

2012

Summer School Handbook



TABLE OF CONTENTS

SECTION I

REGULAR SUMMER SCHOOL PROGRAM POLICIES AND STANDARDS	1
Summer School Finance/State Aid.....	1
Fees	1
Approval and Due Date.....	1
Close Date	1
Days/Hours in Session.....	2
Virtual Classes.....	2
Field Trips	3
Curriculum - State Supported Programs.....	3
Curriculum - Special Education Programs	4
Instructional Activities	4
Teacher Certification	4
Course Names and Course Codes.....	5
Reading Remediation (167.645 RSMo)	5
Grade Level	5
Class Size	6
Learning Resources	6
Facilities and Equipment	6
Planning Time	6
High School Credit.....	6
Credit Recovery.....	7
Membership and Attendance - Resident Students	7
Membership and Attendance - Nonresident Missouri Students	7
Attendance Records and Reporting	8
Transportation	8
School Health Services.....	8
School Food Services	8
Final Approval and On-Site Review	9

SECTION II

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) SERVICES	10
Extended School Year for Students With Disabilities.....	10
Eligibility.....	10
State Aid.....	10
Transportation	10

SECTION III

APPENDIX 1 (SUMMER SCHOOL/COURSES AND ENROLLMENT - SCREEN 24)	12
APPENDIX 2 (FINANCE)	14
SUMMER SCHOOL REVENUE CALCULATIONS	15
Calculated for School Year 2011-12	15
APPENDIX 3 (TRANSPORTATION)	16
APPENDIX 4 (CHILD NUTRITION PROGRAMS)	17
APPENDIX 5 (FEES - LEGAL IMPLICATIONS)	19
APPENDIX 6 (COURSE CODE/CERTIFICATE REQUIRED)	20
APPENDIX 7 (SUMMER SCHOOL APPLICATION)	52
APPENDIX 8 (CHECKLIST AND FINAL APPROVAL FORM)	54
APPENDIX 9 (ENROLLMENT, MEMBERSHIP & SUMMER SCHOOL - SCREEN 16)	58
APPENDIX 10 (SUMMER SCHOOL COOPERATIVE EDUCATION)	63
APPENDIX 11 (MoVIP Summer School Course Information)	64

SECTION I

REGULAR SUMMER SCHOOL PROGRAM POLICIES AND STANDARDS

A summer school program approvable for state aid consists of a planned schedule of course offerings for students at the elementary and/or high school level which operates between the close of the regular school term and the beginning of the next regular term and provides at least 120 hours of instruction. In order to distinguish sessions, there must be at break of at least one school day between the regular school year and the beginning day of summer school. School districts with “year-round” cycle schedules may conduct an approved component of their regular summer school during their fall and spring cycle breaks. All summer programs, excluding Extended School Year (ESY), must be approved by the local board of education prior to the district’s submitting an application to the Department of Elementary and Secondary Education.

Summer School Finance/State Aid - Please refer to Appendix 2, page 14.

Extended School Year Finance/State Aid – Please refer to Section 2, page 10

Fees

Public school districts **may not charge fees of any type** for school work for which academic credit is granted by the local public school system. Therefore, fees may not be charged for a state-approved summer school program or ESY program. **Charging fees for any part of the program will disqualify the entire program for state funding.** Please refer to Appendix 5, page 19, for additional information.

Approval and Due Date

All summer school programs, excluding ESY programs, must be approved by the Department of Elementary and Secondary Education in order to qualify for state or federal funds. In order to be granted approval, local school districts must first submit the Application for Summer School Approval no later than **June 1** to School Improvement (See Appendix 7, page 52). This part of the application includes the district name, county/district number, building names and numbers where summer school classes will be held, estimated enrollments, grade levels, start and close dates, dates not in session, hours of class per day, and total hours and days the program will operate. This form can be filled in and printed off of our website at: <http://dese.mo.gov/divimprove/sia/summerschl/>. If an ESY program is operated in conjunction with a summer school program, and the district plans to stack hours, then the district should include ESY hours on the application. For additional information or questions about the summer school program, please contact the School Improvement at 573-751-9094 or 573-751-3190.

The next step of the application is submitted through MOSIS in the June Summer Course Assignment and Student Assignment submission. Once the MOSIS submission is certified it will populate the information on Screen 24 as part of the June cycle of Core Data and is due no later than **June 30**. Please refer to Appendix 1, page 12, for a sample of Core Data Screen 24.

Close Date

The close date for summer school is determined at the local level. However, it is recommended that summer schools close in sufficient time for districts to meet the August 15 due date of the August Student Enrollment and Attendance MOSIS submission. Summer school attendance hours, as well as ESY hours, are submitted in this file and flow into Core Data Screen 16. Timely submission of this data enables the School Finance Section to calculate the additional ADA generated by summer school and ESY students in a timely manner and adjust district state aid payments. Please refer to Appendix 9, page 58, to view a sample of Screen 16.

Days/Hours in Session

The school day for districts establishing a **five-day school week** must be at least three hours, but not more than seven hours long, except for vocational schools in St. Louis City and St. Louis County which may plan school days up to eight hours long (Sections [160.041](#) and [171.031](#)). The school day for districts establishing a **four-day school week** must be at least four hours, but not more than 8 hours long. There are no standard day/hour requirements for ESY programs, as length and duration are determined by the IEP team.

There is no required number of days that an approved summer school *must* be in session. Summer schools may operate three, four, or five days per week at the discretion of the local district.

An approved summer school program provides at least 120 clock hours of instruction regardless of the number of days it is in operation. This requirement can be met in a variety of ways. First, and most common, is by districts offering a variety of classes at either the elementary or secondary level which meet state guidelines and whose total hours of instruction equal at least 120 clock hours. A second method of meeting the clock hour requirement is by districts offering a variety of classes at the elementary and secondary level whose combined hours total at least 120. This method is commonly referred to as “stacking.” Under the “stacking” method, districts typically offer 60 hours of instruction at the elementary level with sixty hours of instruction at the secondary level for a combined total of 120 clock hours. Stacking may also include ESY program hours to meet the required 120 clock hours. School districts with “year-round” schedules may include instructional hours earned in a structured summer school program held during fall and spring term cycle breaks. These attendance hours will be reported in the August MOSIS Enrollment and Attendance file. Examples of acceptable combinations are as follows:

- 60 hours in grades K-6 or K-8 plus 60 hours in grades 7-8 or 9-12 in a regular summer school.
- 30 hours in grades K-6 plus 30 hours in grades 7-8 plus 60 hours in grades 9-12 in a regular summer school.
- 60 hours in grades Kindergarten through grade 8 (K-8) earned during fall and spring term/cycle breaks plus 60 hours in grades nine through twelve (9-12) in an approved summer school program.
- Title I summer school hours may not be used in the “stacking” method. The district must demonstrate compliance with the supplement not supplant requirement before federal programs funds may be used for summer services. Prior to obligating ESEA federal funds for summer services, the district must complete a Federal Program Proposed Summer School Plan. This form and instructions are located on the ESEA Federal Programs Grants Management website: http://www.dese.mo.gov/divimprove/fedprog/grantmgmnt/Summer_School.html

No individual course or segment of an approved summer school program, other than special education extended school year programs, may consist of less than 30 clock hours of classroom instruction. Minimum time requirements exclude break time and lunch time.

