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## Appendix K - Summer School

### FY 04 SUMMER SCHOOL REPORTING INSTRUCTIONS

This special appendix to the EMIS Guide is a tool to assist EMIS users in reporting Summer School data. Only program codes and elements on the new building and district records will be reported to account for Summer School activities. Only the resident district should report the Summer School data. If a student attends Summer School classes in another district or entity, the resident district should request the information from the provider and report the Summer School data for that student. This appendix refers ONLY to the data elements used to record Summer School information.

#### Summer Testing

Summer proficiency tests will not be counted in the 2003-2004 LRC calculations due to the shortened timeline so districts should not go back to update the Yearend (June) FY03 EMIS database with summer results as they have done in past years. Results for the ninth grade proficiency tests administered this summer (June 2003) should be reported in the 5.1.6.1 Student Proficiency Test Record during the FY04 Yearend reporting period.

If the student has **completed course requirements and is no longer enrolled** in the district, the results of the ninth grade proficiency tests should continue to be reported in the 5.1.6.2 Student Proficiency-Only Test Record.

The results of the **fourth grade reading proficiency test** taken this summer (June 2003) should NOT be reported to EMIS.

#### Summer Graduation Information

Students that graduate after the end of the 2002-2003 school year should be reported in the FY04 October reporting period with the diploma type and the date that the diploma was issued.

#### Student Course Information

Courses taken during this summer **will not** be reported to EMIS, including courses taken for credit and/or to complete graduation requirements. These instructions may change for the FY05 summer school reporting.

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### STUDENT - ATTENDANCE (section 2.1.2)

#### Retained Status (refer to section 2.1.2.17):

**This data element is only reported in the October (K) reporting period.**

This element indicates whether a student who was retained at the end of the school year will advance to the next grade level as a result of the summer school experience. If a student attends summer school either at or outside his/her resident district and is promoted after the successful completion of summer school, the district of residence should report the data in the October reporting period.

When calculating statistics for students participating in summer school programs:

- If retained status for October = “\* - Not previously retained” OR “1 - Previously retained at end of school year, and still retained”, then the student will be counted in the current student grade level (reported on the student demographic record in October).
- If retained status for October = “2 - Previously retained at end of school year, but advanced because of successful completion of summer school”, then ODE will subtract one from the grade level reported in the current student grade level (reported on the student demographic record in October).

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## **2.1.8(K) STUDENT PROGRAM RECORD**

The elements listed below will be reported for each program in which a student participates. The number of programs in which a student can participate is unlimited. . If the student was in the program and then withdraws from summer school, the program code should still be reported by the resident district. There is space on the record for up to ten program codes. If the student participates in more than ten programs, report additional Student Program Records.

### **2.1.8.1(K) Program Code**

Indicates the program (from the Program Code table - Appendix E) in which the student is receiving service. If the programs listed do not exactly match the service being provided, select one which best describes the program.

### **Summer School Program Codes Reported in October**

The following program codes are reported on the student program record in October to indicate that the student participated in a particular program during Summer School (June - August, 2003). Districts should report all codes that apply.

### **Important information concerning student intervention program codes:**

The Student Intervention Program Codes developed for summer school should be used to identify those students to whom districts are providing intervention as required by Senate Bill 1. These students include the following:

- students who score below proficient on the state proficiency tests,
- students who score below basic on achievement tests
- students who do not demonstrate academic performance at their grade level based on results of a diagnostic assessment

**Please note that these codes will NOT be used for funding purposes but will be used for statistical purposes, legislative requests and to support budget requests.**

**Please Note:** Title I funds can only be used to supplement intervention requirements mandated by state law, such as SB 1. Title I Supporting Area codes (232XXX) can only be reported for those students who have also been reported with a Title I Subject Area code (231XXX).

## Student Intervention Program Codes

Program Code Area Descriptions	Program Code Ranges	Program Codes	Program Code Descriptions
<b>Student Intervention Services (SUMMER SCHOOL)</b>  NOTE: If a student transfers to another public district after intervention, the new district must report the appropriate intervention code for that student. If the student left the district for reasons other than transferring to another public district, then the intervention for the student does not have to be reported.	151XXX	151100	Student At Risk of Not Achieving at the Proficient Level on the NEXT Grade Level READING Proficiency/Achievement Test-Intervention Provided (Summer School)
		151110	Student At Risk of Not Achieving at the Proficient Level on the NEXT Grade Level MATHEMATICS Proficiency/Achievement Test-Intervention Provided (Summer School)
		151120	Student At Risk of Not Achieving at the Proficient Level on the NEXT Grade Level SCIENCE Proficiency/Achievement Test-Intervention Provided (Summer School)
		151130	Student At Risk of Not Achieving at the Proficient Level on the NEXT Grade Level CITIZENSHIP Proficiency/Achievement Test-Intervention Provided (Summer School)
		151140	Student At Risk of Not Achieving at the Proficient Level on the NEXT Grade Level WRITING Proficiency/Achievement Test-Intervention Provided (Summer School)
		151150	Student Did Not Perform at a Proficient Level on the LAST Grade Level READING Proficiency/Achievement Test-Intervention Provided (Summer School)

Program Code Area Descriptions	Program Code Ranges	Program Codes	Program Code Descriptions
		<b>151160</b>	Student Did Not Perform at a Proficient Level on the LAST Grade Level MATHEMATICS Proficiency/Achievement Test-Intervention Provided (Summer School)
		<b>151170</b>	Student Did Not Perform at a Proficient Level on the LAST Grade Level SCIENCE Proficiency/Achievement Test-Intervention Provided (Summer School)
		<b>151180</b>	Student Did Not Perform at a Proficient Level on the LAST Grade Level CITIZENSHIP Proficiency/Achievement Test-Intervention Provided (Summer School)
		<b>151190</b>	Student Did Not Perform at a Proficient Level on the LAST Grade Level WRITING Proficiency/Achievement Test-Intervention Provided (Summer School)
		<b>151250</b>	Student Received Intervention Services at Another District or Through a Third Party, Such as Sylvan Learning Center (Summer School)

