Summer School 101

2020

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Indiana DEPARTMENT OF EDUCATION

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.

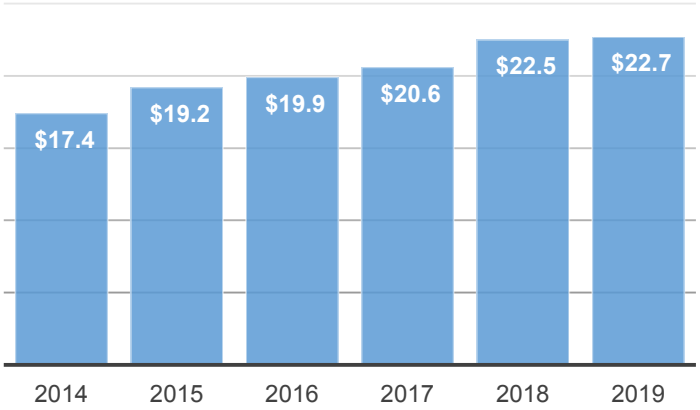
Overview

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%.

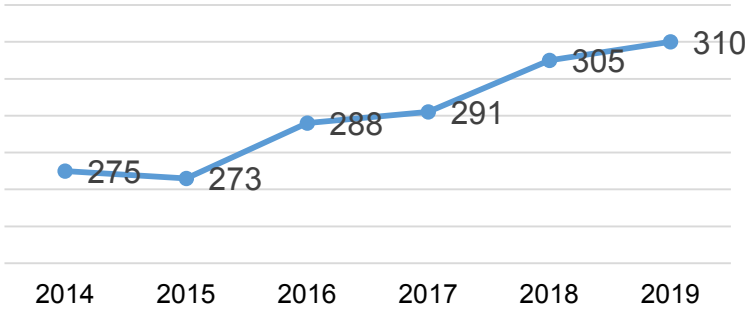
Overview

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. 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

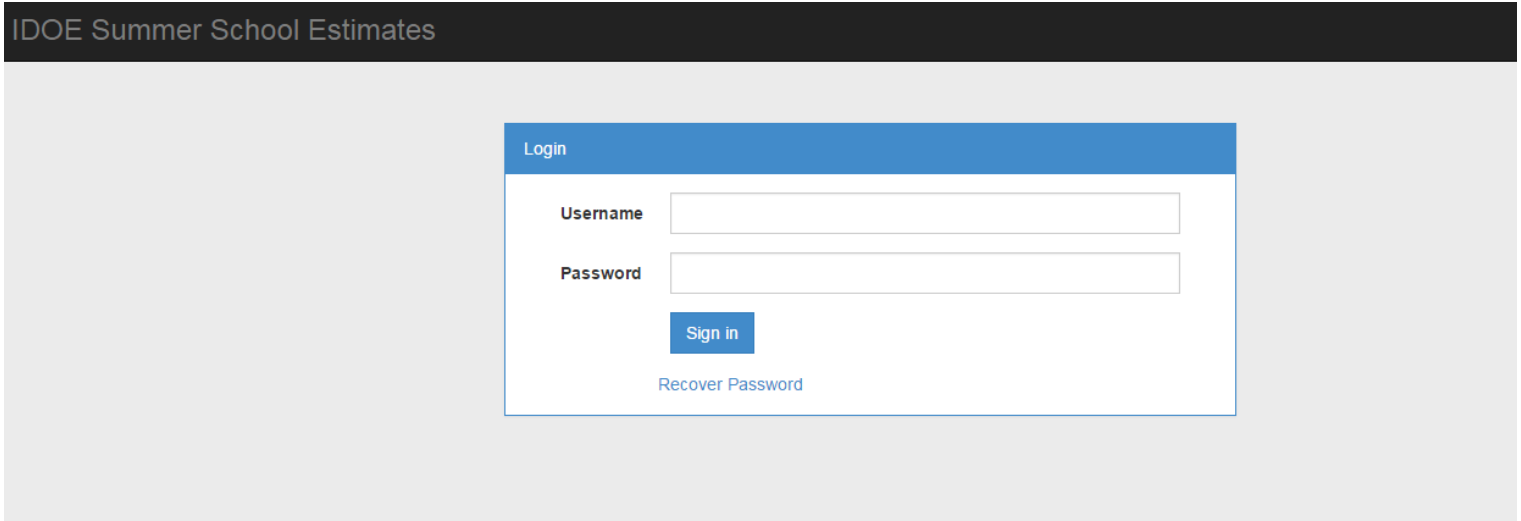
Steps to reimbursement:

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:

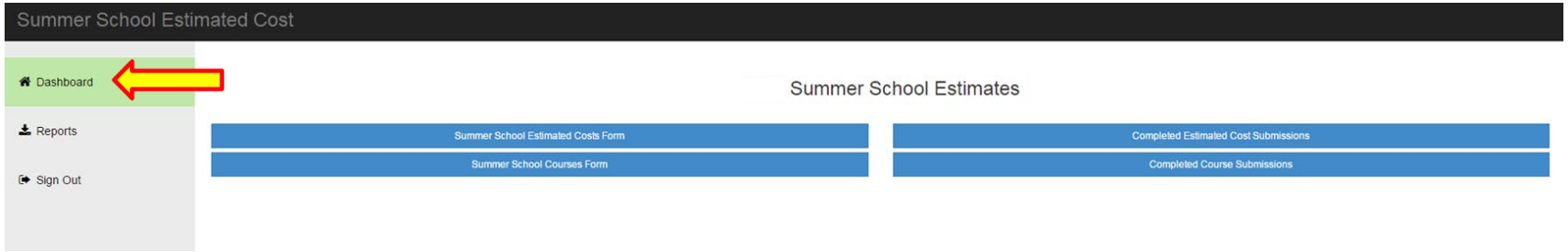
1. Submit the Estimated Costs Report and List of Courses to be included in your summer school program on or before the posted deadline in the spring.
2. Conduct summer school.
3. Submit the Final Costs Report on or before the posted deadline in the fall.

Submitting the Estimated Costs Report and List of Courses

- Access the report at https://summerschoolest.doe.in.gov
- Login using your DOE Online credentials



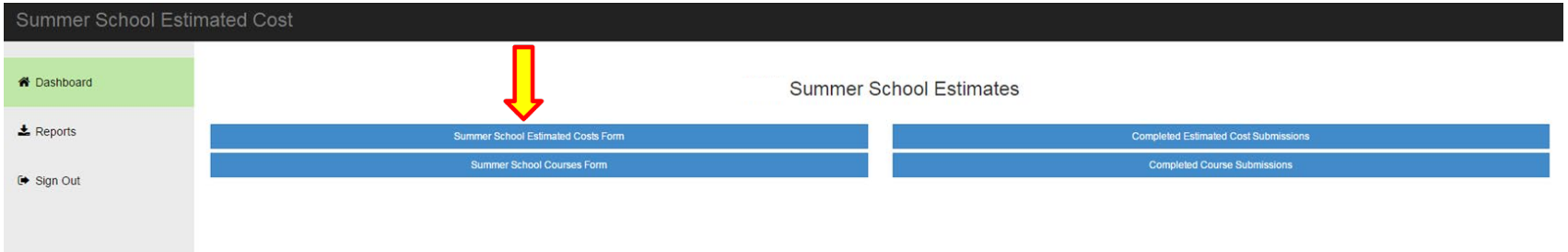
Submitting the Estimated Costs Report and List of Courses



Use the Dashboard to access each of these links:

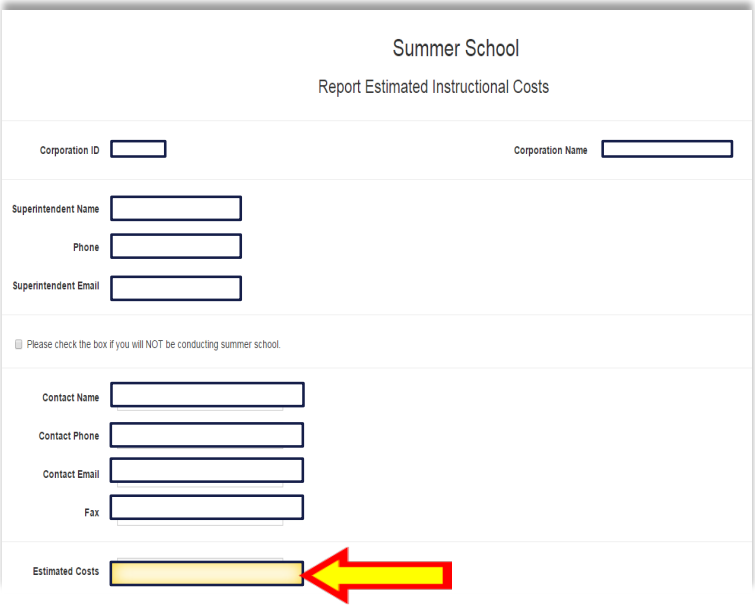
- Summer School Estimated Costs Form (*required*)
- Summer School Courses Form (*required*)
- Completed Estimated Costs Submissions
- Completed Course Submissions

