

Remedial Program Plan

Division Name:

**DIVISION CERTIFICATION**  
**8 VAC 20-630**  
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**Certification Statement Required by School Division Superintendent**

For remediation programs supported by state funds other than those for SOL Remediation or SOQ Remediation, as Division Superintendent, I certify the following:

1. An individual record will be maintained for each eligible student. This record will include:
  - a. state or local criteria used to determine eligibility;
  - b. expected remediation goal for the student in terms of a target score on a locally designed or selected test which measures the SOL content being remediated; and
  - c. indication of whether the student did or did not meet the expected remediation goal.
2. Remedial summer school programs shall provide a minimum of 20 hours per subject, exclusive of field trips, assemblies, recreational activities, lunch or time needed for post-program assessment. For summer school programs in K-5 that offer an integrated curriculum, a minimum of 40 hours of instruction shall be provided.
3. The pupil-teacher ratio for summer remedial programs shall not exceed 18:1.
4. Individuals who provide instruction in remedial programs shall be licensed to teach in Virginia or work under the direct supervision of an individual who is licensed to teach in Virginia; be qualified to provide instruction in the area to be remediated; and be trained in remediation techniques.

**Identification of Sources of Funding for Remedial Programs**

For the purposes of reporting, Part I of this plan requires information pertaining to only summer remedial programs or during intersession periods in the case of year-round schools. If your division intends to claim reimbursement for summer remedial programs using state funds other than SOQ remediation or SOL remediation, such as remedial summer school payments, Part I of this plan is required.

Part II of the plan requires information pertaining to remediation programs, other than remedial summer school, offered during the school year. Part II of the plan is required if state funds, other than SOQ remediation or SOL remediation are used as sources of revenue for remediation programs offered during the school year.

If there is a possibility that the division will use funds other than SOQ remediation or SOL remediation as sources of revenue for remediation programs offered in 2003, including remedial summer school in 2002, Part I and Part II of this plan should be completed. Reporting will not be required in September 2003 if only non-state funds, SOQ remediation or SOL remediation were used as sources of revenue for remediation programs.

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Please check the appropriate box below:

**Remedial Summer School**

- A. \_\_\_\_\_ There is a possibility that this school division will use state funds, other than SOQ remediation or SOL remediation, as sources of revenue for remedial programs offered in summer 2002 and has attached Part I of this plan.
- B. \_\_\_\_\_ This school division will use only SOQ remediation or SOL remediation as sources of state funds for remedial summer school in 2002 and is not submitting Part I of this plan.
- C. \_\_\_\_\_ The sources of revenue for remedial summer school in 2002 are only non-state funds and the school division is not submitting Part I of this plan.

**Remediation Programs other than Remedial Summer School**

- A. \_\_\_\_\_ There is a possibility that this school division will use state funds, other than SOQ remediation or SOL remediation, as sources of revenue for remedial programs and has attached Part II of this plan.
- B. \_\_\_\_\_ This school division will use only SOQ remediation or SOL remediation as sources of state funds for remediation programs and is not submitting Part II of this plan.
- C. \_\_\_\_\_ The sources of revenue for remedial programs are only non-state funds and the school division is not submitting Part II of this plan.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Typed Name of Superintendent

\_\_\_\_\_  
Date

**Two technical assistance meetings will be provided by the Virginia Department of Education by the divisions of Finance and Instruction on May 30, 2002 at the Southwest Virginia Higher Education Center (Abingdon), from 1 – 4 p.m. ; and, June 19, 2002 at the Airport Hilton (Richmond), from 1 – 4 p.m.**

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Please note: An electronic copy of this document in Word format can be downloaded at the following Web site:  
<http://www.pen.k12.va.us/VDOE/Instruction/remediationreg.html>

**Please mail the Division Certification as well as Part I  
and/or Part II, if required, of the Remedial Plan in  
duplicate by June 28, 2002 to:  
Virginia Department of Education  
Attention: Kathleen M. Smith  
Office of Elementary Instructional Services  
P. O. Box 2120  
Richmond, VA 23218-2120**