Information contained in this document reflects current law and may be subject to change after the current session of the IN General Assembly.
Agenda

• Overview of Summer School
• Submitting the Estimated Costs Report and List of Courses
• Estimated Distributions
• Submitting the Final Costs Report
• Final Distributions
• Contacts
• Summer School is a State-reimbursable program which allows Indiana's school corporations to provide summer academic courses for students in elementary, middle, and high school.

• Summer school curricula can prove important to the success of many of our students.

• The program description for summer school is in Indiana Code 20-30-7 and 511 IAC Article 12.

• The appropriation for summer school is established by the Indiana General Assembly. The appropriation is currently $18,360,000.
Overview

School corporations and charter schools will be reimbursed for approved summer school courses based on the actual instructional costs and tuition paid to online service providers multiplied by 1.05 and reduced proportionately if the appropriation is insufficient to fund all programs at 100%.
The Office of School Finance began administering the Summer School Program in 2014.

<table>
<thead>
<tr>
<th>Year</th>
<th># Schools that participated</th>
<th>Total Costs Submitted in Final Costs Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>275</td>
<td>&gt;$17.4 million</td>
</tr>
<tr>
<td>2015</td>
<td>273</td>
<td>&gt;$19.2 million</td>
</tr>
<tr>
<td>2016</td>
<td>288</td>
<td>&gt;$19.9 million</td>
</tr>
<tr>
<td>2017</td>
<td>291</td>
<td>&gt;$20.6 million</td>
</tr>
<tr>
<td>2018</td>
<td>305</td>
<td>&gt;$22.5 million</td>
</tr>
</tbody>
</table>
Each year, a memorandum with summer school information is posted on the
website at www.doe.in.gov/finance/summer-school. The information is also
posted in the School Finance Community on the Learning Connection in the
Summer School folder under Files and Bookmarks.

The memo includes important dates, the courses that have been approved by
the State Board of Education to be included in the Summer School Program,
and financial provisions.
Steps to reimbursement:

In accordance with 511 IAC, Article 12, schools must complete these steps in order to be eligible to receive a payment for summer school costs:

1. Submit the Estimated Costs Report and List of Courses to be included in your Summer School Program on or before the posted deadline in the spring.

2. Conduct summer school.

3. Submit the Final Costs Report on or before the posted deadline in the fall.
Submitting the Estimated Costs Report and List of Courses

- Access the report at https://summerschoolest.doe.in.gov
- Login using your DOE Online credentials
Use the Dashboard to access each of these links:

- Summer School Estimated Costs Form *(required)*
- Summer School Courses Form *(required)*
- Completed Estimated Costs Submissions
- Completed Course Submissions
From the Dashboard, click on ‘Summer School Estimated Costs Form’ to access the form to submit your Summer School Estimated Costs Report.
Verify that the contact information is complete and accurate, this is the information that will be used to contact your school corporation if there are any questions.

Enter the total amount of estimated instructional costs and online service provider tuition expected.

Please be as accurate as possible in the amount that is submitted for your estimated summer school costs.

Click the ‘submit’ button at the bottom of the page.

In order to be eligible for reimbursement of summer school costs, the estimated costs report and list of courses must be submitted before the deadline.
In order to be eligible for reimbursement of summer school costs, the estimated costs report and list of courses must be submitted before the deadline, April 1, 2019.
Entering the List of Courses:

Click on ‘Summer School Courses Form’ to select the courses you would like to include in your summer school program.

In order to be eligible for reimbursement of summer school costs, the estimated costs report and list of courses must be submitted before the deadline, April 1, 2019.
Elementary/Middle School Courses:
- Choose ‘General Elementary/Middle School’.
- Select the courses you intend to include in your summer school program.

High School Courses:
- Choose the subject area for the high school course.
- Select the courses you intend to include in your summer school program.

After you have made your course selections, click on the ‘submit’ button at the bottom of the page.

In order to be eligible for reimbursement of summer school costs, the estimated costs report and list of courses must be submitted before the deadline, April 1, 2019.
Submitting the Estimated Costs Report and List of Courses

Keep a copy for your records:

Reports - Estimated Costs and Courses

Report Parameters

School Year

-- Make Selection --

Run Report  Cancel
Submitting the Estimated Costs Report and List of Courses

Keep a copy for your records – click on the export button, then select pdf:
If your downloaded report correctly reflects your estimated summer school costs and list of courses, then you have completed this part of the requirement in order to be eligible for summer school reimbursement.

At the end of your summer school program, the Final Instructional Costs Report is required to be submitted in order to receive a payment. The Final Instructional Cost Report will be available from July 29, 2019 – September 13, 2019.

If you would like to make changes to your Estimated Instructional Costs Report and/or your List of Courses, please refer to the following slides.
To review and/or edit the estimated costs that have been submitted, first go to your dashboard, then click on ‘Completed Estimated Cost Submissions’: 
If you would like to edit, see details, or delete the submitted costs, click on the appropriate link.

