

**Remedial Summer School Funding for Fiscal Year 2013  
(Summer 2012 Program)**

**Due Date: September 7, 2012**

State funding is provided in the 2012-2014 appropriation act (Chapter 3, 2012 Special Session I Acts of Assembly) for those divisions that offered a qualifying remedial summer school program in summer 2012 (fiscal year 2013) pursuant to Section 22.1-253.13:1 C., *Code of Virginia*. The department will collect data for the reimbursement of qualified remedial summer school programs using an Excel template. Instructions for accessing and completing the Excel data collection template are provided beginning on page 2 of this attachment.

**General Information Regarding Qualifying Remedial Summer School Programs**

In reporting qualifying students for state remedial summer school funding in the Excel data collection template, please note the following requirements:

- Each student may only be counted once. Students should be counted in this manner regardless of whether they were served in one or more subject areas or in single or multiple sessions during the 2012 remedial summer school program. The funded per pupil amount is based on the average cost of 30 days of instruction per student; there may have been some students who received more instruction and some who received less than 30 days but each student should be counted only once for state funding purposes.
- The minimum instruction hours and staffing requirements for remedial summer school programs per Board of Education regulation 8 VAC 20-630-60 are as follows:
  - Minimum of 20 hours of instruction per subject, exclusive of field trips, assemblies, recreational activities, lunch or post-program testing time
  - For grades K-5 that offer an integrated curriculum, a minimum of 40 hours of instruction shall be required
  - The pupil-teacher ratios for state-funded summer remedial programs shall not exceed 18:1
- Please note the following appropriation act provisions (contained in Item 139, Paragraph C.9.g.1 of Chapter 3, 2012 Special Session I Acts of Assembly) that govern remedial summer school funding and restrictions on charging tuition and awarding course credit:

*“These funds are available to school divisions for the operation of programs designed to remediate students who are required to attend such programs during a summer school session or during an intersession in the case of year-round schools. These funds may be used in conjunction with other sources of state funding for remediation or intervention. School divisions shall have maximum flexibility with respect to the use of these funds and the types of remediation programs offered; however, in exercising this flexibility, students attending these programs shall not be charged tuition and no high school credit may be awarded to students who participate in this program.”*

- “Eligible students” are defined as those students who meet either (i) the criteria identifying students who are educationally at risk that have been established by the local school board or (ii) the state criteria identifying students who are educationally at risk as specified in Section 22.1-253.13:1 of the *Code of Virginia*.

School divisions that operate year-round schools may include students who were remediated during intersession periods of the year-round school term in the Excel data collection template. Students who were remediated during the intersession periods of year-round schools should be submitted for reimbursement in the reporting cycle that occurs in the subsequent fiscal year.

For example, students who were remediated during the intersession periods of 2011-2012 year-round school terms that occurred from July 2011 through June 2012 or September 2011 through August 2012 should be reported in the Excel data collection template for reimbursement from fiscal year 2013 remedial summer school funds. Just as with summer remediation programs, a student must be counted only once for the entire school year regardless of the number of intersession periods the student attended for remediation purposes.

Nonresident, foster care children described under Section 22.1-101.1, subsections A and B, *Code of Virginia*, that were served in the summer 2012 remedial program in your division may be included in the Excel data collection template for reimbursement from state remedial summer school funds. Like other students submitted for state reimbursement, these students must be counted only once in the Excel data collection template.

After the actual remedial summer school program enrollments are received from school divisions through the completed Excel data collection files and are approved by the department, the fiscal year 2013 remedial summer school entitlement will be paid in recurring payments to school divisions based on the availability of state funds. In the event the calculated payments exceed the available state appropriation for fiscal year 2013, and additional state funding is not obtained during the year, final payments to divisions will be prorated.

For divisions that request reimbursement for remedial summer school programs, state payments for fiscal year 2013 will be based on the state share of \$473 per eligible pupil, subject to the availability of state funds. The state share of per pupil payments will be based on the composite index of local ability-to-pay for each school division.

School divisions that did not serve remedial summer school students in summer 2012 must return the Excel data collection template indicating that no state funding is requested for fiscal year 2013.

