

# Summer School 101

2020

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@EducateIN

*Working Together for Student Success*

# 2020 Summer School

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



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# Overview

Summer school is a state-reimbursable program which allows Indiana's school corporations and charter schools to provide summer academic courses for students in elementary, middle, and high school.

- The program description for summer school is in IC 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 are 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%.



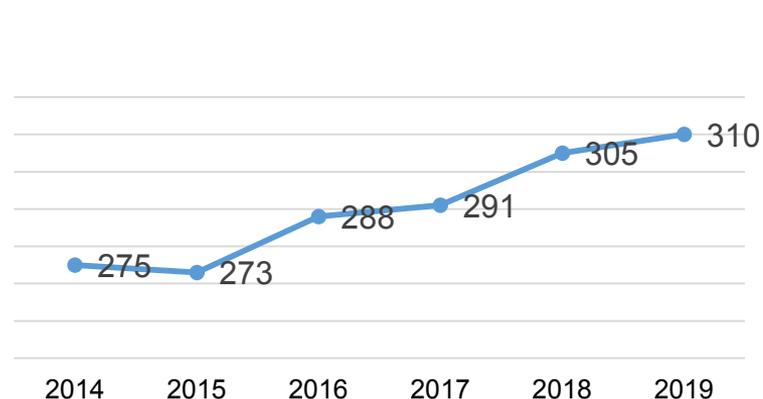
# Overview

The Office of School Finance began administering the summer school Program in 2014.

**Final Costs Submitted (in millions)**



**Number of Participating Schools**



# Overview

Each year, a memorandum with summer school information 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 Public School Finance Community on Moodle, in the folder for summer school.

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.



# Overview

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

IDOE Summer School Estimates

Login

Username

Password

[Recover Password](#)



# Submitting the Estimated Costs Report and List of Courses

Summer School Estimated Cost

Dashboard

Reports

Sign Out

Summer School Estimates

Summer School Estimated Costs Form

Completed Estimated Cost Submissions

Summer School Courses Form

Completed Course Submissions

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



# Submitting the Estimated Costs Report and List of Courses

Summer School Estimated Cost

Dashboard

Reports

Sign Out

Summer School Estimates

Summer School Estimated Costs Form

Completed Estimated Cost Submissions

Summer School Courses Form

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.



# Submitting the Estimated Costs Report and List of Courses

Summer School  
Report Estimated Instructional Costs

Corporation ID  Corporation Name

Superintendent Name

Phone

Superintendent Email

Please check the box if you will NOT be conducting summer school.

Contact Name

Contact Phone

Contact Email

Fax

Estimated Costs



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.



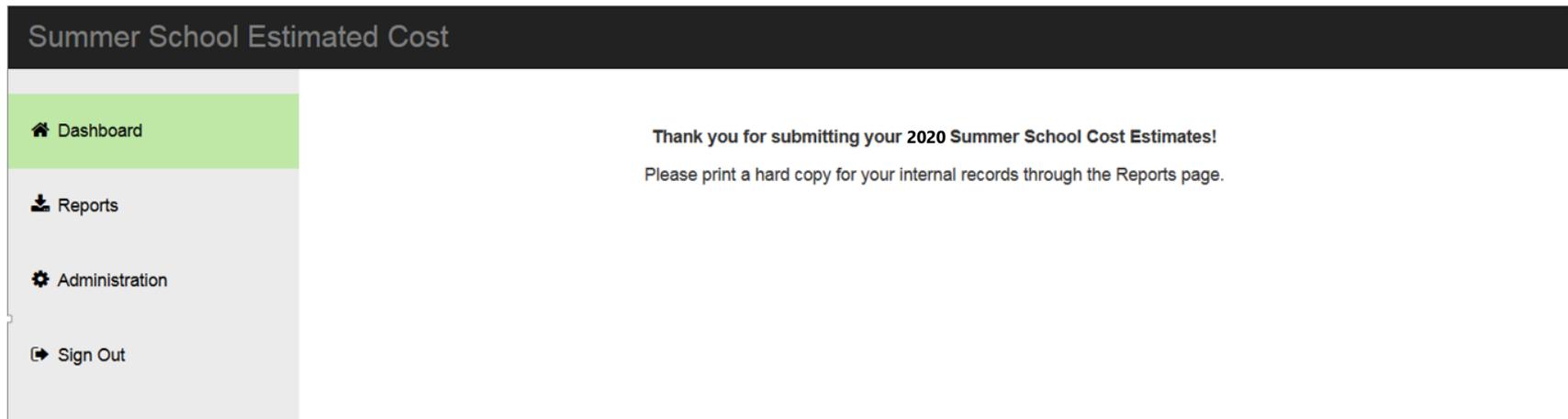
Please be as accurate as possible in the amount that is submitted for your estimated summer school costs. Accurate information is helpful for all participating schools for planning purposes.



