Summer School

This bulletin applies to the Private School Choice Programs which includes the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program. The information below is based on Wis. Stat. 119.23 and 118.60 and PI 35 and PI 48 pertaining to summer school.

Private schools participating in the Choice program have the option to offer summer school academic classes that are related or similar to instruction offered during the regular academic school year. All administrators, teachers, and teacher aides for summer school must have the required credentials in the Staff Credentials Bulletin, and schools must meet the requirements in the Criminal Background Checks Bulletin. Schools must follow the guidelines in the Student Tuition and Fees Bulletin for Choice students for summer school, regardless if the school offers an approved summer program or not. Private schools participating in the Choice program may be eligible to receive state aid payments for providing allowable summer school instruction to Choice eligible students. In order to receive Choice state aid for summer school instruction an eligible school must meet all Choice program requirements.

Contents

Abbreviations/Definitions

Choice or PSCP = Private School Choice Programs	OAS = Online Application System
DPI = Department of Public Instruction	RPCP = Racine Parental Choice Program
ITP = Notice of Intent to Participate	SIS = Student Information System
MPCP = Milwaukee Parental Choice Program	WPCP = Wisconsin Parental Choice Program
SNSP = Special Needs Scholarship Program	ESSER = Elementary and Secondary Schools Emergency
EANS = Emergency Assistance for Non-Public Schools	Relief Fund

Please contact the DPI with any questions at privateschoolchoice@dpi.wi.gov or call toll free 1-888-245-2732 ext. 3.

Allowable Choice Summer School Instruction
Under Wisconsin Administrative Code PI 35.08 and PI 48.08, the State Superintendent of Public Instruction is required to annually review the summer classes or laboratory periods for Choice schools seeking Choice summer school state aid to ensure the classes are for academic purposes. Allowable Choice summer school instruction is defined under Wisconsin Administrative Code as summer school learning experiences that are related to or similar to instruction the school offers during the regular school term or for which credit toward graduation is given.

Under Wisconsin Administrative Code, Choice summer school instruction *may* include:
- (a)   music programs, lessons, sections or clinics;
- (b)   swimming instruction programs, if taught or directed by a teacher at the site of the instruction; or
- (c)   field trips if accompanied by a teacher and if all students have equal access to field trips regardless of their ability to pay.

Choice summer school classes may not include classes that are funded by the federal Elementary and Secondary Education Act or the Individuals with Disabilities Education Act (collectively, the "Federal Title" programs).
The school is required to submit the Summer School Course List Report in the OAS by the *first weekday in May* prior to the summer school program. The DPI will review this report and request additional information as needed.

Student Eligibility for Choice Summer School Payment
The following students are eligible for Choice summer school state aid payments:
- (a)   a Choice student who was enrolled in the MPCP, RPCP or the WPCP *at any same program* school on the 2nd Friday in January in the school term immediately preceding the summer school instruction (students cannot transfer between the MPCP, RPCP and WPCP—a student is only eligible for Choice summer school in the same program that the student was counted in during the school term immediately preceding summer school); or
- (b)   a Choice student just accepted in the MPCP, RPCP or WPCP *at your school* for the school term immediately following the summer school instruction. This includes K4 students that have an accepted eligible Choice application for the school term immediately following the summer school instruction.

Choice Summer School Payment
A participating private school may receive a per student payment for eligible Choice students that attend summer school if the following are satisfied:
1.   the private school offers no fewer than 19 days of instruction during the summer; and
2.   each summer day of instruction offered by the private school is comprised of no fewer than 270 minutes of instruction.

If the above criteria are met, the private school is eligible to receive a per student payment for each eligible student that attends the private school for summer instruction as follows:
1.   *student attends 15 or more days:* 5% of the maximum per student state aid amount from the prior year for the grade in which the pupil is attending summer school
2.   *student attends less than 15 days:* prorated payment calculated as follows: the number of days the student attended divided by 15 multiplied by 5% of the maximum per student state aid amount from the prior year for the grade in which the pupil is attending summer school (i.e. days attended / 15 * 5% of the prior year amount).

The school is required to submit the Summer School Count Report in the OAS by *September 15* following the summer school program. A school may not receive both a Choice and SNSP summer school payment for the same pupil in the same school year. The DPI will review this report and request additional information as needed.

Choice Summer School Payment Process
After the DPI staff review the Summer School Count Report that is *due by September 15* following the summer school program, the summer school payment due to each Choice school will be issued as a separate payment and paid at the same time as the regular Choice payment the school receives in November. For example, if a school is eligible to receive a regular Choice payment of $25,000 in November and their eligible summer school payment is $5,000, the school will receive one payment in the amount of $25,000 (as payment for their eligible Choice students included on the 3rd Friday in September Count Report) and a second payment in the amount of $5,000 (as their summer school payment).