Submitted Cost Estimates

Edit Cost Estimate

Cost Estimate Details

Delete Cost Estimate
To review and/or edit the list of courses that has been submitted, first go to your dashboard, then click on ‘Completed Course Submissions’: 
After choosing “Completed Course Submissions”, changes can be made to the submitted courses prior to the deadline:

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>Submission Date</th>
<th>Course Area ID</th>
<th>Subject ID</th>
<th>Subject Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>2017-01-12</td>
<td>02</td>
<td>0460</td>
<td>Science Elem-Middle</td>
</tr>
<tr>
<td>100</td>
<td>2017-01-25</td>
<td>02</td>
<td>0420</td>
<td>Language Arts</td>
</tr>
<tr>
<td>103</td>
<td>2017-01-26</td>
<td>07</td>
<td>1002</td>
<td>English 9</td>
</tr>
<tr>
<td>104</td>
<td>2017-01-26</td>
<td>07</td>
<td>1004</td>
<td>English 10</td>
</tr>
<tr>
<td>105</td>
<td>2017-01-26</td>
<td>07</td>
<td>1006</td>
<td>English 11</td>
</tr>
<tr>
<td>106</td>
<td>2017-01-26</td>
<td>07</td>
<td>1092</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>107</td>
<td>2017-01-25</td>
<td>10</td>
<td>2322</td>
<td>Algebra II</td>
</tr>
<tr>
<td>108</td>
<td>2017-01-25</td>
<td>10</td>
<td>2532</td>
<td>Geometry</td>
</tr>
<tr>
<td>109</td>
<td>2017-01-25</td>
<td>10</td>
<td>2550</td>
<td>Mathematical Problem Solving</td>
</tr>
</tbody>
</table>
Estimated distributions are calculated using the expenditure estimates submitted by school corporations and charter schools.

Final costs may be greater than, less than, or equal to the amount of the estimated distribution.

The actual percentage of reimbursement will be determined when actual expenditure data is received on the final costs reports.
Estimated Distribution

The estimated distribution memo and list of estimated distribution amounts will be posted on the Learning Connection, in the files and bookmarks in the School Finance Community and also on the website at www.doe.in.gov/finance/summer-school in May.

Only schools listed on the estimated distribution list are eligible to submit a final costs report for reimbursement in the fall.
Final Costs Report

In order to be eligible for summer school reimbursement, the Estimated Instructional Costs Report and List of Courses and the Final Instructional Costs Report must be submitted by the posted deadlines.

The window to submit the Final Instructional Costs Report for 2019 Summer School opens Monday, July 29, 2019 and closes Friday, September 13, 2019.

The actual percentage of reimbursement will be determined when actual expenditure data is received.

The reports must be submitted on or before the deadlines, late submissions will not be accepted.
Final Costs Report

Required Information

- Number of students submitted for reimbursement of tuition for online courses.
- Online tuition costs
- Number of students for each subject for grades K-8 and 9-12
- Teacher costs
- Assistant costs
- Unduplicated student count
- Unduplicated teacher count
- Unduplicated assistant count
- Number of classes
- Aggregate days of attendance (do not include attendance for online courses)
Final Costs Report

Tips for a successful Final Costs Report submission:
• The report will not accept dollar signs or commas.
• The report will not allow a field to be left blank – a zero must be entered.
• In the fields for student data – enter the number of students.
• In the fields for teacher costs, assistant costs, and online tuition – enter the costs, rounded to the nearest dollar, without dollar signs or commas.
• Amounts and totals must be added correctly.

• The Final Costs Report for your school must be successfully submitted on or before the posted deadline in order to be eligible for a summer school payment.
Access the link to the Final Costs Report at https://summerschool.doe.in.gov. Log in using your DOE Online credentials, you must be assigned to the corporation administrator or school administrator role for access.
2019 Regular Summer School Final Report
Due September 13, 2019

<table>
<thead>
<tr>
<th>Corp.</th>
<th>Number of Students</th>
<th>2019 Summer School Instructional Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Duplicates Excluded)</td>
<td>Teachers</td>
</tr>
<tr>
<td>Online Service Provider Table</td>
<td>12</td>
<td>10.00</td>
</tr>
<tr>
<td>Title</td>
<td>(Student's cost per student)</td>
<td></td>
</tr>
<tr>
<td>English Language Arts</td>
<td>12</td>
<td>10.00</td>
</tr>
<tr>
<td>Grades K-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades 6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for ELA</td>
<td>24</td>
<td>20.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>12</td>
<td>10.00</td>
</tr>
<tr>
<td>Grades K-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades 6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for Mathematics</td>
<td>24</td>
<td>20.00</td>
</tr>
<tr>
<td>Other Courses</td>
<td>12</td>
<td>10.00</td>
</tr>
<tr>
<td>Grades K-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades 6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for Other Curricular Programs</td>
<td>24</td>
<td>20.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>57</td>
<td>30.00</td>
</tr>
</tbody>
</table>

*Duplicate Count: If a student is enrolled in more than one class, the student is counted in each class.
*Unuplicated Student count: Number of Classes
*Unuplicated Teacher count: Number of Classes

Aggregate days of attendance - the total days of attendance accumulated by all students enrolled in summer school programs. Attendance shall be taken in accordance with the student's summer school program. A student in attendance for any part of the day, up to and including one-half of the day, shall be counted as attendance for one-half day. A student in attendance for more than one-half of the day shall be counted as attendance for one day.