In order to be eligible for reimbursement of summer school costs, the estimated costs report and list of courses must be submitted on or before April 1.



# Submitting the Estimated Costs Report and List of Courses



Summer School Estimated Cost

- Dashboard
- Reports
- Administration
- Sign Out

Thank you for submitting your 2020 Summer School Cost Estimates!  
Please print a hard copy for your internal records through the Reports 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, 2020.



# Submitting the Estimated Costs Report and List of Courses

Entering the List of Courses:

Summer School Estimated Cost

2020 Summer School Estimates

Dashboard

Reports

Sign Out

Summer School Estimated Costs Form

Summer School Courses Form

Completed Estimated Cost Submissions

Completed Course Submissions

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, 2020.



# Submitting the Estimated Costs Report and List of Courses

Entering the List of Courses:

2020 Summer School  
Report Courses

Corporation ID  Corporation Name

Use the checkboxes to select your courses. After selecting courses, click the Submit button at the bottom of the page.

- English/Language Arts
- Social Studies
- Foreign Language
- Mathematics
- Science
- Health, Physical Education and Safety

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, 2020.

## Elementary/Middle School Courses:

- Choose 'General Elementary/Middle School'.
- Select the courses you intend to include in your summer school program.

## High School Courses:

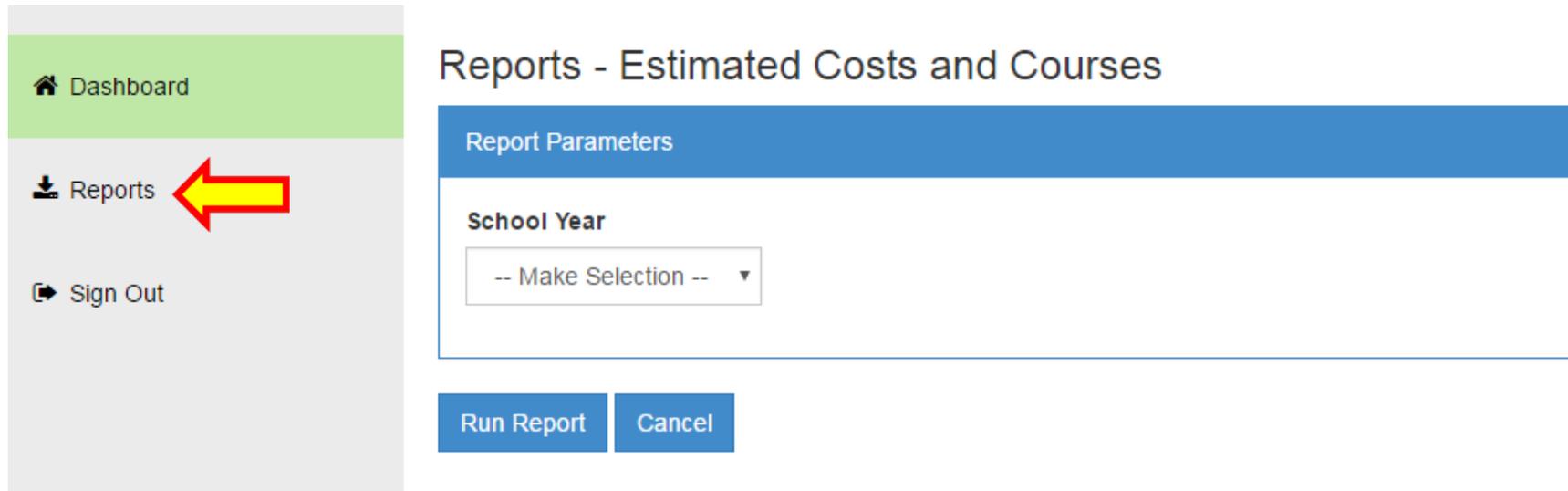
- Choose the subject area for the high school course.
- Select the courses you intend to include in your summer school program.