Choice Summer School Attendance Records

Schools are required to maintain summer school attendance records for Choice students. These records should be by class, identify the instructor, and list the attendance for each student by day. Schools must have an attendance policy that allows the school to determine who was in attendance each day. These records may be, but do not need to be, maintained in the school's SIS.

Please note that if a student's prior school year information changes as a result of course work completed in summer school, the school would need to update the information in the school's SIS for the prior school year . Examples include the graduation indicator (i.e. student finishes course work needed to meet graduation requirements during summer school and school updates the end of year graduation indicator in the school's SIS) and the completed school term indicator (i.e. student finishes course work needed to meet the requirements for a grade and school updates the indicator in the school's SIS). DPI's WISEdata team can answer questions regarding these indicators (go to http://dpi.wi.gov/wisedata/schools and click Start a Help Ticket from the left menu bar).

Choice Summer School Important Dates

1. **Intent to Offer Choice Summer School – due by January 10**

   The school will indicate their intent to offer a Choice summer school program on the school's ITP which is due by January 10.

   If the school indicated on the ITP that the school would offer a Choice summer school program and then decided not to offer the program, the Choice administrator should email privateschoolchoice@dpi.wi.gov to inform the DPI the school will not offer Choice summer school as soon as possible but no later than the first weekday in May.

   If the school did not indicate on the ITP that the school would offer a Choice summer school program and then decides to offer the program, the Choice administrator must email privateschoolchoice@dpi.wi.gov indicating the school intends to offer a Choice summer school program as soon as possible but no later than the first weekday in May. The DPI will complete the school setup required in OAS for the school to offer a Choice summer school program and notify the school via email when the setup is complete.

2. **Summer School Course List Report – due by first weekday in May**

   Schools must submit a Summer School Course List Report in OAS by the first weekday in May. Schools that indicated on the school's ITP or informed DPI via email they would offer a Choice summer school program will have access to the report in OAS. See number one above for additional information.

   To access the Summer School Course List Report in OAS, click on "Summer Sch Courses" on the left OAS menu bar. Instructions for submitting the course list are provided in the course list report in OAS. Schools that participate in multiple Choice programs (MPCP, RPCP and/or WPCP) must submit a report for each Choice program in OAS even if the school does not anticipate students from a particular program participating in summer school.

3. **New School Requirements for schools offering a Choice Summer School Program * – due in May (see items below for each due date)**

   New schools to the PSCP must submit all of the following to PrivateSchoolChoice@dpi.wi.gov:

   1. A copy of the school's certificate of insurance or other evidence of having obtained the required insurance/bond (due first weekday in May):
      i. the minimum insurance coverage as required under PSCP rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and
      ii. a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.

2. A notice from the preaccreditation organization indicating the school is preaccredited or, if the organization is already fully accredited, a notice from the accrediting organization indicating the school is fully accredited. (due first weekday in May)

3. One of the following for all buildings if the school is participating in the MPCP and for any buildings located in the Racine Unified School District for schools only participating in WPCP and/or RPCP (due May 1):
    i.   a certificate of occupancy from the municipality within which the private school is located; or
    ii.   a certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
    iii. if the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

*New schools should also review the [Important Dates Document](#) for other requirements.

4. **Summer School Count Report – due by September 15**

    Schools must submit the Summer School Count Report in OAS by September 15. Schools that indicated on the school's ITP or informed DPI via email they would offer a Choice summer school program and completed the Summer School Course List Report will have access to the report in OAS.

    To access the report in OAS, schools should click on "Summer Sch Count" on the left OAS menu bar. Instructions for submitting the report are available in the [Summer School Count Report Instructions](#) document and also provided in the count report in OAS. Schools that participate in multiple Choice programs (MPCP, RPCP, and/or WPCP), must submit a Summer School Count Report for each Choice program in OAS even if the school did not have students from a particular program participating in summer school.

5. **September Enrollment Audit – due by December 15**

    The school's independent auditor will review the Summer School Count Report and determine the eligibility of the Choice students for a summer school payment in conjunction with the September Enrollment Audit due by December 15. As part of the September Enrollment Audit the school will need to provide the following to the auditor:
    a) A copy of scheduled summer school instruction dates, classes, and teaching staff.
    b) A copy of all summer school attendance records and information on how attendance was determined for summer school.
    c) Copies of typical examples of summer school class schedules and other documents used by the school to gather data necessary to complete the Summer School Count Report.
    d) Summer school payroll records.

Frequently Asked Questions

1. **If a summer school class for academic purposes is funded or supported using stimulus funds, can that academic summer school class be included as a Choice or SNSP summer school class that is part of a summer program for which the school receives state aid?**

Yes, stimulus funds, including ESSER and EANS, may be used to support Choice or SNSP summer school courses that are offered for academic purposes as part of the Choice or SNSP summer school program.