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<table>
<thead>
<tr>
<th>Number of Students</th>
<th>2019 Summer School Instructional Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Duplicated Count)</td>
<td>(Please round all amounts to the nearest dollar)</td>
</tr>
<tr>
<td>Online Service Provider Tuition</td>
<td>Teachers</td>
</tr>
<tr>
<td>(#student x cost per student)</td>
<td></td>
</tr>
</tbody>
</table>

Number of students included in the submission amount for reimbursement of online tuition.

Online tuition cost
(#students) x cost per (student)
Number of students for each subject for grades K-8 and 9-12

• Enter the number of students who were enrolled for each grade level group and subject.

• If a student was enrolled in multiple classes, count the student in each class in which he/she was enrolled.
Final Costs Report

- Teacher costs and Assistant Costs

Enter the **costs** for teachers and assistants. (Round each amount to the nearest dollar.)

Do not enter dollar signs or commas – this will cause an error message when you hit the submit button. The report will not be accepted.
Final Costs Report

- Teacher costs and Assistant Costs

Add and enter totals, the report will not do this automatically.

Do not enter dollar signs or commas – this will cause an error message when you hit the submit button. The report will not be accepted.
Final Costs Report

• Teacher costs and Assistant Costs

Add and enter the total costs for teachers and assistants, the report will not do this automatically.

Do not enter dollar signs or commas – this will cause an error message when you hit the submit button. The report will not be accepted.
Final Costs Report

- Teacher Costs, Assistant Costs, Online Tuition Cost

Add and enter the grand total for teacher and assistant costs, the report will not do this automatically.

Do not enter dollar signs or commas – this will cause an error message when you hit the submit button. The report will not be accepted.
• Unduplicated student count
  • Enter the actual number of students who were enrolled in summer school classes.

• Unduplicated teacher count
  • Enter the actual number of teachers who taught summer school classes.

• Number of classes
  • Enter the number of classes that were taught during summer school
    • Classes can be combined into one class, with a teacher of record, to meet the minimum enrollment requirement.

• Unduplicated assistant count
  • Enter the actual number of assistants who were included in summer school.

• Enter only whole numbers without commas.
  • Commas will cause an error message when you submit the form and your work will not be saved.
Final Costs Report

• Aggregate days of attendance

Aggregate attendance - the total days of attendance accumulated by all students enrolled in summer school programs. Attendance shall be taken twice during each full student instructional day, once in the morning 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.

• Enter only whole numbers without commas.
  • Commas will cause an error message when you submit the form and your work will not be saved.
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 divided by 2 = 15).
- 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.
Final Costs Report

• Add the total number of students enrolled in classes.
• Divide by the number of classes.
• In this example, it would be: 
  \[(579+333+128)/52 = 20\]
• When you have completed the form, click on the ‘submit’ button.
Final Costs Report

• When you have submitted the report successfully, you will see this message:

  2019  Regular Summer School Final Report
  Thank you for submitting your 2019 Regular Summer School Final Report for Corporation 1234

• You may log back in to the report as many times as needed – until the deadline - to update information.

• **If you do not receive this message, your report was NOT successfully submitted, please try again or contact DOE for assistance.**
Click on the Reports tab and then on the Final Costs Report from the drop down menu.
Final Costs Report

Choose the correct year, then click on ‘Run Report’.

IDOE Summer School

Final Costs Report

Report Parameters

School Year

2019

Corporation ID

8600

Run Report

Report Output
From the export button, choose PDF to save a copy of your submitted report for your records.
The window to submit the Final Costs Report for 2019 Summer School opens Monday, July 29, 2019 and closes Friday, September 13, 2019.

The report must be submitted on or before the deadline, late submissions will not be accepted.
Final Distribution Memo & List

Final distribution amounts will be calculated using data submitted by school on the Final Instructional Costs Reports.

Final costs submitted may be greater than, less than, or equal to the amounts submitted on the estimated costs reports in the spring.

If supported by the appropriation, final costs will be reimbursed at 105%.

If final costs submitted exceed the appropriation, then all submissions will be reduced proportionately.

In November, the distribution memo and list of reimbursement amounts by school corporation will be posted at www.doe.in.gov/finance/summer-school. It will also be posted in the files and bookmarks tab in the School Finance Community on Learning Connection.

The summer school reimbursement payment will be made after the memo is posted in November.
Questions?

Information about the Summer School Program is posted at www.doe.in.gov/finance/summer-school.

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