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



# Submitting the Estimated Costs Report and List of Courses

Keep a copy for your records:



The screenshot shows a web application interface. On the left is a vertical navigation menu with three items: 'Dashboard' (with a home icon), 'Reports' (with a download icon and a red arrow pointing to it), and 'Sign Out' (with a sign-out icon). The main content area is titled 'Reports - Estimated Costs and Courses'. Below the title is a blue header bar labeled 'Report Parameters'. Underneath, there is a 'School Year' label and a dropdown menu with the text '-- Make Selection --'. At the bottom of the main area are two blue buttons: 'Run Report' and 'Cancel'.



# Submitting the Estimated Costs Report and List of Courses

Keep a copy for your records – click on the export button, then select pdf:

Report Output

1 of 1 Find | Next

**2020 Summer School**  
**Estimated Instructional Costs Report and List of Courses**

Corporation ID	Corporation Name
Superintendent	Contact Name
Superintendent Phone	Contact Phone
Superintendent Email	Contact Email
	Fax

\_\_\_\_\_ will be conducting summer school.

Estimated Instructional Costs



# Submitting the Estimated Costs Report and List of Courses

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 20 – September 11.

If you would like to make changes to your Estimated Instructional Costs Report and/or your List of Courses, the next four slides explain how to make these changes.



# Submitting the Estimated Costs Report and List of Courses

To review and/or edit the estimated costs that have been submitted, first go to your dashboard, then click on 'Completed Estimated Cost Submissions':

The screenshot shows a web interface for 'Summer School Estimated Cost'. On the left is a navigation sidebar with 'Dashboard' (highlighted in green), 'Reports', and 'Sign Out'. The main content area is titled 'Summer School Estimates' and contains four blue buttons arranged in a 2x2 grid. The top-right button, 'Completed Estimated Cost Submissions', is highlighted with a red arrow pointing downwards.

Summer School Estimated Cost	
Dashboard	Summer School Estimates
Reports	Summer School Estimated Costs Form
Sign Out	Completed Estimated Cost Submissions
	Summer School Courses Form
	Completed Course Submissions



# Submitting the Estimated Costs Report and List of Courses

If you would like to edit, see details, or delete the submitted costs, click on the appropriate link.

Estimate ID	Submission Date	Not Conducting Summer School	Estimated Costs	
33	2017-01-26	<input type="checkbox"/>	<input type="text"/>	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

### Edit Cost Estimate

Estimate ID 33

Submission Date 2017-01-26

Not Conducting Summer School

Estimated Costs

Contact Name

Contact Phone

Contact Email

Fax

### Cost Estimate Details

Estimate ID 33

Submission Date 2017-01-26

Not Conducting Summer School

Summer School

Estimated Costs 71250.00

Contact Name

Contact Phone

Contact Email

Fax

[Edit](#) | [Back to List](#)

### Delete Cost Estimate

Are you sure you want to delete this?

Estimate ID 33

Submission Date 2017-01-26

Not Conducting Summer School

Summer School

Estimated Costs 71250.00

Contact Name

Contact Phone

Contact Email

Fax

| [Back to List](#)



# Submitting the Estimated Costs Report and List of Courses

To review and/or edit the list of courses that has been submitted, first go to your dashboard, then click on 'Completed Course Submissions':

The screenshot displays a web interface for 'Summer School Estimated Cost'. On the left is a navigation sidebar with three items: 'Dashboard' (highlighted in green), 'Reports', and 'Sign Out'. The main content area is titled 'Summer School Estimates' and contains four blue buttons arranged in a 2x2 grid. The top row contains 'Summer School Estimated Costs Form' and 'Completed Estimated Cost Submissions'. The bottom row contains 'Summer School Courses Form' and 'Completed Course Submissions'. A large red arrow with a yellow fill points to the 'Completed Course Submissions' button in the bottom right.



# Submitting the Estimated Costs Report and List of Courses

After choosing "Completed Course Submissions", changes can be made to the submitted courses prior to the deadline:

Submitted Courses

[Add Courses](#) 

Submission ID	Submission Date	Course Area ID	Subject ID	Subject Name	
40	2017-01-12	02	0460	Science Elem-Middle	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
100	2017-01-26	02	0420	Language Arts	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
103	2017-01-26	07	1002	English 9	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
104	2017-01-26	07	1004	English 10	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
105	2017-01-26	07	1006	English 11	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
106	2017-01-26	07	1092	Creative Writing	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
107	2017-01-26	10	2522	Algebra II	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
108	2017-01-26	10	2532	Geometry	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
109	2017-01-26	10	2550	Mathematical Problem Solving	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>



# Estimated Distribution

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 reports.