Extended school year programs for disabled or severely disabled pupils, as required by the Individual Education Program (IEP), are exempted from the 120 clock hours of instruction for a minimum summer school offering. There is no clock hour requirement for ESY programs. However, districts may combine ESY hours with regular summer school hours to meet the minimum of 120 clock hours.

Virtual Classes

The Missouri Virtual Instruction Program (MoVIP) will be offering 2012 summer school classes (see Appendix 11, page 53, for the complete listing). Section 162.1250[3] RSMo allows school districts to receive state school funding for resident students who are enrolled in the school district and who are taking a virtual course offered by the school district. In order to receive summer school funding, the virtual classes must meet the following requirements:

- be included in the approved summer school plan,

- meet the same course requirements as regular summer school; whether free-standing or “stacked” the total clock hours of the summer school program must provide at least 120 hours of instruction
- individual courses must consist of no less than the equivalent of 30 clock hours of instruction. For purposes of calculation and distribution of state school funding, attendance of a student enrolled in a district or charter school virtual class shall equal, upon course completion, ninety-four percent of the hours of attendance possible for such class delivered in the non-virtual program in the student's resident district or charter school pursuant to Section 162.1250[3] RSMo
- at least 50% of courses must be from the core academic area.
- must have a contact teacher with a valid Missouri teaching certificate assigned to interact with students of virtual courses.

Virtual Classes - Part II

Virtual classes may also be purchased from an outside vendor or developed by the district. The district or charter school shall ensure the virtual classes are aligned with the Show-Me curriculum standards, comply with state requirements for teacher certification and ensure the following standards are satisfied:

- (1) The virtual course or virtual program utilizes appropriate content-specific tools and software;
- (2) Orientation training is available for teachers, instructors, and students as needed;
- (3) Privacy policies are stated and made available to teachers, instructors, and students;
- (4) Academic integrity and Internet etiquette expectations regarding lesson activities, discussions, electronic communications, and plagiarism are stated to teachers, instructors, and students prior to the beginning of the virtual course or virtual program;
- (5) Computer system requirements, including hardware, web browser, and software, are specified to participants;
- (6) The virtual course or virtual program architecture, software, and hardware permit the online teacher or instructor to add content, activities, and assessments to extend learning opportunities;
- (7) The virtual course or virtual program makes resources available by alternative means, including but not limited to, video and podcasts;
- (8) Resources and notes are available for teachers and instructors in addition to assessment and assignment answers and explanations;
- (9) Technical support and course management are available to the virtual course or virtual program teacher and school coordinator;
- (10) The virtual course or virtual program includes assignments, projects, and assessments that are aligned with students' different visual, auditory, and hands-on learning styles;
- (11) The virtual course or virtual program demonstrates the ability to effectively use and incorporate subject-specific and developmentally appropriate software in an on-line learning module; and
- (12) The virtual course or virtual program arranges media and content to help transfer knowledge most effectively in the online environment.

Field Trips

Eligible attendance hours for state aid purposes for field trips are limited to the length of the normal school day. For example, if a field trip requires eight clock hours to complete but the length of the normal summer school day is four hours, only four clock hours of attendance may be claimed for each participating student for state aid purposes. State transportation aid for field trips is not allowed.

Curriculum - State Supported Programs

The curriculum for elementary (K-6 or K-8) or secondary (7-12 or 9-12) approved summer school programs must include one or more of the core academic areas of language arts, mathematics, science or social studies.

The curriculum should emphasize material included in the Missouri Assessment Program (MAP). Instruction time in the academic area(s) must be comprised of not less than 50 percent of the total clock hours of instruction at the elementary and secondary levels. For example, districts may not have a standalone non-academic course, such as driver education, at the secondary level without having at least one class in a core subject area.

Any course which is offered during the regular school term, except those underlined below, may be approved as part of the summer school program as long as 50 percent of the classes are in core subjects. All classes must be open to all students unless there is a prerequisite required as stated in the course handbook used during the regular school year. Any course requiring special approval during the regular school term must receive similar special approval for summer school.

Activities such as study hall, gymnastics, weightlifting, tennis, and swimming lessons conducted under the sponsorship of the school cannot be included as part of the approved summer school program unless they are an integral part of a comprehensive physical education course which is part of the scheduled 120 or more clock hour approved summer school program. Summer school physical education hours that do not count as credit toward graduation are not allowed to be utilized when calculating a district's average daily attendance, pursuant to Section 163.011[2] RSMo. **Athletic Practice/Conditioning 086020 and Body Conditioning 086025 courses are specifically prohibited from the summer school program.**

Activities such as computer camps, band camps, cheerleading clinics, recreation programs, athletic practices, and isolated vocal/instrumental music practices shall not be included as part of the 120 or more clock hours of instruction in an approved summer school program and shall not be counted for summer school membership and attendance for state aid purposes.

Curriculum - Special Education Programs

The curriculum provided for students with disabilities in an extended school year (ESY), program must be consistent with the needs of the students as determined by the Individualized Education Program team and the student's IEP. See Section 2, page 10, for additional information.

Instructional Activities

Special instructional activities, such as field trips, demonstrations, guest speakers, outdoor learning activities, and other nontraditional instructional activities not possible during the regular school year, are encouraged in approved summer school programs. Special approval is required for extended off-campus activities.

Teacher Certification

All teachers employed in an approved summer school program must hold a valid Missouri teacher certificate. This certificate must be at the proper level and in the academic area of service for the summer teaching assignment. Teachers whose certificates have expired **do not** hold a valid certificate. These individuals must renew their certificate **prior to the start** of the summer session in order for the class to qualify for state aid. Also, if recent graduates or out-of-state teachers are employed as summer school teachers, the district **must** secure substitute or provisional teacher certificates for these individuals. Failure to do so will result in disapproval of the summer school program and/or attendance hours of students enrolled in classes taught by teachers not holding a valid certificate.

Be advised, candidates making application for an initial Missouri teaching certificate will be issued a certificate based on the following:

- Applications received from May 1 through July 31 may be effective June 1.

- Applications received from August 1 through November 30 may be effective August 15.
- Applications received during the period of December 1 through April 30 may be effective January 1.

Renewal of professional certificates will be effective upon the date of expiration if the renewal application and supporting documents are received within 11 months of expiration. If the license has expired more than 11 months from the expiration date, the individual must meet the current certification requirements as set forth in the compendium.

Substitute teaching certificates become effective upon receipt of an educator's application, transcripts, and current fingerprint clearance. The certificate is valid for four years provided the educator continues employment or, if a new hire, has a current background check clearance.

Please refer to Appendix 6, page 20, for the certificate required to teach specific courses.

