wednesday, December 2, 2015, and approved the eligible programs for the 2016 summer school program. Please note the eligible course list by grade below for the purpose of reimbursing instructional costs as detailed below. All classes will be reimbursed at 105 percent—if supported by the appropriation. If not supported by the appropriation, the department will reduce the allocation proportionately among all claims submitted to the department.

Eligible programs include the following:

- Grades 1-3 Reading;
- Grades 9-12 Courses toward graduation, including electives;
- Grades 1-8 Language Arts and Mathematics;
- Grades 4-8 Reading;
- Grades 1-8 All other curricular programs, enrichment and multidisciplinary classes; and
- Grades 9-12 Courses not counting toward graduation.

The categories are described in more detail in the *2016 Summer School Reimbursable Programs* section of this packet. In addition, an explanation describing how all categories will be reimbursed is provided in the *Proposed Financial Provision* section. To assist you in report preparation, a list of courses along with course code numbers has been posted on the Department of Education's website at [www.doe.in.gov/finance](http://www.doe.in.gov/finance) for your reference. Please select the document labeled "*List of Courses*" to view a copy of the list in a downloadable format.

## **Online Report**

To be eligible to be reimbursed for summer school instructional costs, estimated costs are required to be submitted on or before Friday, April 1, 2016. **If the estimated costs are not submitted by Friday, April 1, 2016, you will not be eligible to receive payment in the Fall.** The Estimated Instructional Costs Report is available from Monday, February 1, 2016 to Friday, April 1, 2016 and can be accessed at [www.doe.in.gov/finance](http://www.doe.in.gov/finance). Access to these electronic forms requires a login and password. At that time, officials will use the school's corporation number as the login ID and your corporation's PIN number as the password.

The final report is due no later than **Thursday, September 15, 2016**. Please note that for the 2016 Summer School program reimbursements, **IDOE will only accept online reports** (no hard copies will be accepted). The final report form will be available online at [www.doe.in.gov/finance](http://www.doe.in.gov/finance) from Monday, July 25, 2016 until Thursday, September 15, 2016. Access to these electronic forms requires a login and password. Please use your school's corporation number as the login ID and your corporation's PIN number as the password.

## **2016 SUMMER SCHOOL PACKET**

Summer school program materials attached to this memorandum are as follows:

1. Dates to Remember
2. 2016 Summer School Reimbursable Programs and Financial Provisions
3. Form – Application for Nonstandard Course Waiver – due Friday, April 1, 2016
4. Sample of the Instructional Costs Report
5. Guidance on how to complete the Instructional Costs Report

## **2016 SUMMER SCHOOL PROGRAM DATES TO REMEMBER**

**Friday, April 1, 2016-** (window opens Monday, February 1, 2016 and closes Friday, April 1, 2016) Deadline for submission of the summer school Estimated Instructional Costs Report (online) and List of Courses. Deadline for submission of non-standard course waiver applications.

**Friday, May 13, 2016-** The Department of Education will notify school corporations of the expected level of state reimbursement based on the estimated expenditures submitted.

**Thursday, September 15, 2016-** (window opens Friday, July 29, 2016 and closes Thursday, September 15, 2016) Deadline for submission of the Summer School Final Report form (online).

**November 2016-** Summer school instructional costs reimbursements mailed to school corporations.

Please refer to the IDOE website Summer School page ([www.doe.in.gov/finance](http://www.doe.in.gov/finance)) or contact Melissa Ambre by email at [mambre@doe.in.gov](mailto:mambre@doe.in.gov) or Kathryn Roth by email at [krath@doe.in.gov](mailto:krath@doe.in.gov) with any questions about summer school programs.