Submitting the Estimated Costs Report and List of Courses



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

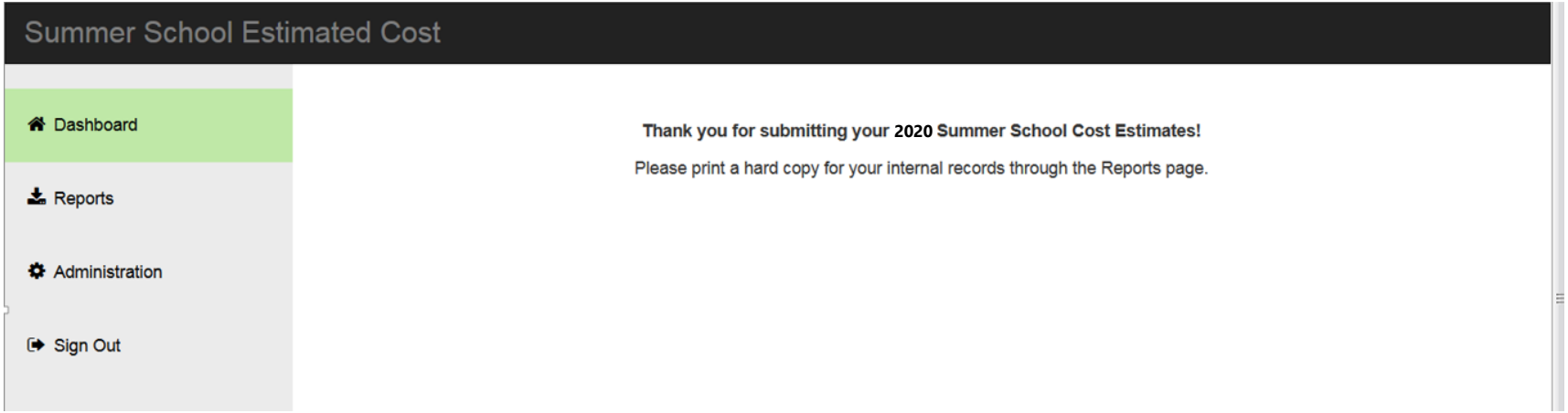
Verify that the contact information is complete and accurate. This is the information that will be used to contact your school corporation if there are any questions.

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.

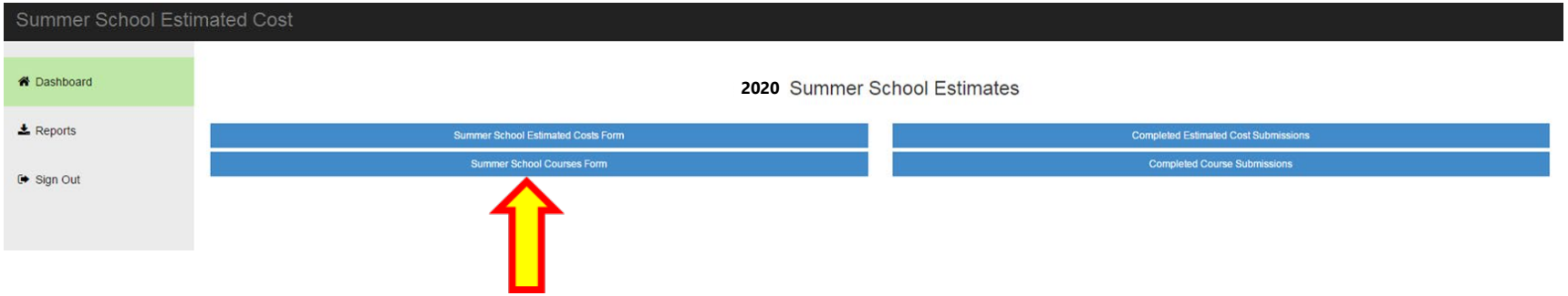
Submitting the Estimated Costs Report and List of Courses



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:

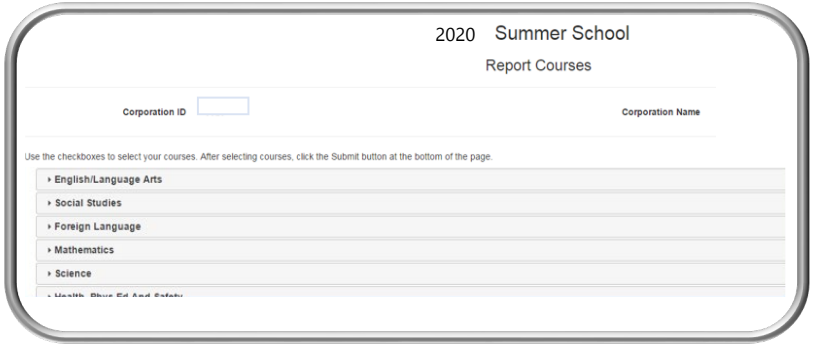


Click on 'Summer School Courses Form' to select the courses you would like to include in your summer school program.

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:



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.

