

# Summer Alternative Program

## Attendance and Enrollment Reporting Guidelines

### How the Funding works:

State funding for alternative school summer programs shall be limited to "At Risk" grades 6-12 that provide a minimum of two hundred twenty-five (225) hours of instructional time, (excluding breaks, lunch hours, passing time, etc.).

To qualify for alternative school summer program funding, school districts shall, **prior to April 1<sup>st</sup>**, make initial application upon forms approved by the State Department of Education and must receive the approval of the State Superintendent of Public Instruction. (I.C. 33-1002C)

Only those students who meet the definition of "At-Risk" in IDAPA rules 08.02.03.110 qualify for state funding in a summer alternative program and are in grades 6 through 12. If a student has completed the 5<sup>th</sup> grade and the district considers that student to be "At Risk" before entering the 6<sup>th</sup> grade, the district can enroll them in the alternative school summer program.

### Primary Reporting Guidelines:

1. ISEE Summer Upload Time Frame
  - a. **8/4/17 – 9/15/17**
    - i. **Submit your upload as soon as it is complete**
    - ii. **Do not wait until 9/15/17 - EXTREMELY BUSY TIME**
    - iii. **Best practice is to submit prior to the new school year starting to catch errors**
2. Use the assigned Summer Alternative School & Building numbers
  - a. **Approved Summer Alternative & Detention Centers**
    - i. **Do not use your regular school year building numbers for your summer program**

**Caution: Using any other school numbers, other than your assigned summer school numbers will not capture your summer school data and will result in non-payment for summer school!**

3. Summer School Calendar ID
  - a. Assign a unique Calendar ID for **each** Summer Program (Alternative & Detention Center)
    - i. Each alternative summer program is assigned a unique Calendar ID
    - ii. Each Detention Center program is assigned a unique Calendar ID
  - b. This Calendar ID cannot be used for any other calendar during this school year

**Caution: Reusing the Summer Calendar Id during non-summer time, will result in your data being excluded from reporting for summer school.**

4. Assign the appropriate Summer Calendar Type:
  - a. SA = Summer Alternative programs and report attendance in hours of attendance
    - i. Report hours: if the student attends 25 hours that week report 25
  - b. SR = Summer Detention programs and report in days of attendance
    - i. Report days of attendance as a whole (1.0) or a half (0.5)
  - c. SR = Regular Summer Instruction program and report this in days of attendance.
    - i. Tuition paid for these courses
    - ii.

## EXAMPLES

**Caution: Not using the appropriate Calendar Type and attendance reporting (using the corresponding hours and or days of attendance that match the program) may either result in data being excluded, payments being reduced, and or non-payment for summer school!**

### 5. How to account for early and late Summer School Reporting:

- a. **Example 1:** The summer alternative school runs for 6 weeks from June to July. Submit the August upload in ISEE using the unique District Calendar ID *for summer only* (Do not use the same ID during the regular school year), the calendar type is "SA" for summer alternative and will report the instructional time for each day of school for the 6 weeks. Summer instructional time will be the maximum number of instructional hours a student may attend each day. The Student Demographic file must be complete. Use the assigned summer alternative school and building number. You can either use the grade level that the student currently is in or you can use the grade level the student will be in the fall, and the Base School ID must be the school number of the summer school building. Each summer program has its own separate school number. **Do not use** the regular school year school ID. The Student Attendance file shall list each qualifying student's state ID, the summer school calendar ID, the summer program's school ID and the total number of student instructional time for each day of attendance.
  
- b. **Example 2:** The summer alternative school runs for 10 weeks from June to August. You still want to report the complete summer activity in a single upload. In September create an upload and name it a "**Revised August**" upload in ISEE and load it to the August manifest: ISEE Aug. In the District Calendar file there must be a unique calendar ID *for summer only* (Do not use the same ID during the regular school year), the calendar type is "SA" for summer alternative and will report the instructional time for each day of school for the 10 weeks. Summer instructional time will be the maximum number of instructional hours a student may attend each day. The Student Demographic file must be complete. Use the assigned summer alternative school and building number. You can either use the grade level that the student currently is in or you can use the grade level the student will be in the fall, and the Base School ID must be the school number of the summer school building. Each summer program has its own separate school number. **Do not use** the regular school year school ID. The Student Attendance file shall list each qualifying student's state ID, the summer school calendar ID, the summer program's school ID and the total number of student instructional time for each day of attendance.
  
- c. **Example 3:** The summer detention center school runs from the day after the last day of school to the day prior to the start of the first day of school. You will want to report the complete summer activity in a single upload. In September create an upload with this activity, and name it "**Revised August**" upload in ISEE to the ISEE Aug manifest. Use a unique calendar ID, and "SR" calendar type. You will report the instructional time for each day of school during this period. Student demographic file must be complete, use the assigned summer detention school and building number. **Do not use** the regular school year school ID. You can either use the grade level that the student currently is in or you can use the grade level the student will be in the fall. The Student Attendance file shall list each qualifying student's state ID, the summer school calendar ID, the summer program's school ID and the total number of student instructional time for each day of attendance. Report this in whole 1.0 or half days of attendance .5.