MEMORANDUM

TO: Superintendents and Charter School Administrators

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

DATE: January 15, 2017

RE: 2017 Summer School Program

This is a packet of information for the 2017 summer school program. Included are details regarding eligible reimbursable programs, required reporting, financial provisions, and other helpful guidance for school corporations. Information contained in this document reflects current law and may be subject to change after the current session of the IN General Assembly.

The State Board of Education met Tuesday, December 13, 2016, and approved the eligible programs for the 2017 summer school program. All eligible 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:

- Language Arts, grades K-8
- Reading and Literature, grades K-8
- Mathematics, grades K-8
- All other curricular programs, enrichment and multidisciplinary classes, grades K-8
- Courses toward graduation, including electives, grades 9-12
- Courses not counting toward graduation, grades 9-12

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/summer-school. Please select the document labeled “List of Courses” to view a copy of the list in a downloadable format.

Estimated Instructional Costs Report

To be eligible for reimbursement of summer school instructional costs, estimated costs and the list of courses to be offered during your summer school program are required to be submitted on or before Friday, March 31, 2017.

If the estimated costs and the course list are not submitted by Friday, March 31, 2017, your school will not be eligible to receive payment.
The Estimated Instructional Costs Report is available from Wednesday, February 1, 2017 to Friday, March 31, 2017. The estimated report can be accessed at www.doe.in.gov/finance/summer-school. Access to these electronic forms requires a login and password. Use your DOE online Username and Password to login to the report.

Final Instructional Costs Report
The final report is due no later than **Friday, September 15, 2017**. The window to submit final costs will open on Monday, July 31, 2017 and will close on Friday, September 15, 2017. Please note that for the 2017 Summer School program reimbursements, IDOE will only accept online reports (no hard copies will be accepted).

The Final Instructional Costs Report will be available online at www.doe.in.gov/finance/summer-school from Monday, July 31, 2017 until Friday, September 15, 2017. Access to these electronic forms requires a login and password. Use your DOE online Username and Password to login to the report.

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

1. Dates to Remember
2. 2017 Summer School Reimbursable Programs
4. Form – Application for Nonstandard Course Waiver – due Friday, March 31, 2017

**2017 SUMMER SCHOOL PROGRAM DATES TO REMEMBER**

**Friday, March 31, 2017** - Deadline for submission of the summer school Estimated Instructional Costs Report and List of Courses. (Window opens Wednesday, February 1, 2017 and closes Friday, March 31, 2017.)

**Friday, March 31, 2017** - Deadline for submission of non-standard course waiver applications. The application is included in this packet, please email a pdf of the completed application to kroth@doe.in.gov.

**Friday, May 12, 2017** - The Department of Education will notify school corporations of the expected level of state reimbursement based on the estimated expenditures submitted.

**Friday, September 15, 2017** - Deadline for submission of the Summer School Final Report form (online). Window opens Monday, July 31, 2017 and closes Friday, September 15, 2017.

**November 2017** - Summer school instructional costs reimbursements made to school corporations.
2017 Summer School Reimbursable Programs

ELEMENTARY / MIDDLE SCHOOL

- Language Arts, grades K-8
- Reading and Literature, grades K-8
- Mathematics, grades K-8
- All other curricular programs, enrichment and multidisciplinary classes, grades K-

HIGH SCHOOL

- Courses toward graduation, including electives, grades 9-12
  - 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 toward graduation, grades 9-12
  - 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 Courses (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, March 31, 2017.

Financial Provisions for 2017 Summer School Programs

1. As required by 511 IAC 12-2-1, each school corporation shall, on or before Friday, March 31, 2017, forward to the Department of Education a list of all classes to be offered in 2017 summer school and for which the corporation intends to seek reimbursement.
2. School Corporations or Charter Schools must submit a Spring estimate (2017 Summer School Estimated Instructional Costs Report) between Wednesday, February 1, 2017 and Friday, March 31, 2017 and Fall final costs for summer school (2017 Summer School Final Instructional Costs Report)
between Monday, July 31, 2017 and Friday, September 15, 2017 in order to be eligible for reimbursement and receive a payment in the Fall.

3. On May 12, 2017, the Department shall notify school corporations of the expected level of state reimbursement based on the total estimated costs submitted by all school corporations. **Courses will be reimbursed at 105% of eligible costs (if supported by the appropriation).** If not supported by the appropriation, all submitted costs will be reduced proportionately.

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 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. **511 IAC 12-2-7 Minimum enrollment for reimbursement**
   - To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes.
     - 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 \((10 + 20 \text{ divided by } 2 = 15)\).
   - Two or more school corporations may cooperate with each other to meet this enrollment requirement.
   - 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.  
     - **This requirement cannot be waived**
     - To check if the requirement has been met, divide the total number of students by the total number of teachers for whom reimbursement is being submitted. \((\#\text{students divided by } \#\text{teachers} \geq 15)\)

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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1With 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 March 31, 2017

Email pdf to:
Kathryn Roth, Summer School Program Manager
kroth@doe.in.gov

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 ________________________________________________________________