Please **e-mail** the completed Remedial Summer School Excel data collection template to [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov), and mail the signed certification page to the department's budget office, no later than September 7, 2012. Questions regarding state remedial summer school funding should be directed to budget office staff at (804) 225-2025.

### **Instructions for Downloading the Excel Template**

A downloadable Excel file is provided to facilitate the collection and certification of Remedial Summer School 2012 enrollment data used by the Department of Education. All of the required forms for reimbursement, including the superintendent's certification form, are included in this

Excel template. The Remedial Summer School Excel template is located on the Virginia Department of Education's Budget Office "Current Financial Data Collections" Web page and can be downloaded from the following address:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/finance/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml).

Additional instructions for downloading the Excel template are located at the following address:

[http://www.doe.virginia.gov/school\\_finance/filedownload\\_instructions.shtml](http://www.doe.virginia.gov/school_finance/filedownload_instructions.shtml).

### **Instructions for Completing the Excel Template**

The Excel file consists of one spreadsheet. The spreadsheet must be completed in full before it can be submitted to the Department of Education.

You must first select your school division from the drop-down menu. Click on the arrow (▼) to display a listing of school divisions. Scroll down the list and click on your school division. The name and division number of your school division will automatically load into the file. Next, click on the appropriate check-box to indicate whether or not your school division is requesting fiscal year 2013 remedial summer school funding.

If you select the check box marked "Remedial Summer School program was NOT offered in Summer 2012," then you may immediately proceed to the signature certification page. By selecting this check box, you are indicating that your school division served no students in a remedial summer school program during the summer of 2012.

If you select the check-box marked "Remedial Summer School program WAS offered in Summer 2012," then you will be required to provide enrollment information on the number of eligible elementary and secondary pupils enrolled in the summer 2012 remedial summer school program. Enter this data in the two yellow-shaded cells on rows 24 and 25 of the spreadsheet. Remedial summer school payments reimburse school divisions based on an unduplicated headcount of all eligible students. Students must be counted only once regardless of whether they were served in one or more subject areas or in single or multiple sessions during the 2012 remedial summer school program. The funded per pupil amount is based on the average cost of 30 days of instruction per student; there may have been some students who received more instruction and some who received less than 30 days but each student should be counted only once for state funding purposes.

Some school divisions operating year-round schools conduct remediation programs during the intersession periods of the year-round school term. Counts of students who were remediated during the intersession periods of year-round schools may be submitted for reimbursement from state remedial summer school funds. Students who were remediated during the intersession periods of year-round schools should be submitted for reimbursement in the reporting cycle that occurs in the subsequent fiscal year. For example, students who were remediated during the intersession periods of 2011-2012 year-round school terms that occurred from July 2011 through June 2012 or September

2011 through August 2012 should be reported in the Excel data collection template for reimbursement from fiscal year 2013 remedial summer school funds. Just as with summer remediation programs, a student must only be counted once for the entire school year regardless of the number of intersession periods the student attended for remediation purposes.

Non-resident, foster care children described under [Section 22.1-101.1](#), subsections A and B, *Code of Virginia*, that were served in the summer 2012 remedial program in your division may be included in the Excel data collection template for reimbursement from state remedial summer school funds. Like other students submitted for state reimbursement, these students must be counted only once in the Excel data collection template.

The data submitted by your division for the summer 2011 remedial program is also shown in this data collection template for your information. This section compares the summer 2012 enrollment submission with the summer 2011 submission. Variances of at least 50 percent greater or 50 percent less than the prior year enrollment are flagged for your information only.

Once you have completed the spreadsheet, you must print the spreadsheet and mail a copy with original signatures to the Department of Education by September 7, 2012, at the following address:

Virginia Department of Education  
Budget Office  
P.O. Box 2120  
Richmond, Virginia 23218-2120

All divisions must also e-mail a completed Excel template for fiscal year 2013 by September 7, 2012, to [DOEBudgetOffice@doe.virginia.gov](mailto:DOEBudgetOffice@doe.virginia.gov). If you have any questions regarding the use of the Excel template, please contact the Budget Office staff at (804) 225-2025. Both submissions (Excel file and signed certification form) are due to the Department no later than September 7, 2012. Thank you for completing this data submission.