

2014 APPLICATION FOR SUMMER SCHOOL

DIRECTIONS: Complete pp. 2 and 3 of this application for summer school, scan those pages into your computer, and send to Mrs. Phyllis Rase's email address at the Alabama Department of Education at prase@alsde.edu. Or, you may fax the application to 334-353-5455. Complete a separate application for each school that will be offering summer school in your school system. If you have any questions, please contact Mrs. Rase by email or by telephone at 334-353-1389.

The following guidelines for summer school in Alabama public schools are taken from the *Alabama Administrative Code (AAC)**.

ORGANIZATION OF SUMMER SCHOOL

(Effective with the beginning of the 1999 Summer School)

Registration of a Summer School. All public schools conducting a summer school shall file a registration report with the State Department of Education. Registration report forms furnished by the State Department of Education shall be returned to the State Department of Education . . . no later than the end of the first week of summer school.

1. Certified Personnel Holding Valid Alabama Certificate(s).
 - (i) The summer school must be administered by a certified administrator.
 - (ii) Each teacher in a registered summer school shall hold a valid Alabama certificate in each subject taught as required in regular session. [It is urged that the teacher assigned to summer school have recent teaching experience in the subject assigned.]
2. Authorization of Summer School.
 - (i) The public summer school must be authorized by the local board of education.
3. Responsibility for Summer School.
 - (i) The superintendent and the principal of the school shall be responsible for organizing the summer school program and registering it with the State Department of Education.
4. Awarding of Credit.
 - (i) Time requirements governing one [or one-half] unit of credit during the summer school session shall be a minimum of 140 clock hours (1 credit) [or 70 clock hours (one-half credit)] or the time required to master Alabama course of study content standards without specified instructional time.
 - (ii) A definite schedule shall be followed to meet the time requirements for awarding credit.
5. Student Attendance in Summer School Other Than Where Regularly Enrolled.
 - (i) A student desiring to do summer school work in a school other than that in which he/she is regularly enrolled must obtain written permission from his/her principal and parent(s) (guardian).
 - (ii) The student and his/her parent(s) (guardian) are to be held responsible for errors in course selection unless AAC Rule No. 290-3-1.02(6).5(i) is followed.
6. Exception.
 - (i) Any exception to AAC Rule No. 290-3-1-.02(6)(b) 1. through 5. shall be granted only by the Alabama State Superintendent of Education upon written request of the local superintendent with submission of sufficient documentation to warrant approval.

* Taken from Rules of the State Board of Education, Alabama State Department of Education, *Alabama Administrative Code, Regulations Governing Public Schools, Public School Governance*, Chapter 290-3-1-.02, Supp. 12/31/13, pp. 3-1-9—3-1-10.

2014 APPLICATION FOR SUMMER SCHOOL
STATE OF ALABAMA
Alabama Department of Education

School System: _____

Name of School: _____

Address: _____

Summer School Principal: _____

Summer School Principal's Email: _____

Summer School Principal's Telephone: _____

First Session

Second Session

Opening Date _____ _____

Closing Date _____ _____

Total Number of Hours _____ _____

Number of Teachers _____ _____

Enrollment _____ _____

Dates Closed (Holidays) _____ _____

Course(s) Offered _____ _____

We, the undersigned, assume our respective responsibilities for the operation of this summer school and agree to administer it according to all standards and requirements.

SIGNED:

Superintendent

Name of School System

School Principal

Summer School Principal

Summer School Administrator(s) and Teachers	Certificate Type	Area(s) of Endorsement		Teacher Certificate Number	Summer Course(s) Taught	Course Credit	Time Class Begins and Ends Daily	No. in Class
		I	II					
Example: (Use Subject and Personnel Codes) Smith, Dariel	(016) Secondary	Science	Mathematics	300000	Biology	1	8 a.m. – 12 Noon	12