Course Names and Course Codes

Assignments for summer school teachers are reported through MOSIS in the June Summer Course Assignment file. Once the MOSIS submission is certified, it will populate the information on Screen 24 of the June cycle of Core Data. (Administrators, librarians, counselors, and regular classroom aides are not required to be reported on Screen 24.) This report is due no later than June 30. Secondary staff assignments must be reported using course titles and numbers provided by the Department which are listed in the Core Data Collection System Manual and in Appendix 6, page 20, of this handbook. If there is not a clear match between the course title used at the local level and the title in the Core Data Manual, districts must use the Core Data title and accompanying course code number. Please refer to Appendix 1, page 12.

At the elementary level, districts often advertise class offerings through the use of innovative titles such as, "Write Your Own Book," "Math Magic," "Slugs, Bugs, and Slimy Things," and "Home Town Heroes and History" and report them using a secondary course code number. Although advertising courses by giving them catchy names is a good practice, reporting them using specific course codes is not. The reason for this is that elementary teachers do not typically hold English, math, science, or social studies certificates. Therefore, elementary classes with a special theme, topic or subject should be reported on Core Data as general elementary classes at the grade level at which they are being taught. Specific course codes should be used at the elementary level to report art (024100), music (126900), physical education (086000), computer literacy (991100), and exploratory classes. Please refer to Appendix 1, pages 12-13, for additional reporting information.

Reading Remediation (167.645 RSMo)

Course Code 054841 (Reading) may be used to report reading remediation as required by, 167.645 RSMo. Please refer to page 24 of the [Summer School Information Handbook](#) to determine the required certificate for these assignments.

Grade Level

The correct use of grade level codes is also very important when completing the MOSIS June Summer Course Assignment file. When an elementary or secondary class is made up of students in only one grade, it is appropriate to report the class as grade "three", grade "seven", or other single grade that is reflective of the class. If there are children in more than one grade in an elementary or secondary classroom, report the grade that best identifies the majority of the students in the classroom or the level at which the instruction is being delivered. Please use the following Grade Level indicators when completing the MOSIS June Summer Course Assignment file:

- K Kindergarten (Limited to students who will be eligible to attend kindergarten in the fall of 2012. Report children who were in kindergarten during the 2010-2011 school year as first graders.)
- 1-12 Grades 1-12 (Report one specific grade level.)
- 13 High School (Any combination that includes grades 9-12 or 7-12 in a high school building.) Typically used to report physical education, art, music, practical arts, career education and elective classes composed of students in several different grades.
- 14 Junior High (Any combination that includes only grades 7-9.) Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
- 15 Middle School (Any combination that includes only grades 4-8.) Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
- 16 Elementary (Any combination that includes only grades K-8.) Use only when reporting an elementary class with one of the following course code numbers: 024100 art, 126900 vocal music, 086000 physical education, 991100 computer literacy, 991010 exploratory and enrichment, and 990808 gifted. Do not use when two or more regular elementary classes are combined. *See note above for 1-12 grades.*

Class Size

Classification standards relative to class size used during the regular school year are applicable to state-funded summer school programs.

Learning Resources

Textbooks, library resources, and other instructional materials and aids shall be of a quality equal to that used during the regular term.

Facilities and Equipment

Facilities and equipment used for summer school programs shall be of equal quality to that used during the regular school term.

Planning Time

Planning time is recommended for teachers teaching more than four hours per day in summer school. Planning time is *not* to be reported in the MOSIS Summer Course Assignment file.

High School Credit

School districts may grant credit for courses offered free of charge, providing the instructional time meets state standards. High school pupils in grades nine through twelve may earn one unit of high school credit for courses which meet at least 120 clock hours, 1/2 unit for courses which meet at least 60 clock hours or 1/4 unit of credit for courses which meet at least 30 clock hours.

High school credit may be granted for driver education classes offered free of charge. This includes no charge to students for gasoline, as it is a basic essential of the class. 1/4 unit of high school credit may be granted for driver education classes which provide 30 clock hours of classroom instruction, six clock hours behind the wheel, and twelve clock hours as an observer in the driver education car. If it is desirable to grant 1/2 unit of high school credit for driver education classes, 60 clock hours of classroom instruction must be provided in addition to the six clock hours behind the wheel and 12 clock hours as an observer.

Minimum time requirements for credit classes exclude break time and lunch time.

Credit Recovery

Credit Recovery provides an opportunity for high school students (grades 9-12), who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school. The regular school year teacher must outline the deficiencies the student must complete in order to receive credit for the class. The summer school teacher acts as a monitor (resource teacher) to students in the class as they work to complete the assignments for their class. Since students in the class may be working in a variety of subject areas, the supervising teacher may hold any valid Missouri teacher certificate except a substitute certificate, early childhood certificate, or non-degree vocational certificate.

Credit recovery classes meet for thirty clock hours. If a student completes his/her assignments in less than thirty clock hours, they should receive study skills instruction in order to help them avoid this problem in the future. Credit recovery is to be used only when a student has a reasonable chance to complete the unfulfilled requirements of a course within thirty clock hours. Otherwise, the complete course must be repeated.

Membership and Attendance - Resident Students

The summer school attendance hours of resident pupils eligible for admission to kindergarten in the next fall term (if the pupil will reach the age of five, by August 1, 2012, pursuant to Section 160.053, RSMo.) through the earlier of age twenty-one, or the completion of grades 12, will be counted for state aid purposes in accordance with Sections 163.011.

The summer school membership hours will be reported for these same pupils for whom summer school attendance hours are maintained. The membership hours are the maximum hours all students enrolled in summer school could attend if all students had perfect attendance for their enrollment. Membership hours are not used in state aid calculations.

State aid cannot be claimed for resident or nonresident pupils if tuition and fees are charged.

Local school districts must keep individual membership and attendance records by the clock hour for summer school programs. Summer school attendance records shall be audited as required by law.

As part of the requirement for MOSIS every student is required to have a MOSIS State ID before you will be able to submit information in the June Summer Course Assignment and Student Assignment submission in MOSIS. This includes each student who is enrolled in your district's summer school.

Membership and Attendance - Nonresident Missouri Students

Districts may provide summer school services to Missouri nonresident students under the provisions of Section 167.227, RSMo. Under the provisions of this section, districts conducting approved summer school programs may, at their option, allow students from other Missouri districts to attend or may limit their program to resident students. If students from other Missouri districts are allowed to attend the summer

school program, the sponsoring school district must select one of the following methods for receiving compensation for providing this service.

- Charge a tuition fee to all nonresident students based on the number of classes and/or hours of instruction involved in the nonresident student's summer school schedule. The district providing the summer program would not be eligible to claim state aid for these students. The district of residence, however, under an inter-district agreement, may claim state aid for these students in order to help defray the tuition paid to the district providing the summer school service.
- Allow all nonresident students to attend on a tuition-free basis and claim the attendance hours generated by these students for state aid purposes as though they were resident students. No tuition may be charged to parents or other districts for these students.

Districts may give first priority to resident students in their summer school program or otherwise limit the number of nonresident students they enroll in their program. Students may enroll and attend summer school classes in only one district.

Summer school programs funded wholly by federal money may not serve students from other districts, except under an inter-district agreement.

As part of the requirements for MOSIS, every student is required to have a MOSIS State ID before you will be able to submit information in the June Summer Course Assignment and Student Assignment submission in MOSIS. This includes each student who is enrolled in your district's summer school.