## **2016 Summer School Reimbursable Programs and Financial Provisions**

### **ELEMENTARY SCHOOL**

**Grades 1-3 Core Curricular Program** — Reading

**Grades 1-6 Curricular Program** – English/Language Arts (including Reading for Grades 4-6) and Mathematics

**Grades 1-6 All Other Curricular Program and Enrichment Studies**-Social Studies, Science, Fine Arts, Visual Arts, Music, Citizenship, Health Education, Physical Education and Enrichment Studies,

### **MIDDLE SCHOOL**

**(may also include Grade 6 where applicable)**

**Grades 7-8 Core Curricular Program** — Studies in curriculum areas required by 511 IAC 6.1-5-3.6(b)(1) and (2) – Middle School Language Arts(including Reading), and Mathematics

**Grades 7- 8 Curricular Program and Enrichment Studies** — Studies in curriculum areas suggested for inclusion in the curriculum by 511 IAC 6.1-5-3.6(b)(3) through 511 IAC 6.1-5-3.6(c) – Social Studies and Citizenship, Science, Fine Arts, Visual Arts, Music, Career & Technical Education, Health, Physical Education, Enrichment

### **HIGH SCHOOL**

**(Grades 9 – 12)**

**Grades 9-12 Courses Toward Required Studies** — Approved high school courses: (1) meet the requirements for high school graduation under 511 IAC 6-7.1-4 - including Elective credits;

(2) meet the requirements for the Core 40 diploma designation 511-IAC 6-7.1-5, including Elective credits;

(3) meet the requirements for the Core 40 diploma designation with academic honors 511 IAC 6-7.1-6, including Elective credits;

(4) meet the requirements for the Core 40 diploma designation with technical honors 511 IAC 6-7.1-7, including Elective credits;

**Courses not counting towards graduation** — All other approved high school courses in 511 IAC 6-7.1, except Driver Education and Motorcycle Safety Education, which are not eligible for reimbursement.

### **Non-Standard Programs (All Levels)**

School corporations may offer only approved courses and curriculum programs. Non-standard program approval is available for courses and curriculum programs that differ from those authorized by the rules of the board in ways including, but not limited to, content, organization, methods, staffing, course title, instructional materials, or criteria for course or program completion. The deadline for submitting requests for approval of non-standard courses or curriculum programs is **Friday, April 1, 2016.**

## Proposed Financial Provisions for 2016 Summer School Programs

1. As required by 511 IAC 12-2-1, each school corporation shall, on or before Friday, April 1, 2016, forward to the Department of Education a list of all classes to be offered in 2016 summer school and for which the corporation intends to seek reimbursement.
2. **School Corporations or Charter Schools shall submit a Spring estimate (2016 Regular Summer School Instructional Costs Report - estimate) between Monday, February 1, 2016 and Friday, April 1, 2016 and Fall final costs for summer school (2016 Regular Summer School Instructional Costs Report - final) between Monday, July 25, 2016 and Thursday, September 15, 2016 in order to be eligible for reimbursement and receive a payment in the Fall.**
3. On May 13, 2016, the Department shall notify school corporations of the expected level of state reimbursement based on the total Estimated Cost reports submitted by all school corporations. **Courses will be reimbursed at 105% of eligible costs (if supported by the appropriation).**
4. Eligible summer school costs include teacher salaries and instructional assistant wages. Fringe benefits are not included in computing eligible costs. The maximum reimbursement is 105% of eligible costs, reduced proportionately if the appropriation is not sufficient to fund all approved programs.
5. Teachers must be licensed by the Indiana Department of Education.
6. Preschool and Kindergarten programs are not eligible for reimbursement.
7. Courses and curriculum programs for which reimbursement are sought must be tuition free to students with legal settlement in the corporation.
8. To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes (this means that, for example, if Language Arts has an enrollment of 10 and Math 20, Language Arts with only 10 students is eligible because average enrollment for the two subjects is 15 [ $10 + 20$  divided by 2 = 15]). Two or more school corporations may cooperate with each other to meet this enrollment requirement. This requirement cannot be waived. Two or more groups of students may be combined into a single class, under a teacher of record, in order to meet this requirement, but only the salary of the teacher of record, and not the salary of any other teachers, may be included in computing eligible costs. <sup>1</sup>
9. Students may take as many classes as local policy allows, but no student shall be counted in more than two classes for purposes of determining if the average enrollment requirement of 15 students has been met.
10. Instructional assistant costs for services that allow students with disabilities to participate in general education programs may be included in computing eligible summer school costs.
11. State support for programs that fulfill the requirements of IEPs (extended school year programs) is provided in the school funding formula, and costs for these programs may not be included in computing eligible summer school costs.