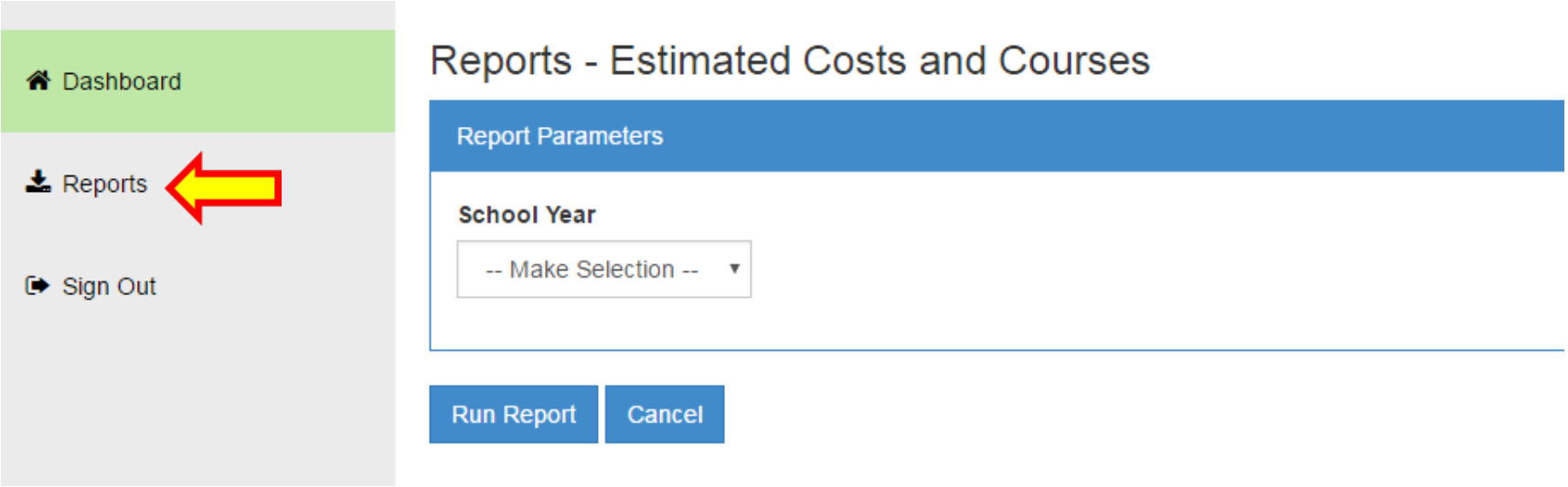
High School Courses:

- 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.

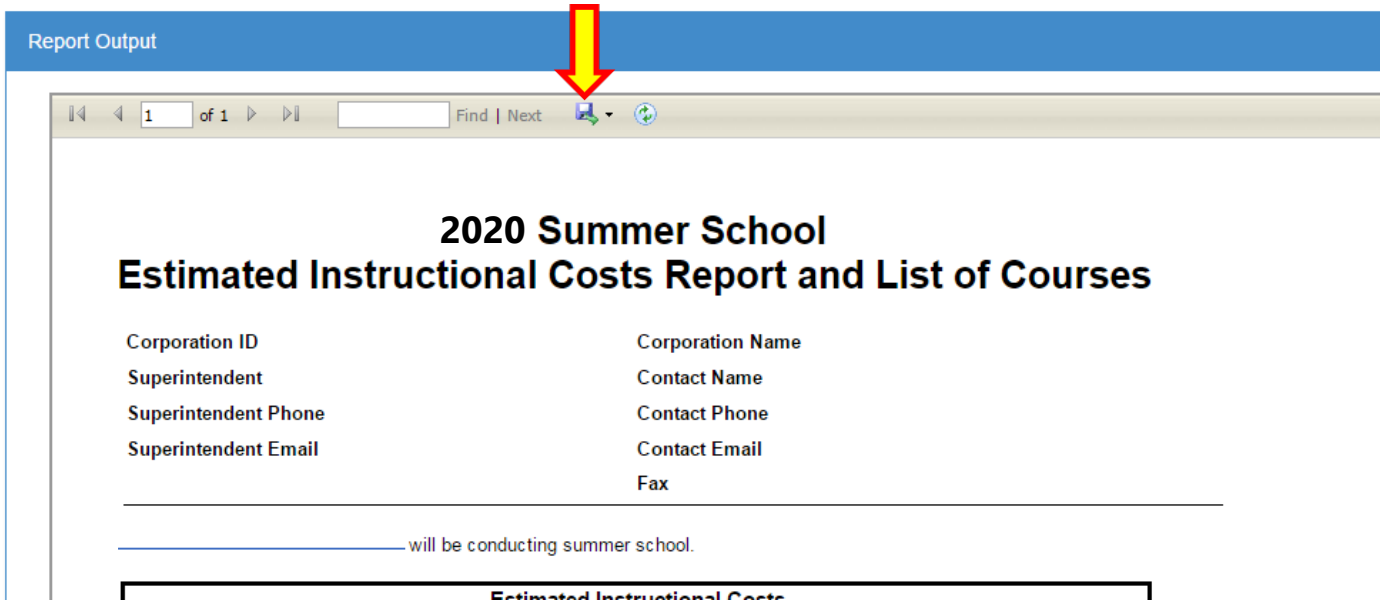
Submitting the Estimated Costs Report and List of Courses