Attendance Records and Reporting

Districts operating state approved summer school programs must maintain student attendance records in order to qualify for state aid. Attendance records for individual students must be maintained by the clock hour in a manner which can be audited. At the conclusion of the summer program, the attendance data for all students must be summarized and submitted to the Department via MOSIS which will populate Screen 16 of the August cycle of Core Data. The submission date for this information is **August 15**. Please refer to Appendix 9, page 58, for an example of this screen.

Transportation

Pupil transportation for a regular summer school program is not approved for state funding, but may be provided at local district expense. Some federal programs allow funds to be used for transportation. Consult the guidelines for those programs. Please refer to "Summer School Transportation" in Appendix 3, page 16, for additional information.

School Health Services

School health services for summer school pupils are encouraged but not required.

School Food Services

School food services for summer school pupils are encouraged but not required. Please refer to "Summer School Child Nutrition Programs" in Appendix 4, page 17, for additional information.

Final Approval and On-Site Review

School Improvement will review applications, consult with local school officials as needed, and approve all eligible regular summer school programs for state aid. A signed copy of the Application for Summer School Approval will be mailed to participating districts.

Selected regular summer school programs will be visited and reviewed by the Area Supervisor of Instruction. State summer school programs must be recommended for approval by the Area Supervisor of Instruction, whether or not the Supervisor makes an on-site visit, before final approval will be granted. The Summer School Review Checklist and Final Approval Form is used for this purpose. This form can be filled in and printed off of our website at: <http://dese.mo.gov/divimprove/sia/summerschl/> and is ***to be completed by the Summer School Director, signed by the school superintendent, and mailed to your Area Supervisor no later than the midpoint of your summer school session.*** Please refer to Appendix 8, page 54, for a sample copy of this form.

SECTION II

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) SERVICES

Extended School Year for Students With Disabilities

Local school districts are required to provide Extended School Year (ESY) services for students with disabilities when the student's Individualized Education Program (IEP) team has determined that such services are required to provide the student a Free Appropriate Public Education (FAPE). Extended school year programs and regular approved summer school programs are separate and distinct programs.

Eligibility

In order to be eligible for funding of ESY services, local school districts must meet the following eligibility standards:

- A. The local school district must have in effect a policy which governs eligibility for extended school year services. This local district policy must include the following:
- B. The IEP team must determine for each individual student whether or not special education and related services are required for more than the typical school year of 174 days.
- C. If ESY eligibility is predicated on regression/recoupment criteria, documented and/or predicted regression/recoupment must be considered.
- D. The IEP team decision for each student's need for ESY services must be documented in the student's IEP.
- E. The type of special education and related services and their frequency, intensity, and duration shall be determined by the IEP team and documented in the IEP.
- F. An extended school year program is exempted from the one hundred twenty (120) clock hours of instruction for a minimum summer offering. However, districts may use ESY hours in conjunction with regular summer school hours to meet the minimum 120 clock hours.

State Aid

When extended school year services are provided in conjunction with the school district's regular and approved summer school program, the district will receive regular state aid as described in Appendix 2, page 14, "Summer School Finance" for the students receiving ESY services.

When extended school year services are **not** provided in conjunction with the school district's regular and approved summer school program, the district will receive regular state aid as described in Appendix 2, page 14, "Summer School Finance" for the students receiving ESY services.

Transportation

Extended school year programs for students with disabilities are eligible for state transportation funding. Please refer to "Summer School Transportation" in Appendix 3, page 16, for information relating to transportation.

Transportation for Early Childhood Special Education (ECSE) ESY

ECSE ESY services and transportation are reimbursed through an Expenditure Report (ER) and not through State Aid/Transportation Aid. ECSE ESY expenditures must be recorded to function codes 1280 and 2559 in the ASBR to be reimbursed.

SECTION III

Appendix 1

SUMMER SCHOOL COURSES AND ENROLLMENT (Screen 24)

June Cycle

The Summer School Courses and Enrollment screen is used to report specific information for each class that is included in the district's state-funded summer school program and each certificated staff person as well as each specially funded aide participating in the program. These data along with information submitted on the Application for Summer School Approval-Part I will be reviewed to determine the status of the district's state-funded summer school program. Please refer to the Application for Summer School Approval submitted to the Department of Elementary and Secondary Education on June 1 when completing the MOSIS June Summer Course Assignment and Summer Student Assignment submission. When the MOSIS submission is certified, Screen 24 will be populated.

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

Core Data Collection

District: _____

Year: 2011-2012 Status: OPEN-Cycle is available for data entry.

School No./Name: Choose a School

Location: Data Collection Menu - June Cycle - 24 Summer School Courses & Enrollment

- Data Collection Menu
 - August Cycle
 - October Cycle
 - December Cycle
 - February Cycle
 - April Cycle
 - June Cycle
 - 07 Library Media Center
 - 08 Attendance Center
 - 09 Discipline Incidents
 - 10 School Calendar List
 - 12 Special Ed Exiters
 - 13 Secondary Headcount
 - 14 Attendance
 - 17 Physical Fitness Assessment
 - 18A Educator Evaluation
 - 19 Professional Development
 - 24 Summer School Courses & Enrollment**
 - Reports
 - Edit Reports
 - DESE Web Application Menu
 - Logon/Logoff

Email: webreplyimprcd@dese.mo.gov

Current User: _____ Last Modified User: _____ Last Modified Date: _____

"Missouri public schools: the best choice...the best results!"

June Cycle – Screen 24 - Building selected

ITEM DEFINITIONS – SUMMER SCHOOL COURSES AND ENROLLMENT (Screen 24)

Help – Click button to display information about items on the screen. This information is the same as in the Core Data Manual.

District – County-district code and name of school district. (Display only, based on logon User ID.)

Year – School year for which data are collected. (Select from dropdown list.)

Cycle – Cycle in which data are collected. (Select from dropdown list.)

Status – Current status of district's data for cycle selected. (Display only.)

School No./Name – 4-digit number and name of attendance center where instruction is given for this program. (Select from dropdown list.)

Line – A sequential number for each line assigned by the system.

SSN – Social security number of educator. If an educator has multiple assignments, each assignment should be listed on a separate line in consecutive order. Group each educator's assignments together.

First Initial/Last Name – First initial and last name of educator, specially funded aide or special education ancillary personnel.

Position – Position code and name of educator's assignment (see Exhibit 3). (Select from dropdown list.)

Course/Name – Course code that identifies assignment (see Exhibit 10). Every assignment must be identified by a course code except kindergarten and elementary classes in self-contained classrooms. (Course name is system displayed.)

Grade – Grade level at which curriculum is designed to be taught (see Exhibit 12). (Select from dropdown list.)

Enroll – Enrollment. Number of students served in each assignment.

Hours – Total hours the class meets during the full duration of the summer school program (normally 60 to 120 clock hours).

Credit – Units of high school credit granted for assignment (complete for grades 9-12 only). Enter the units of credit in decimal form, i.e., 0.25, 0.50, 1.00.

Del X – Click button to delete row.

Save – Click button to save all data on screen.