2. **Can a school offer a virtual Choice summer school program?**

Schools may offer in person, blended or fully online Choice summer school classes. For any online Choice summer school class, the school should do the following:

- Develop a schedule that specifies the actual or estimated number of minutes required for each activity that makes up the class. Activities within the schedule may be real-time, asynchronous, or a combination of the two. For asynchronous activities, in which a student is working independently under their teacher's direction using an online program, learning management system, or printed materials, the teacher should use their knowledge and expertise to select appropriate activities based on the estimated time that is to be counted towards the daily minutes requirement.

- Determine whether its existing policies on summer school attendance, enrollment, and withdrawal can be applied for online instruction, and, if not, identify any needed modifications to establish when a student is in attendance on a particular day.

- If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the September Enrollment Audit.

If all the requirements are met, the total number of minutes for the day could then be determined using the school's scheduled number of minutes.

Example daily schedule for one class:

Office Hours for Students and Families	10 minutes (estimated)	9:00 a.m. – 9:10 a.m.
Individual Check Ins with Students	10 minutes (estimated)	9:10 a.m. – 9:20 a.m.
Teacher Facilitated Lesson	15 minutes (actual)	9:20 a.m. – 9:35 a.m.
Student Activity 1	15 minutes (estimated)	9:35 a.m. – 9:50 a.m. (or as student's schedule permits)
Student Activity 2	15 minutes (estimated)	9:50 a.m. – 10:05 a.m. (or as student's schedule permits)
Student Activity 3	15 minutes (estimated)	10:05 a.m. – 10:20 a.m. (or as student's schedule permits)
Feedback on Student Work	10 minutes (estimated)	10:20 a.m. – 10:30 a.m.
Daily Total	90 minute class	Most students complete coursework for this course between 9:00 a.m. and 10:30 a.m.

3. **How does a school determine if a student can be identified as in attendance for a day of summer school?**

    The school can include a pupil as in attendance for a day of summer school if the pupil attends at least one class for that day that is **not** funded through Federal Title programs. If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. The policy of how the school determined a pupil is in attendance for a day will be provided to the auditor as part of the September Enrollment Audit.

4. **If the school would like to change whether it provides Choice summer school (either add Choice summer school or no longer provide Choice summer school), how should the school proceed?**

   See the Intent to Offer Choice Summer School section above for information on how to proceed.

5. **What are the age requirements for summer school?**

   Students must be age eligible for four-year old and five-year old kindergarten (K4 and K5) and first grade. By September 1 of the school year following summer school, K4 students must be four (4) years old, K5 must be five (5) years old, and 1st graders must be six (6) years old.

   Additionally, student applicants may not be 21 as of the date they apply or September 1, whichever is later. A student who was counted as a Choice student on the 2nd Friday in January for the prior school year is eligible to attend the school's Choice summer school program, even if the student has turned 21. If a student who is 21 years old was not counted as a Choice student on the 2nd Friday in January for the prior school year, the student would not be eligible for payment for the school's Choice summer school program.

6. **Is a student eligible for summer school if they have an accepted MPCP or RPCP application from the September application period for the upcoming school year?**

   Yes. Students with an accepted application in OAS for the upcoming school year may be counted on the school's Summer School Count Report.

7. **How can schools see the payment amount for each student for summer school?**

   Schools may see the payment by student and program on the Class List (Step 6) of the Summer School Count Report.

8. **Can a school include lunchtime, recess, breaks, passing time, or teacher preparation time as part of the 270 minutes of instruction for summer school?**

   No.

9. **What are the steps for schools that need to change their Summer School Course List Report before completing the Summer School Count Report?**

   On the Summer School Count Report, schools are prompted to confirm the information previously entered on the Summer School Course List Report that was due by May is still correct. If a school's information changes, the school must email privateschoolchoice@dpi.wi.gov to request the Summer School Course List Report be unlocked. The school must then update the information as needed and re-submit the report prior to completing the Summer School Count Report.

10. **Can a student be identified as in attendance for a summer school class if the student has an excused absence?**

    No.

11. **Does a school offering a Choice summer school program have to submit the Summer School Course List Report and Summer School Count Report in OAS for a program for which the school will not have any students participating?**

    Yes. Schools offering a Choice summer school program must submit these reports in OAS regardless if the school has students in the program(s) for summer school.

12. How should the school determine the summer school grade level for a student?

The school is responsible for determining the grade level for the student for summer school and updating the grade as needed on the Summer School Count Report. The Summer School Count Report in OAS defaults the grade as follows for students:

- If the student has an accepted application for the next school at the school, the grade is defaulted to the grade for the next school year.
- For all other students, the grade is defaulted to the grade for the prior school year plus one grade level. If the school does not have the next grade level during the regular school year, the grade is defaulted to the prior school year grade.