Actual expenditure data should be reported on the final instructional costs report, schools are not limited to the amounts posted on the estimated distributions list.



# Estimated Distribution

The estimated distribution memo and list of estimated distribution amounts will be posted in the summer school folder in the Public School Finance Community in Moodle and also on the website at [www.doe.in.gov/finance/summer-school](http://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 2020 summer school opens Monday, July 20, 2020 and closes Friday, September 11, 2020.

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 for the Final Costs Report:

Number of students  
enrolled in online  
courses

Online tuition costs

Number of students  
for ELA, Math, and  
Other 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



# Final Costs Report

Tips for a  
successful  
Final Costs  
Report  
submission



The report will not accept dollar signs or commas.



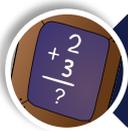
The report will not allow a field to be left blank – a zero must be entered.



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.



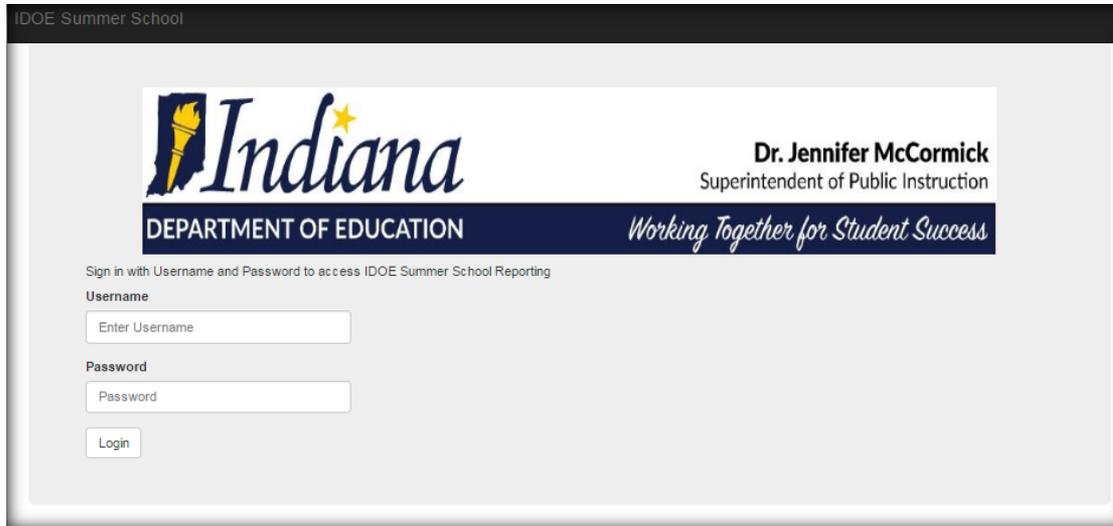
Amounts and totals must be added correctly. The report does not do the math for you, but will not accept if there are errors in calculation.

The  
deadline to  
submit is  
September  
11.



# Final Costs Report

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.



The screenshot shows the login interface for the IDOE Summer School Reporting system. At the top left, it says "IDOE Summer School". The main header features the Indiana Department of Education logo, which includes a torch and the word "Indiana" in a stylized font, with a star above the "i". Below the logo, it reads "DEPARTMENT OF EDUCATION" and "Working Together for Student Success". To the right of the logo, the name "Dr. Jennifer McCormick" and her title "Superintendent of Public Instruction" are displayed. Below the header, there is a prompt: "Sign in with Username and Password to access IDOE Summer School Reporting". Underneath, there are three input fields: "Username" with a placeholder "Enter Username", "Password" with a placeholder "Password", and a "Login" button.



