

MEMORANDUM

TO: Superintendents and Charter School Administrators

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

DATE: January 12, 2018

RE: 2018 Summer School Program

This document provides information for the 2018 Summer School Program, including important dates, reimbursable programs, financial provisions, and other helpful guidance for school corporations. Information contained in this document reflects current law and may be subject to change after the current session of the IN General Assembly.

The State Board of Education met December 5, 2017 and approved the eligible programs for the 2018 Summer School Program. All eligible classes will be reimbursed at 105 percent—if supported by the appropriation. If not supported by the appropriation, the department will reduce the allocation proportionately among all claims submitted to the department.

Eligible programs include the following:

- Language Arts, grades K-8
- Reading and Literature, grades K-8
- Mathematics, grades K-8
- All other curricular programs, enrichment, and multidisciplinary classes, grades K-8
- Courses toward graduation, including electives, grades 9-12
- Courses not counting toward graduation, grades 9-12

A list of courses along with course code numbers has been posted on the Department of Education's website at www.doe.in.gov/finance/summer-school. Please select the document labeled "List of Courses" to view a copy of the list in a downloadable format.

Only courses included in the approved list of courses are eligible for summer school reimbursement. Costs for non-standard courses are not eligible for summer school reimbursement. There is no non-standard course waiver process.

2018 SUMMER SCHOOL PROGRAM DATES TO REMEMBER

Friday, March 30, 2018- Deadline for submission of the summer school Estimated Instructional Costs Report and List of Courses. (Window opens Thursday, February 1, 2018 and closes Friday, March 30, 2018.)

Monday, May 14, 2018- The Department of Education will notify school corporations of the expected level of state reimbursement based on the estimated expenditures submitted.

Friday, September 14, 2018- Deadline for submission of the Summer School Final Report form. Window opens Monday, July 30, 2018 and closes Friday, September 14, 2018.

November 2018- Summer school instructional costs reimbursement made to school corporations.

2018 Summer School Reimbursable Programs

ELEMENTARY / MIDDLE SCHOOL

- Language Arts, grades K-8
- Reading and Literature, grades K-8
- Mathematics, grades K-8
- All other curricular programs, enrichment and multidisciplinary classes, grades K-8

HIGH SCHOOL

- Courses toward graduation, including electives, grades 9-12
 - ◇ Approved high school courses:
 1. meet the requirements for high school graduation under 511 IAC 6-7.1-4 - including Elective credits;
 2. meet the requirements for the Core 40 diploma designation 511-IAC 6-7.1-5, including Elective credits;
 3. meet the requirements for the Core 40 diploma designation with academic honors 511 IAC 6-7.1-6, including Elective credits;
 4. meet the requirements for the Core 40 diploma designation with technical honors 511 IAC 6-7.1-7, including Elective credits;
- Courses not counting toward graduation, grades 9-12
 - ◇ All other approved high school courses in 511 IAC 6-7.1

Financial Provisions for 2018 Summer School Programs

1. As required by 511 IAC 12-2-1, each school corporation shall, on or before Friday, March 30, 2018, forward to the Department of Education a list of all classes to be offered in 2018 summer school and for which the corporation intends to seek reimbursement.
2. **School Corporations or Charter Schools must submit a Spring estimate (2018 Summer School Estimated Instructional Costs Report) between Thursday, February 1, 2018 and Friday, March 30, 2018 and Fall final costs for summer school (2018 Summer School Final Instructional Costs Report) between Monday, July 30, 2018 and Friday, September 14, 2018 in order to be eligible for reimbursement and receive a payment in the Fall.**
3. On May 14, 2018, the Department shall notify school corporations of the expected level of state reimbursement based on the total estimated costs submitted by all school corporations. Courses will be reimbursed at 105% of eligible costs (if supported by the appropriation). If not supported by the appropriation, all submitted costs will be reduced proportionately.
4. Eligible summer school costs include teacher salaries and instructional assistant wages. Fringe benefits are not included as eligible costs. The maximum reimbursement is 105% of eligible costs, reduced proportionately if the appropriation is not sufficient to fund all approved programs at 100%.
5. Teachers must be licensed by the Indiana Department of Education.
6. Preschool programs are not eligible for reimbursement.
7. Courses and curriculum programs for which reimbursement are sought must be tuition free to students with legal settlement in the corporation.
8. **511 IAC 12-2-7 Minimum enrollment for reimbursement**
 - To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes.
 - ◇ 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 school corporations may cooperate with each other to meet this enrollment requirement.
- 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.¹
- **This requirement cannot be waived**
 - ◊ To check if the requirement has been met, divide the total number of students by the total number of teachers for whom reimbursement is being submitted. (#students divided by #teachers ≥ 15)

9. Students may take as many classes as local policy allows.

10. Instructional assistant costs for services that allow students with disabilities to participate in general education programs may be included in computing eligible summer school costs.

11. State support for programs that fulfill the requirements of Individualized Education Plans (IEPs) extended school year programs is provided in the school funding formula, and costs for these programs may not be included in computing eligible summer school costs.

¹With regard to applications for waivers of the average enrollment figure involving special education programs that are segregated - General Counsel for the DOE has advised that federal law prohibits the use of a State-funding mechanism that has the effect of segregating students with disabilities from their peers without disabilities based upon the type of program rather than individual needs. 20 U.S.C. §1412(a)(5), Individuals with Disabilities Education Act (IDEA), P.L. 105-17.

Estimated Instructional Costs Report

To be eligible for reimbursement of summer school instructional costs, estimated costs and the list of courses to be offered during your summer school program are required to be submitted on or before Friday, March 30, 2018. The window to begin submitting the estimated costs report and list of courses opens on Thursday, February 1, 2018.

- !** **If the estimated costs and the course list are not submitted by Friday, March 30, 2018, your school will not be eligible to receive payment.**

The estimated report can be accessed at www.doe.in.gov/finance/summer-school. Access to these electronic forms requires a login and password. Use your DOE Online username and password to login to the report.

Final Instructional Costs Report

The final report is due no later than Friday, September 14, 2018. The window to submit final costs will open on Monday, July 30, 2018 and will close on Friday, September 14, 2018. Please note that for the 2018 Summer School program reimbursements, IDOE will only accept online reports (no hard copies will be accepted).

The Final Instructional Costs Report will be available online at www.doe.in.gov/finance/summer-school from Monday, July 30, 2018 until Friday, September 14, 2018. Access to these electronic forms requires a login and password. Use your DOE online username and password to login to the report.

- !** **If the final costs report is not submitted by Friday, September 14, 2018, your school will not be eligible to receive payment.**

Additional Information

Additional information, including 'How To' documents for submitting reports and an overview of the Summer School Program is posted in the School Finance Community on Learning Connection.

If you have further questions, please contact Kathryn Roth at kroth@doe.in.gov or by calling (317)234-5603.