



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 the Alternative school summer program funding, school districts shall make initial application (prior to April 1st), 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 an Alternative school summer program and are in grades 6-12. If a student has complete the 5th grade and the district considers that student to be “At Risk” before entering the 6th grade, the district can enroll them in the Alternative school summer program.

Primary Reporting Guidelines:

- ISEE Summer upload time frame is August 3, 2018 through September 07, 2018. Please submit your upload as soon as possible to catch errors.
- Use the assigned Alternative Summer School and Building numbers. Do not use your regular school year building numbers for the summer program.

Caution: Using any other school numbers other than the assigned summer program numbers, will not capture your summer school data and your district/charter will miss out on funds.

- Alternative calendar ID's should be unique for each summer program including Juvenile Detention summer programs. This calendar ID cannot be used for any other calendar during the school year.

Caution: Reusing the summer calendar ID during regular school time, will result in exclusion from reporting for summer school and missed funding.

- Use the appropriate Summer Calendar Types:
 - SA = Summer Alternative programs. Report attendance in hours each day (funding is capped at 25 hours per week).

- SR = Summer Detention programs. Report attendance in days of attendance (0.5 for half days and 1.0 for full days IDAPA 08.02.01.250).
- SR = Summer Regular programs. Report attendance in days of attendance (0.5 for half days and 1.0 for full days IDAPA 08.02.01.250), this is unfunded by the state and would be tuition paid.

Example 1: *The summer alternative school runs for six (6) weeks from June to July. Submit the Summer upload in ISEE using the 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 6 weeks. Summer instructional time will be the maximum number of instructional hours a student may attend each day and the funding cap is 25 hours per week. 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.*

Example 2: *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. Submit with the Summer upload in ISEE using 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 0.5.*

Help is available by contacting Pam Brewer, pbrewer@sde.idaho.gov (208)332-6986.