Add More Lines – Click button to add more lines.

Edits – Click button to display list of potential data errors related to data displayed.

Appendix 2

SUMMER SCHOOL FINANCE

To qualify for state aid, a regular summer school program must provide at least 120 clock hours of instruction. The exception is an extended school year (ESY) for special education students, which has no specific requirement of clock hours.

The attendance of a summer school pupil is a fraction of a regular school term FTE. The summer school average daily attendance (ADA) is calculated by dividing the total summer school attendance hours by the minimum regular school term of 1,044 hours. The easiest illustration is to assume one student attended all 120 hours of a 120 hour summer school session. The FTE in this example would be .1149 which is computed by dividing 120 by 1,044. Thus, it would take approximately nine summer school students with perfect attendance to equal one regular term FTE pupil.

Summer School for the 2012-13 Payment Year

For the 2012-13 Basic Formula payment, the 2012 summer school ADA will be added to the highest of the current year's estimated weighted average daily attendance (2012-13), the first preceding year's weighted average daily attendance (2011-12), or the second preceding year's weighted average daily attendance (2010-11). The summer school ADA will be counted once (not twice).

The 2012-13 Proposition C payments will be based on the 2011-12 weighted average daily attendance (using the 2011 summer school data once).

Revenues generated by a summer school program are included in the total payments made to a school district for Basic Formula and Proposition C. No separate payment or payment transmittal designation is made for summer school.

The following section provides an example for computing revenues attributed to summer school.

SUMMER SCHOOL REVENUE CALCULATIONS

School districts may use the following information to estimate summer school revenues for budget purposes. Remember, since the actual payment amounts may vary as payment information is updated throughout the year, it is important to monitor changes to estimated receipts and adjust the district's budget accordingly.

1) ESTIMATED SUMMER SCHOOL AVERAGE DAILY ATTENDANCE SAMPLE CALCULATION

Summer school enrollment: 200			
175 students @ 120 hours =	21,000	Maximum hours of attendance possible	
25 students @ 60 hours =	<u>+ 1,500</u>	“ “	
	22,500	Total hours of attendance possible	
	<u>x .92</u>	Historical summer school attendance rate	
	20,700	Projected summer school attendance hours	

20,700 ÷ 1044 = 19.83 Projected summer school ADA

2) ESTIMATED BASIC FORMULA REVENUE CALCULATION (School Districts) Calculated for School Year 2011-12

Complete the Basic Formula Calculation worksheet located at:
<http://dese.mo.gov/divadm/finance/tools/> with and without summer school ADA.

Estimated Basic Formula payment including the projected summer school ADA = _____
 Minus Estimated Basic Formula payment excluding the projected summer school ADA = _____

Estimated Basic Formula Revenue attributed to summer school _____

3) ESTIMATED SUMMER SCHOOL PROPOSITION C REVENUE:

Projected summer school ADA x Estimated Prop C Amount per WADA** x 50% = _____

Estimated Proposition C Revenue _____

TOTAL ESTIMATED SUMMER SCHOOL REVENUE

Basic Formula Estimate _____

Prop C Estimate _____

Total Estimated Summer School Revenue _____

** Refer to the Monthly Financial Memo under sections titled Budget Estimates for the year for which this calculation is performed.

Appendix 3

SUMMER SCHOOL TRANSPORTATION

State transportation reimbursement is paid to school districts for costs incurred transporting eligible students to and from school **only** during the regular school term. The only exception to this is for the costs incurred transporting students with disabilities. If a student's IEP requires them to be transported or if that IEP requires summer school or ESY services to be provided, those miles would be considered eligible route miles.

Sections 162.710, 163.161, 167.231, 167.241, and 178.510, RSMo, provide authority for reimbursement for transportation services to and from school only during the school term as defined in Sections 160.011 (9) and 171.031, RSMo.

Provisions for Extended School Year Transportation of Students with Disabilities

To receive reimbursement for extended school year transportation for students with disabilities, the following criteria must be met:

- Students with disabilities route miles should be included on the Application for State Transportation Aid under Section III-Mileage Data, Eligible Route Miles, Students with Disabilities Approved Miles. If disabled and non-disabled students are transported on the same route, only the miles for students with disabilities should be reported as approved route miles. The difference between the students with disabilities approved route miles and actual miles traveled must be reported as disapproved route miles on the Application for State Transportation Aid under Section III-Mileage Data, Ineligible Miles. Miles should be reported on the Application for State Transportation Aid in the same year as the costs are reported on the Annual Secretary of the Board Report (ASBR).
- Costs for transporting students with disabilities must be coded on the ASBR on Part III-B in Function 2553, 2554, or 2556. If both categories of pupils (disabled/non-disabled) are transported on the same route, the cost for the route must be prorated on a per-student basis to the appropriate category on the ASBR. The prorated costs for the disabled portion of the route should be coded as students with disabilities transportation (Function 2553, 2554, or 2556) while the remaining cost should be coded to regular transportation (Function 2551, 2552, or 2555).
- ECSE ESY transportation should not be included on the application. These expenditures must be coded on the ASBR on Part III-B in Function 2559 and on the ECSE Expenditure Report (ER).

Regular Summer School Transportation Expense

Expenses for transporting students to and from summer school programs (excluding approved students with disabilities programs) must be reported on the ASBR in Function 2551, 2552, or 2555 and the miles reported as Ineligible-Disapproved on the Application for State Transportation Aid.

Appendix 4

SUMMER SCHOOL CHILD NUTRITION PROGRAMS

Local education agencies (LEAs) that operate a summer school program offering regular credit may also extend the services of the school lunch and/or school breakfast programs to attending students. Federal assistance is extended to the LEA through various programs during the summer. It must be understood that federal funds may be used to cover only one of the options offered for lunch and/or breakfast programs. Listed below are the options for feeding children during the summer:

1. **Regular National School Lunch/Breakfast Programs:** If the school site restricts meal services to just summer school students, the summer school only sites must operate under the National School Lunch/School Breakfast Program (NSLP/SBP) regulations. The meals must be recorded in the appropriate category; i.e., free, reduced price, and paid. NSLP/SBP rates of reimbursement will apply. Claims for reimbursement must be submitted via the Web to DESE.
2. **The Seamless Summer Option** is operated under the NSLP/SBP guidelines and is administrated by DESE. The summer sites (area eligible sites) must be located in needy areas where 50 percent or more of the children qualify for free and reduced price school meals. The summer sites (enrolled sites) may also be located in non-needy areas, provided that at least 50 percent of the children enrolled in these sites qualify for free and reduced price school meals. Meal services for summer school sites must also be open to all children (18 years and under) in the community. The meal services cannot be limited to just summer school students. The availability of meals to the children in the community must be advertised. All meals must be served free and reimbursed at the free reimbursement rate of the NSLP/SBP. Claims for reimbursement must be submitted via the Web to DESE.