# Final Costs Report

IDOE Summer School [Reports](#)

## 2020 Regular Summer School Final Report Due September 11, 2020

Corp: 8800

	Number of Students (Duplicated Count*)	2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		
		Teachers	Assistants	Totals(teach+assist)
Online Service Provider Tuition	<input type="text" value="50"/>			<input type="text" value="1250.00"/>
(#student x cost per student)				
English & Language Arts				
Grades K-8	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
Grades 9-12	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
<b>Totals for ELA</b>	<input type="text" value="100"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
Mathematics				
Grades K-8	<input type="text" value="50"/>	<input type="text" value="\$10.00"/>	<input type="text" value="\$10.00"/>	
Grades 9-12	<input type="text" value="50"/>	<input type="text" value="\$10.00"/>	<input type="text" value="10.00"/>	
<b>Totals for Mathematics</b>	<input type="text" value="100"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
Other Courses				
Grades K-8	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
Grades 9-12	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
<b>Totals for Other Curricular Programs</b>	<input type="text" value="100"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
<b>Grand Total</b>				<input type="text" value="\$1,370.00"/>
*Duplicated Count - If a student is enrolled in more than one class, the student is counted in each class.				
Unduplicated Student count**	<input type="text" value="50"/>	Number of Classes	<input type="text" value="10"/>	
Unduplicated Teacher count**	<input type="text" value="15"/>	Unduplicated Assistant count**	<input type="text" value="10"/>	
**Unduplicated Count - A student/teacher/assistant is only counted once no matter how many classes each attend/teach.				
	Aggregate days of attendance	<input type="text" value="45"/>		

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.

Submit

© 2018 - Indiana Department of Education

Sign Out



# Final Costs Report

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

**Online tuition cost  
(#students) x cost per (student)**

	Number of Students (Duplicated Count*)	2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		Totals(teach+assist)
		Teachers	Assistants	
Online Service Provider Tuition (#student x cost per student)	<input type="text"/>			<input type="text"/>



# Final Costs Report

## 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.

IDOE Summer School Reports -

### 2020 Regular Summer School Final Report Due September 11, 2020

Corp: 8800

	Number of Students (Duplicated Count*)	2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		
		Teachers	Assistants	Totals(teacher+assist)
Online Service Provider Tuition (#student x cost per student)	<input type="text" value="50"/>			<input type="text" value="1250.00"/>
English & Language Arts				
Grades K-8	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
Grades 9-12	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
Totals for ELA	<input type="text" value="100"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
Mathematics				
Grades K-8	<input type="text" value="50"/>	<input type="text" value="\$10.00"/>	<input type="text" value="\$10.00"/>	
Grades 9-12	<input type="text" value="50"/>	<input type="text" value="\$10.00"/>	<input type="text" value="\$10.00"/>	
Totals for Mathematics	<input type="text" value="100"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
Other Courses				
Grades K-8	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
Grades 9-12	<input type="text" value="50"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	
Totals for Other Curricular Programs	<input type="text" value="100"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
Grand Total				<input type="text" value="\$1,370.00"/>

\*Duplicated Count - If a student is enrolled in more than one class, the student is counted in each class.

Unduplicated Student count**	<input type="text" value="50"/>	Number of Classes	<input type="text" value="10"/>
Unduplicated Teacher count**	<input type="text" value="15"/>	Unduplicated Assistant count**	<input type="text" value="10"/>

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

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.

Submit

© 2018 - Indiana Department of Education [Sign Out](#)



# Final Costs Report

## Teacher costs and Assistant Costs

	Number of Students (Duplicated Count*)	2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		
		Teachers	Assistants	Totals(teacher+assist)
Online Service Provider Tuition	<input type="text"/>			<input type="text"/>
(#student x cost per student)				
English & Language Arts				
Arts				
Grades K-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grades 9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals for ELA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mathematics				
Grades K-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grades 9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals for Mathematics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Courses				
Grades K-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grades 9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals for Other Curricular Programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total				<input type="text"/>

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

	Number of Students (Duplicated Count*)	2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		
		Teachers	Assistants	Totals(teach+assist)
<b>English &amp; Language Arts</b>				
Grades K-8	<input type="text"/>	<input type="text" value="12345"/>	<input type="text" value="5678"/>	
Grades 9-12	<input type="text"/>	<input type="text" value="23456"/>	<input type="text" value="6789"/>	
<b>Totals for ELA</b>		<input type="text" value="35801"/>	<input type="text" value="12467"/>	<input type="text"/>
<b>Mathematics</b>				
Grades K-8	<input type="text"/>	<input type="text" value="3210"/>	<input type="text" value="1122"/>	
Grades 9-12	<input type="text"/>	<input type="text" value="4567"/>	<input type="text" value="3344"/>	
<b>Totals for Mathematics</b>		<input type="text" value="7777"/>	<input type="text" value="4466"/>	<input type="text"/>
<b>Other Courses</b>				
Grades K-8	<input type="text"/>	<input type="text" value="1470"/>	<input type="text" value="369"/>	
Grades 9-12	<input type="text"/>	<input type="text" value="2580"/>	<input type="text" value="963"/>	
<b>Totals for Other Curricular Programs</b>		<input type="text" value="4050"/>	<input type="text" value="1332"/>	<input type="text"/>
<b>Grand Total</b>				<input type="text"/>

\*Duplicated Count - If a student is enrolled in more than one class, the student is counted in each class.

