

2018 APPLICATION FOR SUMMER SCHOOL

DIRECTIONS:

Read the guidelines below and note the deadline for summer school organization.

- Complete page 2 attached to this document.
- Appropriate signatures are required.
- Scan completed application and email to Mr. Andy Meadows at ameadows@alsde.edu.
- **Complete a separate application for each school** in your school system that is offering summer school.

If you have any questions, please contact Mr. Meadows by e-mail at ameadows@alsde.edu, or by telephone at (334) 353-1191.

The following guidelines for summer school in Alabama public schools are taken from the *Alabama Administrative Code (AAC)**.

ORGANIZATION OF SUMMER SCHOOL

(Effective with the beginning of the 1999 Summer School)

All public schools conducting a summer school shall file a registration report with the Alabama State Department of Education (ALSDE). Registration report forms furnished by the ALSDE **shall be returned to the ALSDE no later than the end of the first week of summer school.**

The superintendents and the principals administering summer school shall be responsible for organizing the summer school program and registering with the ALSDE. Summer school programs are approved by the local school board of education and administrated by a certified administrator for each individual school/site where a program is located within a local education agency (LEA).

Each teacher offering instruction for students in summer school shall be registered on the *2018 Application for Summer School* and hold a valid Alabama certificate in the subject taught as required in a regular session.

Time requirements governing one [or one-half] unit of credit during summer school session shall be the time required to master Alabama course of study content standards.

A student desiring to do summer school work in a school system other than the school system he/she is regularly enrolled obtains written permission from his/her principal and parent(s) (guardian). It is the responsibility of the student and his/her parent(s) (guardian) to make sure that the course(s) will transfer between school systems. The student and his/her parent(s) (guardian) are responsible for any errors in course selection.

Any exception shall be granted only by the State Superintendent of Education upon written request of the local superintendent with submission of sufficient documentation to warrant approval.

* Taken from Rules of the State Board of Education, *Alabama State Department of Education, Alabama Administrative Code, Regulations Governing Public Schools, Public School Governance, Chapter 290-3-1-.02(6)*.

**2018 APPLICATION FOR SUMMER SCHOOL
STATE OF ALABAMA
Alabama State Department of Education**

School System _____ Name of School _____

School Address _____ Summer School Principal _____

Summer School Principal's E-mail _____ Summer School Principal's Phone Number _____

Name of Course(s) Taught	Name of: Teacher Face to Face, ACCESS Course Facilitator, or Virtual Course Facilitator	Virtual Course Vendor Name If Applicable	ACCESS Course		Course Credit (check one)		Course Credit Recovery		No. of Students Enrolled in Class
			Yes	No	1	1/2	Yes	No	
<i>Copy this form as needed for additional courses.</i>									Total Enrollment _____

We, the undersigned, assume our respective responsibilities for the operation of this summer school and agree to administer it according to all standards and requirements.

SIGNED _____
Superintendent

Principal

Summer School Principal