The purpose of the Seamless Summer Option is to feed all children in low-income areas during the summer months. Pre-approval by the State Agency, prior to operation of each site is required to verify individual site eligibility. Applications will be available in March via the DESE Web Applications Login Page. Seamless Summer Option claims must be completed separately from the claims for the regular school term. For example, if the LEA's regular term ended in June and summer school began in June, the LEA would complete a regular term June reimbursement claim and a summer school term June claim. The two claims would be combined for payment purposes. Approval of an area-eligible site is for five years. Enrolled site eligibility must be re-determined each year.

3. **Summer Food Service Program:** The Department of Health and Senior Services (DHSS) administers the SFSP. Site eligibility for the SFSP is determined in the same way as for the Seamless Summer Option. The determinations are made by the DHSS and are good for five years. Meals may also be served in non-needy areas, provided that at least 50 percent of the children enrolled in the site's food program qualify for free or reduced price school meals. As in the Seamless Summer Option, the meal service must be open to all children (18 years and under) in the community, and the availability of the meals to all children in the community must be advertised. The SFSP regulations and reimbursement rates (which are higher than NSLP/BP rates) apply. Schools that have participated in the Seamless Summer Option in the past may complete a user-friendly on-line application with the DHSS for the SFSP, and claims for reimbursement, are submitted via the Web to the DHSS as well.

LEAs may also participate in the After School Snack Program for students enrolled in summer school if the LEA sponsors or operates an after school care program. The program must:

- provide children with regularly scheduled activities in an organized, structured and supervised environment;
- include educational or enrichment activities;
- serve students snacks that comply with USDA meal pattern requirements;
- operate after the summer school day ends.

Appendix 5

LEGAL IMPLICATIONS RELATIVE TO LOCAL SCHOOL DISTRICTS CHARGING FEES AND ISSUING CREDIT FOR SUMMER SCHOOL ATTENDANCE

There are three important issues that need to be addressed in considering the question of whether or not fees can legally be charged for summer school attendance by local school districts:

- Section 1(a), Article IX, of the Missouri Constitution, states: “A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the general assembly shall establish and maintain free public schools for the gratuitous instruction of all persons in this state within ages not in excess of twenty-one years as prescribed by law.”
- In the Missouri Supreme Court case entitled Concerned Parents v. Caruthersville School District 18 (sup. 1977) 548 S.W.2d 554, it was stated: “Even if registration fees and course fees charged by public school districts were so small as to be de minimus, that fact would not excuse a violation of the prohibition of this section against a public school district charging registration or course fees in courses for which academic credit is given.”
- In Attorney General Opinion No. 66, issued March 7, 1973, the Attorney General reviewed the legal implications of a school charging a fee for summer school or night school where the course work is given for academic credit. The opinion was that a district may not charge fees for summer school or night school to residents of the school district under twenty-one years of age.

In evaluating the legal implications of these issues, it would appear that under our State Constitution and present state statutes, it would not be legal for a local public school district to charge a fee for resident students for summer school work for which academic credit would be granted by the local public school system.

Appendix 6

COURSE CODE / CERTIFICATE REQUIRED

(Screens 20, 22, and 24)

All certification must be at the proper grade level unless otherwise specified.

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED		
COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
<i>01 – AGRICULTURE (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS)</i>		
016741 AGRIBUSINESS SALES & MARKETING	AGBUS MKT	AG ED
016742 AGRICULTURAL COMMUNICATIONS AND LEADERSHIP	AG COMM	AG ED
016770 AGRICULTURAL CONSTRUCTION	AG CONSTR	AG ED
016753 AGRICULTURAL MACHINERY	AG MACH	AG ED
016730 AGRICULTURAL MANAGEMENT & ECONOMICS	AG MGMT-EC	AG ED
016751 AGRICULTURAL POWER 1	AG POWER-1	AG ED
016752 AGRICULTURAL POWER 2	AG POWER-2	AG ED
016710 AGRICULTURAL SCIENCE 1 (ANIMAL SCIENCE)	AG SCI-1	AG ED
016760 AGRICULTURAL SCIENCE 2 (PLANT SCIENCE)	AG SCI-2	AG ED
016720 AGRICULTURAL STRUCTURES	AG STRUCTR	AG ED
016711 ANIMAL SCIENCE	ANIMAL SCI	AG ED
016743 BIOTECHNOLOGY	BIOTECH	AG ED
016759 CONSERVATION OF NATURAL RESOURCES	CONS NAT R	AG ED
016761 CROP	CROP SCI	AG ED

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
SCIENCE		
016744 EQUINE SCIENCE	EQUINE SCI	AG ED
016700 EXPLORING AGRICULTURE, GRADES 7-8	EXPLOR AG	GEN AG, AG ED
016763 FLORICULTURE	FLORICULTR	AG ED
016790 FOOD SCIENCE AND TECHNOLOGY	FOOD SCI	AG ED
016762 FOREST MANAGEMENT	FOREST MGMT	AG ED
014000 GENERAL AGRICULTURE	GEN AG	GEN AG, AG ED
016765 GREENHOUSE OPERATION & MNGMNT	GREENHS OP	AG ED
016764 LANDSCAPING	LANDSCAPE	AG ED
016766 NURSERY OPERATION & MANAGEMENT	NURS OPER	AG ED
016780 SUPERVISED AGRICULTURAL EXPERIENCE – COOPERATIVE	SAE CO-OP	AG ED
016785 SUPERVISED AGRICULTURAL EXPERIENCE – SUPERVISION	SAE SUPV	AG ED
016767 TURF MANAGEMENT	TURF MGMT	AG ED
016745 VETERINARY SCIENCE	VET SCI	AG ED
016798 AGRICULTURE DEPARTMENTAL DUTIES	AG DEPT	AG ED
016797 AGRICULTURE SUPERVISOR	AG SUPV	AG ED AT ANY GRADE LEVEL WITH GRADUATE DEGREE
02 – ART (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 024197 AND 024198.)		
024100 ART	ART	ART (ART I MAY BE TAUGHT AT HS LEVEL ON ART 7-9 AS WELL AS K-12 OR 7-12)
024110 ART APPRECIATION & HISTORY	ART APPREC	ART
024123 ARTS & CRAFTS	ARTS-CRAFT	ART (MAY BE TAUGHT AT HS LEVEL ON ART 7-9 AS WELL AS