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

	Number of Students (Duplicated Count*)	Summer School Instructional Costs (Please round all amounts to the nearest dollar)		
		Teachers	Assistants	Totals (teach+assist)
<b>English &amp; Language Arts</b>				
Grades K-8	<input type="text"/>	<input type="text" value="12345"/>	<input type="text" value="5678"/>	
Grades 9-12	<input type="text"/>	<input type="text" value="23456"/>	<input type="text" value="6789"/>	
<b>Totals for ELA</b>	<input type="text" value="35801"/>	<b>+</b>	<input type="text" value="12467"/>	<b>=</b> <input type="text" value="48268"/>
<b>Mathematics</b>				
Grades K-8	<input type="text"/>	<input type="text" value="3210"/>	<input type="text" value="1122"/>	
Grades 9-12	<input type="text"/>	<input type="text" value="4567"/>	<input type="text" value="3344"/>	
<b>Totals for Mathematics</b>	<input type="text" value="7777"/>	<b>+</b>	<input type="text" value="4466"/>	<b>=</b> <input type="text" value="12243"/>
<b>Other Courses</b>				
Grades K-8	<input type="text"/>	<input type="text" value="1470"/>	<input type="text" value="369"/>	
Grades 9-12	<input type="text"/>	<input type="text" value="2580"/>	<input type="text" value="963"/>	
<b>Totals for Other Curricular Programs</b>	<input type="text" value="4050"/>	<b>+</b>	<input type="text" value="1332"/>	<b>=</b> <input type="text" value="5382"/>
<b>Grand Total</b>				<input type="text"/>

\*Duplicated Count - If a student is enrolled in more than one class, the student is counted in each class.

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

	Number of Students (Duplicated Count*)	2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		Totals(teach+assist)
		Teachers	Assistants	
Online Service Provider Tuition (#student x cost per student)	<input type="text"/>			<input type="text"/>
English & Language Arts				+
Grades K-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grades 9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals for ELA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mathematics				+
Grades K-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grades 9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals for Mathematics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Courses				+
Grades K-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grades 9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals for Other Curricular Programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total				<input type="text"/>

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.



# Final Costs Report

Unduplicated Student count\*\*

Number of Classes

Unduplicated Teacher count\*\*

Unduplicated Assistant count\*\*

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

- 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.



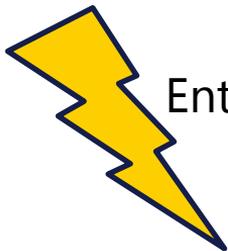
# Final Costs Report

- **Aggregate days of attendance**

Aggregate 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.

Submit



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

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 has an enrollment of 20, both classes are eligible because the average enrollment is 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

Number of Students (Duplicated Count*)		2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		
		Teachers	Assistants	Totals (teach+assist)
<b>English &amp; Language Arts</b>				
Grades K-8	123	12345	8678	
Grades 9-12	456	23456	9789	
<b>Totals for ELA</b>	<b>579</b>	35801	12467	48268
<b>Mathematics</b>				
Grades K-8	111	3210	1122	
Grades 9-12	222	4567	3344	
<b>Totals for Mathematics</b>	<b>333</b>	7777	4466	12243
<b>Other Courses</b>				
Grades K-8	51	1470	369	
Grades 9-12	77	2580	963	
<b>Totals for Other Curricular Programs</b>	<b>128</b>	4050	1332	5382
<b>Grand Total</b>				65993
*Duplicated Count - If a student is enrolled in more than one class, the student is counted in each class.				
Unduplicated Student count**	575	Number of Classes	52	
Unduplicated Teacher count**	71	Unduplicated Assistant count**	17	
**Unduplicated Count - A student/teacher/assistant is only counted once no matter how many classes each attend/teach.				
Aggregate days of attendance		21000		

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.

Submit

- Add the total number of students enrolled in classes.
- Divide by the number of classes.
- In this example, it would be:  
 $(579+333+128)/52 = 20$



# Final Costs Report

- When you have completed the form, click on the 'submit' button.

