May 31, 2016

MEMORANDUM

TO:    City and County Superintendents of Education

FROM: Philip C. Cleveland
       Interim State Superintendent of Education

RE: 2016 Application for Summer School

Per the Alabama Administrative Code, Regulations Governing Public Schools, Public School Governance, Chapter 290-3-1-.02(6), Registration of Summer School, “All public schools conducting a summer school shall file a registration report with the Alabama State Department of Education.”

Attached is the updated 2016 Application for Summer School to be used by local education agencies (LEAs). Submit application(s) no later than the end of the first week of summer school. Individual applications must be completed for every school within an LEA offering summer school. If a school has filed the previous version of the required 2016 Application for Summer School, there is no need to resubmit the updated application.

Please follow the guidelines on the attached document entitled 2016 Application for Summer School. Then please complete page 2 of the application, scan it, and e-mail it to Mr. Andy Meadows at ameadows@alsde.edu.

Questions may be directed to Mr. Meadows by e-mail (listed above) or by telephone at (334) 353-1191.

PCC:CAM:SSM
Attachment
FY16-2068
2016 APPLICATION FOR SUMMER SCHOOL

DIRECTIONS:
Please read the guidelines and deadline for summer school organization and complete page 2 of this application. Scan the application and e-mail it to Mr. Andy Meadows at ameadows@alsde.edu. Complete a separate application for each school in your school system offering summer school. If you have any questions, please contact Mr. Meadows by e-mail 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

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 superintendent and the principal(s) 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 administered by a certified administrator for each individual school/site where a program is located within a school system.

Each teacher offering instruction for students in summer school shall be registered on the 2016 Application for Summer School and hold a valid Alabama certificate in the subject taught as required in a regular school session.

Time requirements governing one [or one-half] unit of credit during the 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 where he/she is regularly enrolled must obtain 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).
# 2016 Application for Summer School

## State of Alabama

### Alabama State Department of Education

<table>
<thead>
<tr>
<th>Summer Course(s) Taught</th>
<th>2016 Summer School Teacher(s)</th>
<th>Credit Awarded 1 or ½</th>
<th>(✓) If Credit Recovery</th>
<th>No. in Class</th>
<th>Total No. Enrolled</th>
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</table>

**Total Course(s):**

**Signed:**

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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:**

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Superintendent

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Name of School System

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School Principal

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Summer School Principal