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<sup>1</sup>With regard to applications for waivers of the average enrollment figure involving special education programs that are segregated - General Counsel for the DOE has advised that federal law prohibits the use of a State-funding mechanism that has the effect of segregating students with disabilities from their peers without disabilities based upon the type of program rather than individual needs. 20 U.S.C. §1412(a)(5), Individuals with Disabilities Education Act (IDEA), P.L. 105-17.

**Application for Nonstandard Course Waiver**  
(511 IAC 6-8-1 through 511 IAC 6-8-3)

**Due April 1, 2016**  
**No FAX Copies Accepted**

**Mail to:**  
Kathryn Roth, Program Manager  
IDOE Office of School Finance  
Indiana Department of Education  
115 W. Washington Street, Suite 600 S  
Indianapolis, IN 46204-2798

Use a separate form for each nonstandard course.

Corp. Number \_\_\_\_\_ Corp. Name \_\_\_\_\_

A. Title of Course \_\_\_\_\_ Grade Level \_\_\_\_\_

B. Explain how the proposed course will better serve your students than any authorized summer school course. (Limit description to one paragraph)

C. Identify how the effectiveness of the program will be evaluated. (Limit description to one paragraph)

Superintendent's Signature \_\_\_\_\_

Superintendent's Name (Print) \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

## 2016 Regular Summer School Instructional Costs Report

*Estimated Instructional Costs Report Due April 1, 2016*

*Final Instructional Costs Report Due September 15, 2016*

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

To receive reimbursement for summer school costs, you must have submitted estimated costs on or before April 1, 2016 and the final report on or before September 15, 2016.

<b>2016 Summer School Instructional Costs</b> <i>(complete unshaded areas)</i>				
	Number of Students	Teachers	Assistants	Totals
<b>Category 1</b>				<b>Total Category 1 Instructional Costs</b> <i>Add Teachers and Assistants Instructional costs and enter total:</i>
*Grades 1-3 Core Curriculum (Reading)	*	\$	\$	
*Grades 9-12 Courses toward required studies	*	\$	\$	
<b>Total</b>	*	\$	\$	
<b>Category 2</b>				<b>Total Category 2 Instructional Costs</b> <i>Add Teachers and Assistants Instructional costs and enter total:</i>
*Grades 1-6 Curriculum Program (1-6 ELA, 4-6 Reading, 1-6 Math)	*	\$	\$	
*Grades 7-8 Core Curriculum Program (ELA, including Reading, and Math)	*	\$	\$	
<b>Total</b>	*	\$	\$	
<b>Category 3</b>				<b>Total Category 3 Instructional Costs</b> <i>Add Teachers and Assistants Instructional costs and enter total:</i>
Grades 1-6 All other Curricular Program and Enrichment Studies		\$	\$	
Grades 7-8 Curricular Program and Enrichment Studies		\$	\$	
Grades 9-12 Courses not counting toward graduation		\$	\$	
<b>Total</b>		\$	\$	

*\*Duplicated Count - If a student is enrolled in Category 1 and Category 2 Curriculum Programs, that student is counted as one for each program. **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/finance](http://www.doe.in.gov/finance)**

