SUMMER SCHOOL PROCESS

• Program is offered to students who were enrolled or monitored at any time during the school year unless the student qualified for SPED or was dismissed. This is for both literacy and math students.

• Information letter and permission forms are sent home to parents the first week AFTER April vacation – including emergency card. (*MUST BE RETURNED WITH YES OR NO.) Follow-up phone calls if necessary for the ‘no replies’. Send to Title I office and keep a copy for yourself. Due to Deb Sanborn by May 10, 2019.

• End of Year Student Reports literacy and math are completed by classroom teachers and sent to the Title I Office by the Title I teacher. These are used for planning instruction for the summer program. Due May 31, 2019

• Title I Director reviews the End of Year Student Reports to determine students’ needs and to group the students accordingly.

Transportation Information:

• Title I Teachers fill out information on bus form and send to Deb Sanborn - NOT the bus company - keeping a copy for yourself. Due to Deb May 10, 2019. Any changes or new add-ons - put information on a new transportation form and send to Deb Sanborn ASAP.