	Number of Students (Duplicated Count)		2020 Summer School Instructional Costs (Please round all amounts to the nearest dollar)		Totals(teacher+assist)
			Teachers	Assistants	
Online Service Provider Tuition	50				1250.00
English & Language Arts					
Grades K-8	50	1234	500		
Grades 9-12	50	2345	300		
Totals for ELA	100	3579	800		4379
Mathematics					
Grades K-8	50	5678	400		
Grades 9-12	50	6789	500		
Totals for Mathematics	100	12467	900		13367
Other Courses					
Grades K-8	50	789	0		
Grades 9-12	50	890	150		
Totals for Other Curricular Programs	100	1679	150		1829
Grand Total					20825
*Duplicated Count - If a student is enrolled in more than one class, the student is counted in each class.					
Unduplicated Student count**	50		Number of Classes	15	
Unduplicated Teacher count**	15		Unduplicated Assistant count**	7	
**Unduplicated Count - A student/teacher/assistant is only counted once no matter how many classes each attend/teach.					
Aggregate days of attendance 45					



Submit



# Final Costs Report

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

## 2020 Regular Summer School Final Report

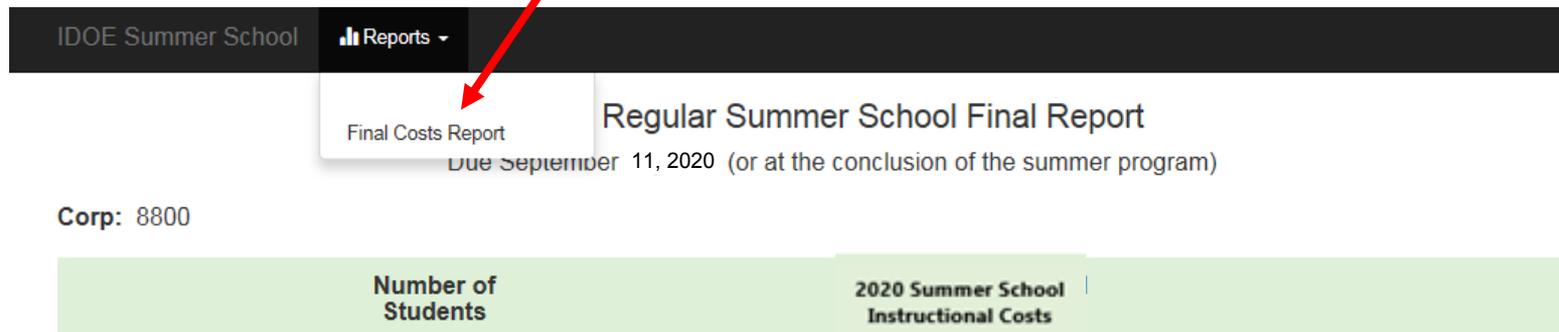
Thank you for submitting your 2020 Regular Summer School Final Report for Corporation 1234

- 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 IDOE for assistance.**



# Final Costs Report

Click on the Reports tab and then on the Final Costs Report from the drop down menu.



The screenshot shows a dark navigation bar with the text "IDOE Summer School" on the left and a "Reports" dropdown menu on the right. A red arrow points to the "Final Costs Report" option in the dropdown. Below the dropdown, the text "Regular Summer School Final Report" is visible, followed by "Due September 11, 2020 (or at the conclusion of the summer program)". Below this, the text "Corp: 8800" is displayed. At the bottom, a light green table header is shown with two columns: "Number of Students" and "2020 Summer School Instructional Costs".

Number of Students	2020 Summer School Instructional Costs
--------------------	--



# Final Costs Report

IDOE Summer School

## Final Costs Report

Choose the correct year, then click on 'Run Report'.

Report Parameters

School Year	Corporation ID
2020 <input type="button" value="v"/>	8800 <input type="button" value="v"/>

Run Report

Report Output



# Final Costs Report

IDOE Summer School

## Final Costs Report

### Report Parameters

School Year

2020

Corporation ID

8800

Run Report

### Report Output

1 of 1 100% Print Next

2020 Summer School Final Costs

Test (8800)

2020

Excel  
PDF  
Word

From the export button, choose PDF to save a copy of your submitted report for your records.



# Final Costs Report

- **The window to submit the Final Costs Report for 2020 summer school opens Monday, July 20 and closes Friday, September 11.**



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](http://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](http://www.doe.in.gov/finance/summer-school).



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