**Guidance on how to complete the Instructional Costs Report:** Areas for school corporations and charter schools to complete are highlighted in yellow, orange, and red. These areas are unshaded in the online report. Schools are required to complete the unshaded portions of the report online at [www.doe.in.gov/finance](http://www.doe.in.gov/finance). For the estimate, due April 1, 2016, enter the expected number of participants and anticipated teacher and assistant instructional costs in the online report. For the final report, due September 15, 2016, enter the actual number of participants and the actual teacher and assistant instructional costs in the online report. **(According to 511 IAC 12-2-2(3)(b) Instructional costs include only teacher salaries and teacher aide wages.**

## 2016 Regular Summer School Instructional Costs Report

*Estimated Instructional Costs Report Due April 1, 2016*

*Final Instructional Costs Report due September 15, 2016*

**Corp #:** enter 4 digit corporation number **Corporation Name:** enter corporation or charter school's complete name

To receive reimbursement for summer school costs, you must have submitted estimated costs on or before April 1, 2016 and the final report on or before September 15, 2016.

<b>2016 Summer School Instructional Costs</b>				
	<b>Number of Students</b>	<b>Teachers</b>	<b>Assistants</b>	<b>Totals</b>
<b>Category 1</b>				
*Grades 1-3 Core Curriculum (Reading)	*Enter the total number of students participating in the Core Curriculum Program for grades 1-3; include students participating in online Core Curriculum Programs for grades 1-3.	Enter the total dollar amount of teacher costs for grades 1-3 Core Curriculum Programs, include in-person and online teacher costs. Do not include any extra costs or fringe benefits.	Enter the total dollar amount of assistants' instructional costs for grades 1-3 Core Curriculum Programs. Do not include any extra costs or fringe benefits.	<b>Total Category 1 Instructional Costs</b>
*Grades 9-12 Courses toward required studies	*Enter the total number of students participating in courses toward required studies for students in grades 9-12; include students participating in online courses toward required studies in grades 9-12.	Enter the total dollar amount of teacher costs for courses toward required studies for students in grades 9-12, include both in-person and online teacher costs. Do not include any extra costs or fringe benefits.	Enter the total dollar amount of assistants' instructional costs for grades 9-12 courses toward required studies. Do not include any extra costs or fringe benefits.	
<b>Total</b>	Add the total number of participating students in all category 2 programs (in person and online) and enter the total number of students here.	Add the total dollar amount of teacher costs for teaching category 1 curriculum programs and enter the dollar amount here. Do not include any extra costs or fringe benefits.	Add the total dollar amount of assistants' instructional costs for category 1 curriculum programs and enter the dollar amount here. Do not include any extra costs or fringe benefits.	Add the total Category 1 instructional costs amounts for Teachers and Assistants. Enter the total dollar amount here. (Do not add the number of students to this amount.) Do not include any extra costs or fringe benefits.
<b>Category 2</b>				
*Grades 1-6 Curriculum Program (1-6 ELA, 4-6 Reading, 1-6 Math)	Enter total number of students participating in the program, also include students participating in online grade 1-6 ELA, grades 4-6 reading, and 1-6 Math courses.	Enter total dollar amount of teacher costs for grade 1-6 curriculum program courses, include both in person and online teacher costs. Do not include any extra costs or fringe benefits.	Enter total dollar amount of assistants' instructional costs for grade 1-6 curriculum program courses. Do not include any extra costs or fringe benefits.	<b>Total Category 2 Instructional Costs</b>
*Grades 7-8 Core Curriculum Program (ELA, including Reading, and Math)	*Enter total number of students participating in grades 7-8 Core Curriculum programs; include students participating in grades 7-8 online Core Curriculum programs.	Enter total dollar amount of teacher costs for grades 7-8 Core Curriculum programs; include teacher instructional costs for online courses. Do not include any extra costs or fringe benefits.	Enter total dollar amount of assistants' instructional costs for grades 7-8 Core Curriculum programs. Do not include any extra costs or fringe benefits.	
<b>Total</b>	Add the total number of participating students in all category 2 programs (in person and online) and enter the total number of students here.	Add the total dollar amount of teacher costs for teaching category 2 curriculum programs and enter the dollar amount here. Do not include any extra costs or fringe benefits.	Add the total dollar amount of assistants' instructional costs for category 2 curriculum programs and enter the dollar amount here. Do not include any extra costs or fringe benefits.	Add the total category 2 instructional costs amounts for Teachers and Assistants. Enter the total dollar amount here. (Do not add the number of students to this amount.) Do not include any extra costs or fringe benefits.

