



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents and Charter School Administrators

From: Melissa Ambre, Department Director, Office of School Finance
Teresa Hemmerle, Summer School Program Manager

Date: January 12, 2024

Subject: 2024 Summer School Program

This memo contains information about the 2024 Summer School Program. Included are required reports, dates to remember, eligible reimbursable programs, and financial provisions. Information contained in this document reflects current law and may be subject to change after the current session of the Indiana General Assembly.

The Indiana State Board of Education (SBOE) met January 10, 2024 and approved the eligible programs for the 2024 Summer School Program. All eligible programs will be reimbursed at 105%, if supported by the appropriation. If the volume of claims does not allow for each program to be reimbursed at this level, the Indiana Department of Education (Department) will reduce the allocation proportionately among all claims submitted.

Estimated Costs Report and List of Courses

To be eligible for reimbursement of summer school instructional costs, estimated costs and the list of courses to be offered during the summer school program are required to be submitted on or before Monday, April 1. If the estimated costs and the list of courses are not submitted by this date, the school corporation will not be eligible to receive reimbursement.

The Estimated Costs Report will be available beginning Thursday, February 1, and can be accessed by clicking [here](#) or by visiting the Summer School folder located in the Public School Finance Community in Moodle. Access to these electronic forms requires a login and password. Use your DOE Online credentials to log in to the report. Users must be assigned to the corporation administrator or school administrator user groups in order to have access to the report.

Final Costs Report

To be eligible for reimbursement of summer school instructional costs, Final Cost Report must be submitted by Sunday, September 15. If the Final Costs Report is not submitted by this date, the school corporation will not be eligible to receive reimbursement.

The Final Instructional Costs Report will be available beginning Monday, July 29, and can be accessed by clicking [here](#) or by visiting the Summer School folder located in the Public School Finance Community in Moodle. Access to these electronic forms requires a login and password. Use your DOE Online credentials to log in to the report.



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2024 Summer School Program Dates To Remember

- **Thursday, February 1** - Window opens to submit summer school Estimated Costs Report and List of Courses.
- **Monday, April 1** - Deadline for submission of the summer school Estimated Costs Report and List of Courses.
- **Friday, May 10** - IDOE will notify school corporations of the expected level of state reimbursement based on the estimated expenditures submitted.
- **Monday, July 29** - Window opens to submit summer school Final Costs Report.
- **Sunday, September 15** - Deadline for submission of the summer school Final Costs Report.
- **November 2024** - Summer school instructional costs reimbursements made to school corporations.

2024 Summer School Reimbursable Programs

Eligible programs include all courses included in the [Indiana High School Course Titles and Descriptions for the 2023-2024](#) school year at the high school level and in the [Indiana Elementary/Middle School Course Titles and Descriptions for 2023-2024](#) at the elementary and middle school levels.

Financial Provisions for 2024 Summer School Programs

1. As required by 511 Indiana Administrative Code 12-2-1, each school corporation shall, on or before Monday, April 1, forward to IDOE a list of all classes to be offered in 2024 summer school and for which the corporation intends to seek reimbursement.
2. Eligible summer school costs include instructional costs and costs of tuition for an applicable online summer school course. Preschool programs are not eligible for reimbursement.
3. Teachers must be licensed by IDOE. If a school corporation needs a teacher for summer school who is not licensed for the specific class, the corporation could request an emergency permit for that teacher as long as the request is made before early May.
4. School corporations or charter schools must submit the Summer School Estimated Costs Report and List of Courses between Thursday, February 1, and Monday, April 1, and the Summer School Final Costs Report between Monday, July 29, and Sunday, September 15, in order to be eligible for reimbursement and receive a payment in the fall.
5. On Friday, May 10, IDOE shall notify school corporations of the expected level of reimbursement based on the total estimated expenditures submitted by all school corporations. Courses will be reimbursed at 105% of eligible costs (if supported by the



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appropriation). If not supported by the appropriation, all submitted costs will be reduced proportionately.

6. Courses and curriculum programs for which reimbursement are sought must be tuition free to students with legal settlement in the corporation.
7. To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more. Two or more groups of students may be combined into a single class, under a teacher of record, in order to meet this requirement, but only the salary of the teacher of record, and not the salary of any other teacher, may be included in computing eligible costs. This requirement cannot be waived.
8. Students may take as many classes as local policy allows.
9. Instructional assistant costs for services that allow students with disabilities to participate in general education programs may be included in computing eligible summer school costs.
10. State support for programs that fulfill the requirements of extended school year programs for Individualized Education Programs (IEP) is provided in the school funding formula. Costs for these programs may not be included in computing eligible summer school costs.

Additional Information

Additional information about the 2024 Summer School Program is available on IDOE's [Summer School webpage](#) or by visiting the Summer School folder located in the Public School Finance Community in Moodle. If you have further questions about the summer school program, please contact Teresa Hemmerle at themmerle2@doe.in.gov or Alex Waite at awaite@doe.in.gov.