



**Glenda Ritz, NBCT**

Indiana Superintendent of Public Instruction

## **Summer School Frequently Asked Questions** **(Applicable to Public School Corporations and Charter Schools)**

### **Eligibility**

- Q:** Which students are eligible for summer school?  
**A:** Students enrolled in a public school corporation or charter school are eligible for summer school.
- Q:** May school corporations offer summer school courses together?  
**A:** Yes, under IC 20-30-7-5, school corporations can enter into a joint summer school program to offer services to high school students. School corporations entering into an agreement to jointly provide summer school programs must designate which school will be the LEA for purposes of all submission necessary for reimbursement.
- Q:** Can both schools in the joint agreement apply for reimbursement for summer school?  
**A:** No. Only one school corporation will be designated as the local education agency (LEA) for the joint educational program and be eligible to receive summer school reimbursement. (See IC 20-30-7-11). School corporations entering into an agreement to jointly provide summer school programs must designate which school will be the LEA for purposes of all submission necessary for reimbursement.

### **Educational Programs/Summer School Courses**

- Q:** Which programs are eligible for reimbursement?  
**A:** The eligible programs approved each year by the State Board of Education. The approved programs are part of the Summer School Packet at the following link: [www.doe.in.gov/finance/summer-school](http://www.doe.in.gov/finance/summer-school). The list of courses and descriptions with the course numbers are available for elementary, middle school and high school.
- Q:** Where can I find the list of approved courses?  
**A:** See question 4.
- Q:** Are enrichment programs held in the summer eligible for reimbursement?  
**A:** Whether or not an enrichment program is eligible is on a case by case basis and is only available for elementary and middle schools. To be eligible for reimbursement, school officials must submit a non-standard course waiver on or before April 1 and receive approval from the Department of Education to be eligible for reimbursement.
- Q:** Are online courses eligible for reimbursement?  
**A:** Yes, online courses are eligible for reimbursement and should be included on the school corporation's course list due April 1.



8. **Q:** If a school corporation is only offering all online classes for summer school, do they need to submit an estimated Instructional Costs Report?  
**A:** Yes, in order to be eligible for reimbursement, online classes must be included on the school corporation's course list on or before April 1 and the final instructional cost report on or before September 15.
9. **Q:** Is there a minimum number of students required for a summer school class?  
**A:** To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes (For example, if a Language Arts class has an enrollment of 10 and a Math class has an enrollment of 20, Language Arts with only 10 students is eligible because average enrollment for the two classes 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.
10. **Q:** How many hours per day should summer school classes last; and what are the requirements for high school summer school courses in order to award credit?  
**A:** The school governing body must determine the content and curriculum for summer school in accordance with IC 20-30-7-4. Based on that, the governing body must also determine the appropriate amount of instructional time needed to properly determine if credit(s) should be awarded to a student. The program must use the same student learning standards and method of evaluating achievement of the standards as if it were offered during the school year.
11. **Q:** How many days should a summer school session be?  
**A:** The summer school session is to be determined by the school corporation. The summer school session must be structured to last a number of days to effectively increase the understanding of the content in the students who are enrolled in the approved course.

### **Instructors/Teachers**

12. **Q:** May I employ a teacher who does not hold an Indiana teaching license?  
**A:** Generally, the answer is no. 511 IAC 12-2-4 requires school corporations to hire only licensed teachers to teach in a summer school program. School corporations must use the Supplemental Service Contract, which can be found on the Department's [Contracts](#) page on the Department's website, when contracting with teachers to provide educational services in the summer. In limited circumstances, a school corporation that has entered into a contract with another school corporation to jointly provide summer school services may employ a substitute teacher licensed by the department or a qualified postsecondary instructor to provide teaching services. For more information on when a school may employ a substitute teacher licensed by the department or a qualified postsecondary instructor, please review Indiana codes 20-30-7-5 through 20-30-7-11



13. **Q:** How much should I pay a licensed teacher for summer school?

**A:** The salary of a summer school teacher is determined by the superintendent of the school corporation, or the superintendent of the designated LEA that has entered into an agreement with another school corporation to jointly provide a summer school program. See IC 20-28-6-7. The superintendent may, but is not required to, base the salary on the regular compensation plan for the school corporation. The compensation must be provided for on the supplemental services contract which can be found on the department's contracts page. You can find more information on this topic at the following link: <http://www.doe.in.gov/legal/contracts>.

### **Other**

14. **Q:** What instructional costs can be included on the Instructional Costs Report?

**A:** Instructional costs include only teacher salaries and teacher aide wages. (See 511 IAC 12-2-2(3)(b)) Extra costs and fringe benefits cannot be included.

15. **Q:** Where can I find information about Summer School?

**A:** Each year, an updated summer school packet for the current Summer School session is posted on the website at [www.doe.in.gov/finance/summer-school](http://www.doe.in.gov/finance/summer-school). The information is also posted in the Finance Community of the Learning Connection under files and bookmarks, click on the Summer School folder.

16. **Q:** Where do I access the Instructional Costs Report to submit my estimated and final costs for Summer School?

**A:** The link to submit the Instructional Costs Report is available on our website [www.doe.in.gov/finance/summer-school](http://www.doe.in.gov/finance/summer-school). The link can also be found in the Finance Community of the Learning Connection, under files and bookmarks, in the Summer School folder.

17. **Q:** How is Summer School reimbursement determined?

**A:** The Indiana General Assembly appropriates funds for summer school. The Department distributes the funds in November according to 511IAC12-2-2.

18. **Q:** When will the final Instructional Costs Report become available?

**A:** The final Instructional Costs Report will be available on July 29. All claims for reimbursement must be submitted on or before September 15 following the summer school program.

19. **Q:** How do I know what the total reimbursement is for my school corporation?

**A:** When the Department calculates the final distribution amounts, the information will be posted at the time of payment in November.

20. **Q:** Will the final report reflect total reimbursement amount or amount per teacher for those who asked for specific pay?

**A:** The final report will reflect total amount of reimbursement. Individual teachers should check with the payroll office for individual pay.



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21. **Q:** When will school corporations be made aware of what classes are approved for summer school?  
**A:** On or before January 15 of each year, the State Board of Education (SBOE) reviews and approves classes for summer school reimbursement.
22. **Q:** When does a school corporation have to provide a list of classes being offered during the summer session?  
**A:** On or before April 1, each school corporation must submit a list of all classes to be offered in summer school for which they will seek reimbursement from the Department. See 511 IAC 12-2-1
23. **Q:** If a school corporation did not submit an estimate by April 1, will the Department accept its final report and issue reimbursement?  
**A:** No. The Spring estimated Instructional Cost Report AND the Fall final Instructional Cost Report must be filed in order for a school corporation to be eligible to receive reimbursement for summer school costs.