Category 3				
Grades 1-6 All other Curricular Program and Enrichment Studies	Enter total number of students in grades 1-6 participating in Social Studies, Science, Fine Arts, Visual Arts, Music, Citizenship, Health Education, Physical Education, and Enrichment Studies. Include students participating in face to face classes as well as any online courses.	Enter total dollar amount of teacher instructional costs for curriculum courses for students in grades 1-6 participating in Social Studies, Science, Fine Arts, Visual Arts, Music, Citizenship, Health Education, Physical Education, and Enrichment Studies. Include teacher costs for online courses. Do not include any extra costs or fringe benefits.	Enter total dollar amount of assistants' instructional costs for curriculum courses for students in grades 1-6 participating in Social Studies, Science, Fine Arts, Visual Arts, Music, Citizenship, Health Education, Physical Education, and Enrichment Studies. Do not include any extra costs or fringe benefits.	<b>Total Category 3 Instructional Costs</b>  <i>Add Teachers and Assistants Instructional costs and enter total:</i>
Grades 7-8 Curricular Program and Enrichment Studies	Enter the total number of students participating in grades 7-8 Curricular Program and Enrichment Studies, include students in grades 7-8 online Curricular Program and Enrichment Studies.	Enter the total dollar amount of teacher instructional costs for students in grades 7-8 participating in Curriculum Program and Enrichment Studies. Include teacher costs for online courses. Do not include any extra costs or fringe benefits.	Enter the total dollar amount of assistants' instructional costs for grades 7-8 Curricular Program and Enrichment Studies. Do not include any extra costs or fringe benefits.	
Grades 9-12 Courses not counting toward graduation	Enter the total number of students participating in grades 9-12 courses that do not count toward graduation, include students in grades 9-12 online courses not counting toward graduation.	Enter the total dollar amount of teacher instructional costs for students in grades 9-12 participating in courses not counting toward graduation. Include teacher costs for online courses. Do not include any extra costs or fringe benefits.	Enter the total dollar amount of assistants' instructional costs for grades 9-12 courses not counting toward graduation. Do not include any extra costs or fringe benefits.	
<b>Total</b>	Add the total number of participating students in all category 3 programs (in person and online) and enter the total number of students here.	Add the total dollar amount of teacher costs for teaching category 3 curriculum programs and enter the dollar amount here. Do not include any extra costs or fringe benefits.	Add the total dollar amount of assistants' costs for teaching category 3 curriculum programs and enter the dollar amount here. Do not include any extra costs or fringe benefits.	

*\*Duplicated Count - If a student is enrolled in Category 1 and Category 2 Curriculum Programs, that student is counted as one for each program. **Online programs should be reflected in the appropriate column and category.***

<b>Unduplicated Student count**</b> <u>the actual number of students participating (do not count them more than once, even if they are taking multiple courses)</u>	<b>Number of Classes</b> <u>the number of classes offered in your summer school program</u>
<b>Unduplicated Teacher count*</b> <u>the actual numbers of teachers teaching courses (do not count them more than once, even if they are teaching multiple courses)</u>	<b>Unduplicated Assistant count**</b> <u>the actual numbers of assistants who provided assistance during summer school courses (do not count them more than once, even if they provided assistance in multiple courses)</u>

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

**Aggregate days of attendance\*\*\* (see note below, do not add attendance of online participants) \*\*\*Online Classes Exempt \*\*\***

*\*\*\*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/finance](http://www.doe.in.gov/finance)**