### Title I Program Codes

Program Code Area Descriptions	Program Code Ranges	Program Codes	Program Code Descriptions
Title I Subject Areas (SUMMER SCHOOL)	231XXX	<b>231101</b>	Title I Reading (Summer School)
		<b>231102</b>	Title I Writing (Summer School)
		<b>231103</b>	Title I Language Arts (Summer School)

Program Code Area Descriptions	Program Code Ranges	Program Codes	Program Code Descriptions
		231104	Title I English (Summer School)
		231105	Title I Mathematics (Summer School)
		231106	Title I Science (Summer School)
		231107	Title I Civics/Government (Summer School)
		231108	Title I History (Summer School)
		231109	Title I Geography (Summer School)
		231110	Title I Other Subject Area (Summer School)
<b>Title I Supporting Areas (SUMMER SCHOOL)</b>  NOTE: Student must have a 231XXX code in order to have a 232XXX code.	232XXX	232101	Guidance/Counseling/Social Work (Summer School)
		232102	Health/Dental (Summer School)
		232103	Nutrition (Summer School)
		232104	Transportation (Summer School)
		232105	Preparation for Jobs (Summer School)
		232106	Earned GED (Summer School)
		232107	Other Supporting Area (Summer School)
<b>Title I Students Attending Neglected or Delinquent Institutions (SUMMER SCHOOL)</b>	234XXX	234101	Court Placement in a Local/County-Operated Institution for Neglected Youth (Summer School)
		234102	Court Placement in a Local/County-Operated Institution for Delinquent Youth (Summer School)

### DPIA and Ohio Reads Program Codes

Program Code Area Descriptions	Program Code Ranges	Program Codes	Program Code Descriptions
<b><u>DISADVANTAGED PUPIL IMPACT AID (DPIA)</u></b> : State-funded programs	225XXX	225001	Summer school remediation

pursuant to the formula established by Section 3317.023(B)(3) of the Revised Code.			
<b>OhioReads (SUMMER SCHOOL)</b>	<b>131XXX</b>	<b>131002</b>	Participates in OhioReads Activities (Summer School)

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#### 4.1(K) MISCELLANEOUS DATA ELEMENTS:

##### 4.1.1(K) DISTRICT GENERAL INFORMATION – PREVIOUS SUMMER RECORD

This **NEW** district record should be reported in the October reporting period by every district that offers summer school activities. Districts/buildings that do not offer summer school activities are **NOT** required to report this record to EMIS.

##### 4.1.1.11(K) Number of Extended Learning Time Instruction Program "Sites" Not Owned by the District

**The definition for Extended Learning Time Instruction is** "Any method of program-sponsored (including schoolwide program) service instructional delivery that extends the total hours of a school day, week, or regular approach term beyond that which would otherwise be available for learning. This category would include early-morning and after-school programs; evening programs and other programs that extend the time for learning outside of the traditional "9:00-3:00" school day; programs that alter the school schedule to accommodate migratory student schedules; Saturday programs; extended-time kindergarten, and summer school, methods that substitute one type of learning time for another within the traditional school day, such as pull-out or in-class tutoring, are not considered extended-time instructional approaches .

For the following two items, a "site" refers to any location that a Extended Learning Time Instruction program is held, other than a building within the district.

**For example:** a site can be a YMCA, or Parks and Recreation site. Because buildings can indicate on the Building record whether or not an Extended Learning Time Instruction Program is housed within their building, in this element do **not** include buildings owned by the school district. Only include sites housed at locations that are NOT district buildings.

These data elements are reported in October (K) for Summer School and in June (N) for year-end purposes.

**4.1.1.11.1(K) Extended Learning Time Instruction Program -  
Number of Sites (Title I) Not Owned by the District**

Report the number of sites in this district other than buildings owned by the district that have Extended Learning Time Instruction Programs AND are funded by federal Title I (Part A) funds.

**4.1.1.11.2(K) Extended Time Learning Time Instruction Program-  
Number of Sites (21st Century) Not Owned by the District**

Report the number of sites in this district, other than buildings owned by the district, that have Extended Learning Time Instruction Programs AND are funded by federal 21st Century Community Learning Center Program funds.

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**4.1.2(K) BUILDING GENERAL INFORMATION RECORD – PREVIOUS  
SUMMER**

**This NEW** building record should be reported in the October reporting period by every building with a valid IRN that offers summer school activities. Buildings/districts that do not offer summer school activities are **NOT** required to report this record to EMIS.

**4.1.2.1(K) Building IRN**

Report the six-digit number that identifies the school building.

**4.1.2.2(K) District IRN**

Report the six-digit number that identifies the school district.

**4.1.2.8(K) Extended Learning Time Instruction Program**

See definition of Extended Learning Time Instruction in section 4.1.1.11 (District Elements)

**4.1.2.8.1(K) Extended Learning Time Instruction Program (Title I)**

Does your building house an extended learning time instruction program funded by Title I?

- \* - Not applicable
- Y - Yes
- N - No

**4.1.2.8.2(K) Extended Learning Time Instruction Program (21st  
Century)**

Does your building house an extended learning time instruction program funded by federal 21st Century Community Learning Center funds?

- \* - Not applicable
- Y - Yes

- N - No

**4.1.2.8.3(K) Extended Learning Time Instruction Program (Other)**

Does your building house an extended learning time instruction program supported by funds other than Title I or 21st Century Community Center funds?

- \* - Not applicable
- Y - Yes
- N – No