Keep a copy for your records:



Submitting the Estimated Costs Report and List of Courses

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



Submitting the Estimated Costs Report and List of Courses

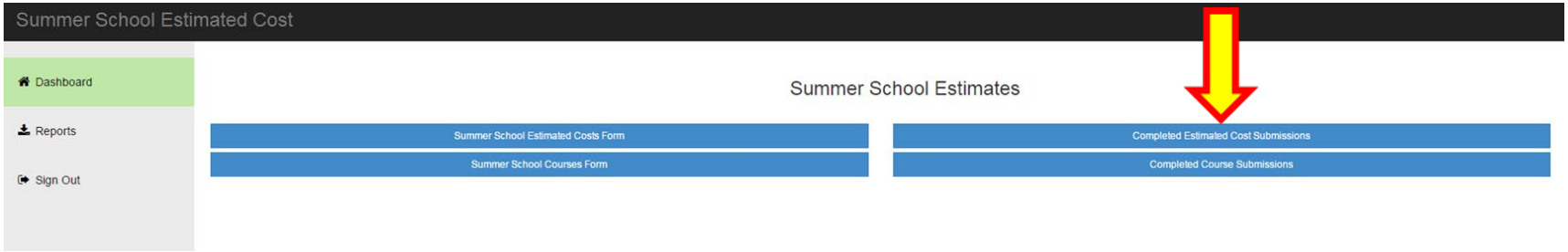
If your downloaded report correctly reflects your estimated summer school costs and list of courses, then you have completed this part of the requirement in order to be eligible for summer school reimbursement.

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':



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.

Submitted Cost Estimates

Create new estimate

Estimate ID	Submission Date	Not Conducting Summer School	Estimated Costs	
33	2017-01-26	☐		Edit | Details | Delete

Edit Cost Estimate

Estimate ID	33
Submission Date	2017-01-26
Not Conducting Summer School	☐
Estimated Costs	71250.00
Contact Name	Dolly Madison
Contact Phone	(317) 867-5309
Contact Email	D.Mad@school.edu
Fax	(317) 745-3924

Save

Cost Estimate Details

Estimate ID	33
Submission Date	2017-01-26
Not Conducting Summer School	☐
Estimated Costs	71250.00
Contact Name	Dolly Madison
Contact Phone	(317) 867-5309
Contact Email	D.Mad@school.edu
Fax	(317) 745-3924

Edit | Back to List

Delete Cost Estimate

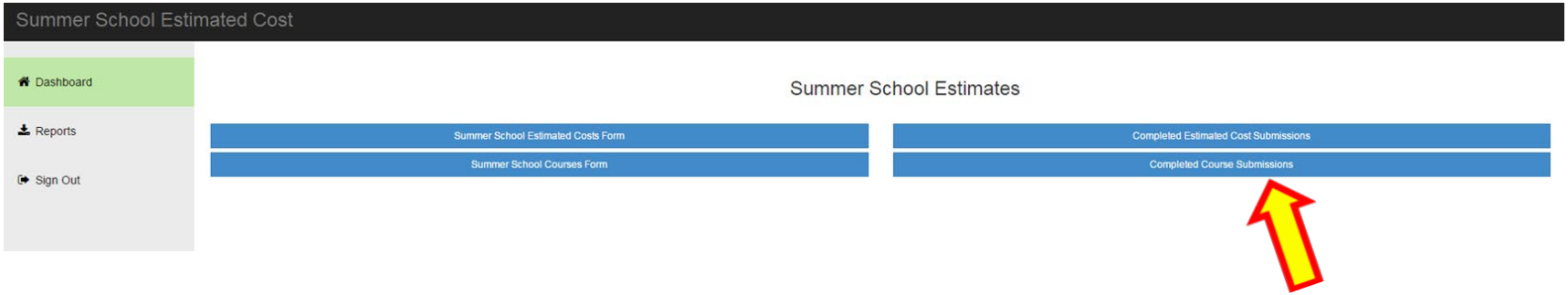
Are you sure you want to delete this?

Estimate ID	33
Submission Date	2017-01-26
Not Conducting Summer School	☐
Estimated Costs	71250.00
Contact Name	Dolly Madison
Contact Phone	(317) 867-5309
Contact Email	D.Mad@school.edu
Fax	(317) 745-3924

Delete | 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’:



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	Edit | Details | Delete
100	2017-01-26	02	0420	Language Arts	Edit | Details | Delete
103	2017-01-26	07	1002	English 9	Edit | Details | Delete
104	2017-01-26	07	1004	English 10	Edit | Details | Delete
105	2017-01-26	07	1006	English 11	Edit | Details | Delete
106	2017-01-26	07	1092	Creative Writing	Edit | Details | Delete
107	2017-01-26	10	2522	Algebra II	Edit | Details | Delete
108	2017-01-26	10	2532	Geometry	Edit | Details | Delete
109	2017-01-26	10	2550	Mathematical Problem Solving	Edit | Details | Delete

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 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

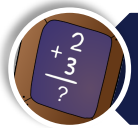
Tips for a successful Final Costs Report submission

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.