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
		K-12 OR 7-12)
024126 CERAMICS	CERAMICS	ART
024190 COMMERCIAL ART	COMM ART	ART
024140 DESIGN	DESIGN	ART
024150 DRAWING	DRAWING	ART
024155 DRAWING & PAINTING	DRWG-PNTG	ART
024170 GRAPHICS & PRINTMAKING	GRPH-PRNMG	ART
024128 JEWELRY	JEWELRY	ART
024160 PAINTING	PAINTING	ART
024130 PHOTOGRAPHY	PHOTOGRPHY	ART
024135 SCULPTURE	SCULPTURE	ART
024199 OTHER ART	OTHER ART	ART
024198 ART DEPARTMENTAL DUTIES	ART DEPT	ART AT ANY GRADE LEVEL
024197 ART SUPERVISOR	ART SUPV	ART AT ANY GRADE LEVEL WITH GRADUATE DEGREE
<p>03 – BUSINESS (CERTIFICATION REQUIRES VOC BS ED IF COURSE IS AN APPROVED CAREER EDUCATION COURSE. AN ASTERISK (*) INDICATES COURSES THAT ARE <u>NEVER</u> APPROVED AS CAREER EDUCATION COURSES.) (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)</p>		
034310 ACCOUNTING I	ACCT I	BS ED, VOC BS ED, ACCT, VOC BS ED COOP, CAREER BUS ED
034312 ACCOUNTING II	ACCT II	BS ED, VOC BS ED, ACCT, VOC BS ED COOP, CAREER BUS ED
034208 ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL	SECRET*	BS ED
034303 BANKING & FINANCIAL SERVICES	BANKING	BS ED, VOC BS ED, VOC BS ED COOP, CAREER BUS ED
034320 BUSINESS COMMUNICATIONS	BUS COMMUN	BS ED
034332 BUSINESS ECONOMICS	BUS ECON	BS ED
034321 BUSINESS LAW	BUS LAW	BS ED
034301 BUSINESS MANAGEMENT/LEADERSHIP	BUS MGMT	BS ED
034322 BUSINESS MATHEMATICS	BUS MATH*	BS ED

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
034201 BUSINESS SYSTEMS ANALYSIS & DESIGN	SYS ANA*	BS ED
034330 BUSINESS TECHNOLOGY	BUS TECH	BS ED, VOC BS ED, VOC BS ED COOP, INFO PROC/GEN OFF, CAREER BUS ED
034210 CAREER PATHWAYS FOR THE TEACHING PROFESSION	CAR PATH	BUS ED
034352 COMPUTER APPLICATIONS	COMP APP	BS ED, VOC BS ED, INFO PROC, VOC BS ED COOP, CAREER BUS ED
034355 COMPUTER PROGRAMMING	COMP PROG	BS ED, VOC BS ED, COMP PROG/NET ADMIN, VOC BS ED COOP, CAREER BUS ED
034392 DIGITAL COMMUNICATIONS	DIG COMM	BS ED, VOC BS ED, VOC BS ED COOP, CAREER BUS ED
034037 E-BUSINESS	E-BUS	BS ED, VOC BS ED, VOC BS ED COOP, CAREER BUS ED
034305 ENTREPRENEURSHIP	ENTREPRE	BS ED
034353 GRAPHIC ARTS/DESKTOP PUBLISHING	DKTP PUB	BS ED, VOC BS ED, VOC BS ED COOP, CAREER BUS ED
034204 HUMAN RESOURCES MANAGEMENT	HRES MGMT*	BS ED
034207 INSURANCE & RISK MANAGEMENT	INS MGMT*	BS ED
034391 INTERNATIONAL BUSINESS	INAT BUS	BS ED
034300 INTRODUCTION TO BUSINESS	INTRO BUS*	BS ED
034390 KEYBOARDING	KEYBOARD*	BS ED
034205 LEGAL ADMINISTRATIVE ASSISTANT/SECRETARY	LEG SEC*	BS ED
034206 MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY	MED SEC*	BS ED
034356 MULTIMEDIA	MULTIM	BS ED, VOC BS ED, VOC BS ED COOP, CAREER BUS ED
034354 NETWORK ADMINISTRATION	NETW ADM	BS ED, VOC BS ED, COMP PROG/NET ADMIN, BUS ED, VOC BS ED COOP, CAREER BUS ED
034203 OFFICE SUPERVISION & MANAGEMENT	OFF SUPV*	BS ED
034345 RECORDKEEPING	RECORDKEEP*	BS ED
034370	STHD-SP WR*	BS ED

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
SHORTHAND/SPEED WRITING/NOTETAKING		
034380 SUPERVISED BUSINESS EXPERIENCE	SPV BUS EX	VOC BS ED COOP, BUS ED COOP
034393 WEB DESIGN	WEB DES	BS ED, VOC BS ED, VOC BS ED COOP, CAREER BUS ED
034398 BUSINESS EDUCATION DEPARTMENT	BS ED DEPT	BS ED
034397 BUSINESS EDUCATION SUPERVISOR	BS ED SUPV	BS ED
04 – MARKETING AND COOPERATIVE EDUCATION (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
040009 ADVERTISING	ADV	MARKETING
040008 BUSINESS ADMINISTRATION	BUS ADMIN	MARKETING
040010 BUSINESS OWNERSHIP/MANAGEMENT	BS OWN-MGT	MARKETING
040003 COOPERATIVE CAREER EDUCATION 1	CCE-1	COE, COOP VOC ED, COOP CAREER ED
040004 COOPERATIVE CAREER EDUCATION 2	CCE-2	COE, COOP VOC ED, COOP CAREER ED
040011 ENTREPRENEURSHIP	ENTREPRE	MARKETING
040013 FASHION MERCHANDISING	FASH MDSE	MARKETING
040012 FREE ENTERPRISE ECONOMICS	FREE EN EC	MARKETING
040018 HOSPITALITY MANAGEMENT	HOSP MGMT	MARKETING
040016 INTERNATIONAL MARKETING	INTNAT MKT	MARKETING
040015 INTERNET MARKETING	INT MKTG	MARKETING
040019 LEADERSHIP IN THE WORKPLACE	LDRSHP WKPL	MARKETING
040005 MANAGEMENT	MGMT	MARKETING
040001 MARKETING, FUNDAMENTALS OF	MKTG-1	MARKETING
040002 MARKETING, ADVANCED	MKTG-2	MARKETING
040006 RETAILING	RETAILING	MARKETING

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
040007 SALESMANSHIP	SALEMANSHP	MARKETING
040014 SPORTS AND ENTERTAINMENT MARKETING	SPT ENT MKTG	MARKETING
040017 TRAVEL AND TOURISM	TRAVL	MARKETING
040081 SUPERVISED COOPERATIVE OCCUPATIONAL EDUCATION EMPLOYMENT	SV COE EMP	COE, COOP VOC ED, COOP CAREER ED
040080 SUPERVISED MARKETING EDUCATION EMP	SV MKT EMP	MARKETING
05 – LANGUAGE ARTS (ENGLISH) (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 054865, 054890, 054898, AND 054897.)		
054821 AMERICAN LITERATURE	AMER LIT	ENG, LANG ARTS
054806 APPLIED COMMUNICATIONS	APLD COMM	ENG
054820 APPRECIATION OF LITERATURE	LITERATURE	ENG, LANG ARTS
054818 BIBLE LITERATURE	BIBLE LIT	ENG
054829 BLACK LITERATURE	BLACK LIT	ENG
054861 COLLEGE PREP ENGLISH	C PREP ENG	ENG
054803 COMMUNICATIONS (WRITTEN)	COMMUNTNS	ENG, LANG ARTS
054804 COMPOSITION	COMPOSITN	ENG, LANG ARTS
054822 CONTEMPORARY LITERATURE	CONTMP LIT	ENG
054805 CREATIVE WRITING	CREAT WRTG	ENG, LANG ARTS
054865 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES	ESOL	ESOL OR SUPV APPROVAL
054823 ENGLISH LITERATURE	ENG LIT	ENG, LANG ARTS
054864 ETHNIC LITERATURE	ETHNIC LIT	ENG
054890 FAMILY LITERACY	FAM LIT	ADULT EDUC OR SUPV APPROVAL
054817 FOLKLORE	FOLKLORE	ENG
054801 GRAMMAR	GRAMMAR	ENG, LANG ARTS, ELEM, MIDDLE
054824 GREAT BOOKS	GREAT BOOK	ENG, LANG ARTS

