

MEMORANDUM

TO: Superintendents and Charter School Administrators

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

DATE: January 11, 2019

RE: 2019 Summer School Program

This memo contains information about the 2019 Summer School Program. Included are required reports, dates to remember, eligible reimbursable programs, and financial provisions. 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 December 12, 2018 and approved the eligible programs for the 2019 summer school program. All eligible classes will be reimbursed at 105 percent—if supported by the appropriation. If not supported by the appropriation, the Indiana Department of Education (IDOE) will reduce the allocation proportionately among all claims submitted to the Department.

Eligible programs include all courses included in the Indiana State Approved Course Titles and Descriptions for the 2018-2019 School Year at the high school level and in the 2018-2019 Indiana Elementary and Middle Level Subjects and Descriptions at the elementary and middle school levels. The approved course titles and descriptions are posted on the website at <https://www.doe.in.gov/standards/course-titles-and-descriptions>.

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 Monday, April 1, 2019.



If the estimated costs and the course list are not submitted by Monday, April 1, 2019, your school corporation will not be eligible to receive payment.

The Estimated Instructional Costs Report is available from Friday, February 1, 2019, to Monday, April 1, 2019. 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. You must be assigned to the corporation administrator or school administrator user groups in order to have access to the report.

Final Instructional Costs Report

The window to submit final costs will open on Monday, July 29, 2019 and will close on Friday, September 13, 2019.



If the Final Instructional Costs Report is not submitted by Friday, September 13, 2019, your school corporation will not be eligible to receive payment.

The Final Instructional Costs Report will be available online at www.doe.in.gov/finance/summer-school from Monday, July 29, 2019 until Friday, September 13, 2019. Access to these electronic forms requires a login and password. Use your DOE online Username and Password to login to the report.

2019 SUMMER SCHOOL PROGRAM DATES TO REMEMBER

Friday, February 1, 2019- Window opens to submit summer school Estimated Instructional Costs Report and List of Courses.

Monday, April 1, 2019- Deadline for submission of the summer school Estimated Instructional Costs Report and List of Courses.

Friday, May 10, 2019- The Department of Education will notify school corporations of the expected level of State reimbursement based on the estimated expenditures submitted.

Monday, July 29, 2019- Window opens to submit summer school Final Instructional Costs Report.

Friday, September 13, 2019- Deadline for submission of the summer school Final Instructional Costs Report.

November 2019- Summer school instructional costs reimbursements made to school corporations.

2019 Summer School Reimbursable Programs

Eligible programs include all courses included in the Indiana State Approved Course Titles and Descriptions for the 2018-2019 School Year at the high school level and in the 2018-2019 Indiana Elementary and Middle Level Subjects and Descriptions at the elementary and middle school levels.

A list of courses along with course code numbers has been posted on the Indiana 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.

Financial Provisions for 2019 Summer School Programs

1. As required by 511 IAC 12-2-1, each school corporation shall, on or before Friday, April 1, 2019, forward to the Department of Education a list of all classes to be offered in 2019 summer school and for which the corporation intends to seek reimbursement.
2. **School Corporations or Charter Schools must submit a spring estimate and list of courses (2019 Summer School Estimated Instructional Costs Report and List of Courses) between Friday, February 1, 2019 and Monday, April 1, 2019, and fall final costs for summer school (2019 Summer School Final Instructional Costs Report) between Monday, July 29, 2019 and Friday, September 13, 2019 in order to be eligible for reimbursement and receive a payment in the Fall.**
3. On May 10, 2019, the IDOE shall notify school corporations of the expected level of 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 instructional costs and costs of tuition for an applicable online summer school course. The maximum reimbursement is 105% of eligible costs, reduced proportionately if the appropriation is not sufficient to fund all approved programs at 100%.
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. 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.**

9. Students may take as many classes as local policy allows.
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. Costs for these programs may not be included in computing eligible summer school costs.

Additional Information

Additional information about the summer school program is available in the Summer School 101 and Summer School FAQ documents. These are posted on the website at www.doe.in.gov/finance/summer-school and in the files and bookmarks tab in the School Finance Community on Learning Connection.

Contact Information

If you have further questions about the summer school program, please contact Kathryn Roth at kroth@doe.in.gov or Melissa Ambre at mambre@doe.in.gov.