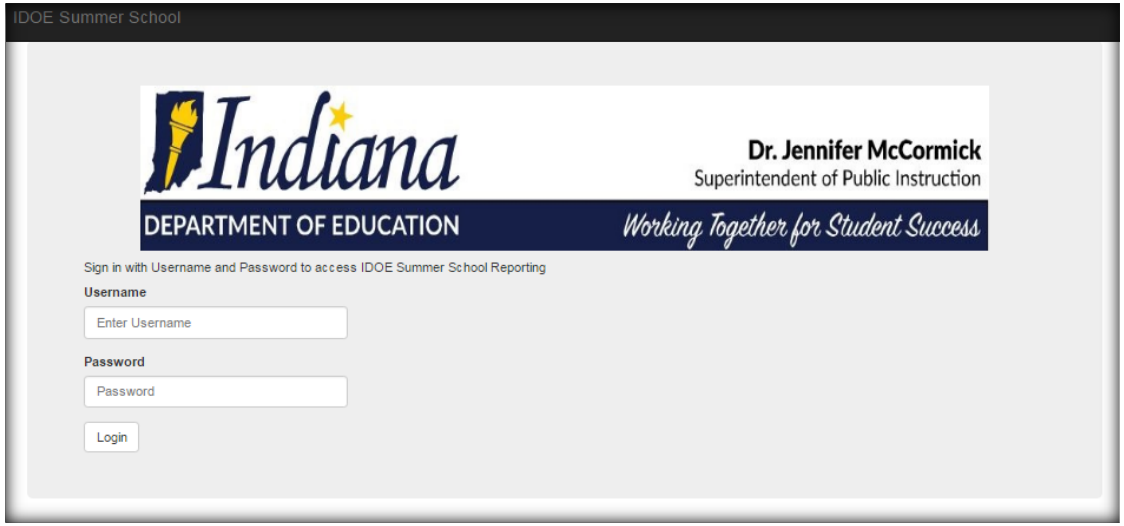


Amounts and totals must be added correctly. The report does not do the math for you, but will not accept if there are errors in calculation.

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.



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 (#student x cost per student)	50			1250.00
English & Language Arts				
Grades K-8	50	10.00	10.00	
Grades 9-12	50	10.00	10.00	
Totals for ELA	100	20.00	$20.00	40.00
Mathematics				
Grades K-8	50	$10.00	$10.00	
Grades 9-12	50	$10.00	10.00	
Totals for Mathematics	100	20.00	20.00	40.00
Other Courses				
Grades K-8	50	10.00	10.00	
Grades 9-12	50	10.00	10.00	
Totals for Other Curricular Programs	100	20.00	20.00	40.00
Grand Total				$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**	50	**Number of Classes**	10
Unduplicated Teacher count**	15	**Unduplicated Assistant count****	10

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

Aggregate days of attendance 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

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Sign Out

Final Costs Report

<u>Number</u> of students included in the submission amount for reimbursement of online tuition.

Online tuition <u>cost</u>
(#students) x cost per (student)

	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 (#student x cost per student)				

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(teach+assist)
Online Service Provide Tuition (#student x cost per student)	50			1250.00
English & Language Arts				
Grades K-8	50	10.00	10.00	
Grades 9-12	50	10.00	10.00	
Totals for ELA	100	20.00	$20.00	40.00
Mathematics				
Grades K-8	50	$10.00	$10.00	
Grades 9-12	50	$10.00	10.00	
Totals for Mathematics	100	20.00	20.00	40.00
Other Courses				
Grades K-8	50	10.00	10.00	
Grades 9-12	50	10.00	10.00	
Totals for Other Curricular Programs	100	20.00	20.00	40.00
Grand Total				$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**	50	**Number of Classes**	10
Unduplicated Teacher count**	15	**Unduplicated Assistant count****	10

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

Aggregate days of attendance 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

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)
Online Service Provider Tuition (#student x cost per student)				
English & Language Arts				
Grades K-8				
Grades 9-12				
Totals for ELA				
Mathematics				
Grades K-8				
Grades 9-12				
Totals for Mathematics				
Other Courses				
Grades K-8				
Grades 9-12				
Totals for Other Curricular Programs				
Grand Total				

