

MEMORANDUM

TO: Summer Educational Programs Principals
Region Chiefs
Assistant Superintendents

FROM: Michelle Begley, Chief Financial Officer

SUBJECT: **SUMMER EDUCATIONAL PROGRAMS FTE GENERAL REMINDERS & FTE TIMELINE**

DATE: June 5, 2023

FTE General Reminders are below:

1. The following are the survey dates and attendance window periods for summer school:

Survey	Survey Week	Attendance Window
Survey 4	June 12 – June 16	June 12 – June 16 June 7 – June 16 for Youth Development Programs
Survey 1	July 10 – July 14	June 29 – July 14

2. To be eligible for FTE, a student must be in program membership at least one day during the survey week **and** in attendance at least one day during the attendance window. If a student transfers to a different school during survey, the student will be counted by the school of attendance on the last day of survey week.

Schools will establish membership on the **last day** of survey week from the attendance registers.

3. Attendance records **must** be kept during the extended school year. Student attendance must be taken and entered each day in Focus by the teacher.
4. All students attending summer educational programs must complete a Summer Education Programs Registration Form. This form must be **retained** at the summer education programs center **as well as** in the student's cumulative folder **and** must identify the student's eligibility.
5. When setting up your Courses and Sections for the extended school year be cautious of the following items: (Refer to your Summer School Focus Training for additional information.)
 - (1) **Teacher**
 - (2) **Section number**
 - (3) **Period Number**
 - (4) **Room Number**
 - (5) **Class Weekly Minutes**

For additional information, please contact the following:

Focus Help Desk 348-5200

Student information

Marie George 348-5712

Lori Bolden 348-5187

Barbara Burton 348-5731

Katheryn Hartigan 348-5733

Sheila Webb 348-5725

Teacher Certification

Kella Grant 390-2416

On-the-Job-Training

Jill Fierle 390-2662

Budget Services 390-2097

ESE

Meredith Fredeking 348-5207

ESOL

Ingrid Carias 390-2202