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)
English & Language Arts				
Grades K-8		12345	5678	
Grades 9-12		23456	6789	
Totals for ELA		35801	12467	
Mathematics				
Grades K-8		3210	1122	
Grades 9-12		4567	3344	
Totals for Mathematics		7777	4466	
Other Courses				
Grades K-8		1470	369	
Grades 9-12		2580	963	
Totals for Other Curricular Programs		4050	1332	
Grand Total				

*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)
English & Language Arts						
Grades K-8		12345		5678		
Grades 9-12		23456		6789		
Totals for ELA		35801	+	12467	=	48268
Mathematics						
Grades K-8		3210		1122		
Grades 9-12		4567		3344		
Totals for Mathematics		7777	+	4466	=	12243
Other Courses						
Grades K-8		1470		369		
Grades 9-12		2580		963		
Totals for Other Curricular Programs		4050	+	1332	=	5382
Grand Total						

*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)		
		Teachers	Assistants	Totals(teach+assist)
Online Service Provider Tuition (#student x cost per student)				
English & Language Arts				
Grades K-8				
Grades 9-12				
Totals for ELA				
Mathematics				
Grades K-8				
Grades 9-12				
Totals for Mathematics				
Other Courses				
Grades K-8				
Grades 9-12				
Totals for Other Curricular Programs				
Grand Total				

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)
English & Language Arts				
Grades K-8	123	12345	5678	
Grades 9-12	456	23456	6789	
Totals for ELA	579	35801	12467	48268
Mathematics				
Grades K-8	111	3210	1122	
Grades 9-12	222	4567	3344	
Totals for Mathematics	333	7777	4466	12243
Other Courses				
Grades K-8	51	1470	369	
Grades 9-12	77	2580	963	
Totals for Other Curricular Programs	128	4050	1332	5382
Grand Total				65893

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

Unduplicated Student count**	975	**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) Teachers	Assistants	Totals(teach+assist)
Online Service Provider Tuition (#student x cost per student)	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

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

Final Costs Report

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

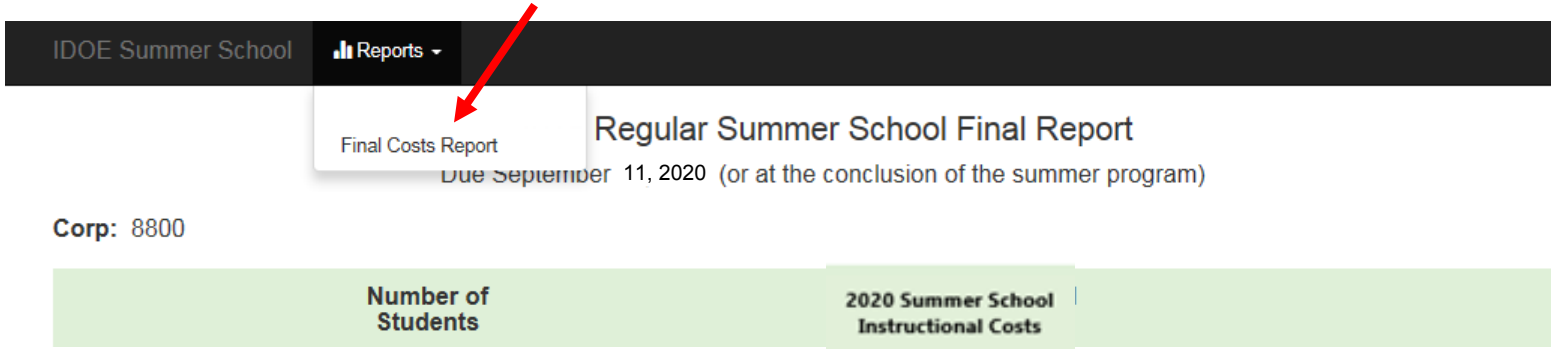
2020 Regular Summer School Final Report

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.

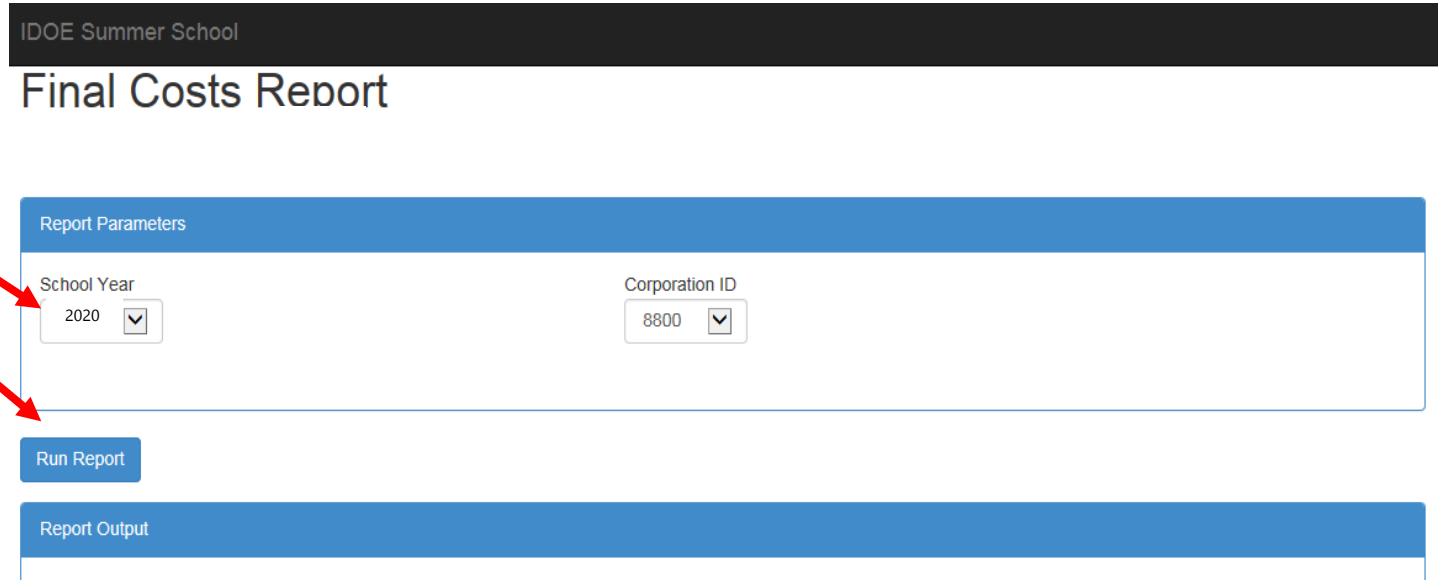
Final Costs Report

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



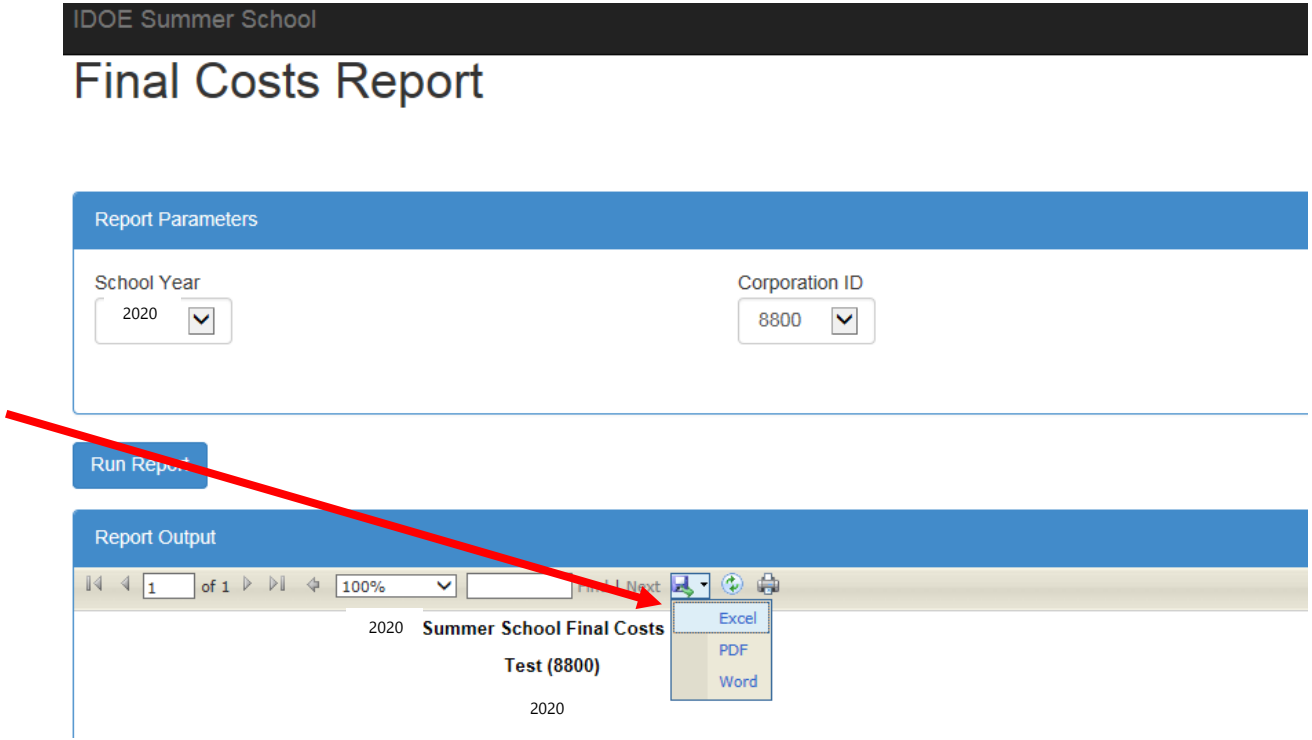
Final Costs Report

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



Final Costs Report

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. 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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