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
054800 LANGUAGE ARTS (ENGLISH)	LANG ARTS	ENG, LANG ARTS, PK-3, ELEM, MIDDLE
054809 MASS MEDIA	MASS MEDIA	ENG, JOURN
054850 MYTHOLOGY	MYTHOLOGY	ENG, LATIN
054825 NOVEL, THE	NOVEL	ENG
054826 POETRY	POETRY	ENG
054802 PRACTICAL ENGLISH	PRACT ENG	ENG
054841 READING	READING	RD SP, PK-3, ELEM, MIDDLE, ENG
054863 SATIRE AND HUMOR	SATR-HUMOR	ENG
054819 SCIENCE FICTION	SCI FICT	ENG
054845 SHAKESPEARE	SHAKESPEAR	ENG
054827 SHORT STORY, THE	SHRT STORY	ENG
054891 SUPPLEMENTAL COMMUNICATION ARTS	SUP COM ARTS	ELEM, PK-3, MIDDLE, LANG ARTS, ENG
054840 SUPPLEMENTAL READING	SUPP READ	PK-3, ELEM, MIDDLE, ENG, RD SP
054862 VOCATIONAL/CAREER ENGLISH	CAREER ENG	ENG
054828 WORLD LITERATURE	WORLD LIT	ENG
054860 WORD STUDY (INCLUDES SEMANTICS)	WORD STUDY	ENG
054899 OTHER LANGUAGE ARTS	O LANG ART	ELEM, ENG, LANG ARTS
054898 LANGUAGE ARTS DEPARTMENT DUTIES	LA DEPT	ELEM, ENG, LANG ARTS AT ANY GRADE LEVEL
054897 LANGUAGE ARTS SUPERVISOR	LA SUPV	ENG, LANG ARTS, RD SP AT ANY GRADE LEVEL WITH GRADUATE DEGREE
05 – JOURNALISM (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
054810 JOURNALISM	JOURNALISM	JOURN
054811 PHOTOGRAPHY	PHOTOGRPHY	JOURN
054830 SCHOOL PUBLICATIONS	SCHOOL PUB	JOURN
05 – SPEECH AND DRAMATICS (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
056510 DEBATE	DEBATE	SP THTRE, SPEECH

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
056520 DRAMATICS	DRAMATICS	SP THTRE, DRAMA
056545 ORAL INTERPRETATION	ORAL INTRP	SP THTRE, SPEECH
056501 PUBLIC SPEAKING	PUB SPEAK	SP THTRE, SPEECH
056530 RADIO AND TELEVISION	RADIO-TV	SP THTRE, JOURN, DRAMA
056500 SPEECH	SPEECH	SP THTRE, SPEECH
056540 STAGECRAFT	STAGECRAFT	SP THTRE, DRAMA
056550 THEATRE ARTS	THTRE ARTS	SP THTRE, DRAMA
056599 OTHER SPEECH AND DRAMATICS	O SPCH-DRM	SP THTRE, SPEECH, DRAMA
056598 SPEECH/DRAMATIC S DEPARTMENTAL DUTIES	SP DR DEPT	SP THTRE, SPEECH, DRAMA, AT ANY GRADE LEVEL
06 – FOREIGN LANGUAGES (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 060097 AND 060098.)		
062000 AMERICAN SIGN LANGUAGE	ASL	ANY CERTIFICATE AT ANY GRADE LEVEL
069010 CHINESE	CHINESE	CHINESE (SPECIAL CERTIFICATE)
064900 FRENCH	FRENCH	FRENCH
065100 GERMAN	GERMAN	GERMAN
067100 HEBREW	HEBREW	HEBREW
060000 INTRODUCTION TO FOREIGN LANGUAGES	INTRO LANG	ANY FOREIGN LANGUAGE
069020 ITALIAN	ITALIAN	ITALIAN
068000 JAPANESE	JAPANESE	JAPANESE(SPECIAL CERTIFICATE)
065700 LATIN	LATIN	LATIN
066200 RUSSIAN	RUSSIAN	RUSS
066300 SPANISH	SPANISH	SPAN
060099 OTHER FOREIGN LANGUAGE	O FGN LANG	SUPV APPROVAL
060098 FOREIGN LANGUAGE DEPARTMENTAL DUTIES	FGN L DEPT	ANY FOREIGN LANGUAGE CERTIFICATE AT ANY GRADE LEVEL
060097 FOREIGN LANGUAGE SUPERVISOR	FGN L SUPV	ANY FOREIGN LANGUAGE CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
07 – HEALTH OCCUPATIONS (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
070412 HUMAN BODY	HUMAN BD SYS	ANY CERT WITH BACHELORS

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
SYSTEMS		DEGREE, MUST COMPLETE PROJECT LEAD THE WAY (PLTW) SUMMER INSTITUTE
070413 MEDICAL INTERVENTION	MED INTER	ANY CERT WITH BACHELORS DEGREE, MUST COMPLETE PROJECT LEAD THE WAY (PLTW) SUMMER INSTITUTE
070411 PRINCIPLES OF THE BIOMEDICAL SCIENCES	PRIN BIO SCI	ANY CERT WITH BACHELORS DEGREE, MUST COMPLETE PROJECT LEAD THE WAY (PLTW) SUMMER INSTITUTE
070414 BIOMEDICAL INNOVATIONS	BIOMED INNOV	ANY CERT WITH BACHELORS DEGREE, MUST COMPLETE PROJECT LEAD THE WAY (PLTW) SUMMER INSTITUTE
070901 DENTAL ASSISTANT	DEN ASST	DENTAL ASSISTANT
070903 DENTAL LABORATORY TECHNICIAN	D LAB TC	DENTAL LAB TECH
070907 EMERGENCY MEDICAL TECHNICIAN	EM TECH	EMERGENCY MED TECH
070927 HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY	HLTH INFO	MED TRANS
070906 HEALTH SERVICE AIDE	HLTH S AID	HLTH AID, NURSING OTH, HLTH PROF, RELATED SERVICES OTH
070917 MEDICAL ASSISTANT	MED ASST	MED ASST
070913 MEDICAL LABORATORY ASSISTANT	MLAB ASST	MED LAB ASST
070929 MEDICAL LABORATORY TECHNOLOGY	MLAB TC	MED LAB TECH
070933 MEDICAL TRANSCRIPTION	MED TRANS	MED TRANSCRIPT
070930 PHARMACY TECHNICIAN/ASSISTANT	PH TECH ASST	PHARMACY TECH ASST
070923 PHYSICAL THERAPY ASSISTANT	P THRPY ASST	PHYS THERAPY ASST
070940 SIGN LANGUAGE INTERPRETER	SIGN INT	ANY CERTIFICATE AT ANY GRADE LEVEL
08 – PHYSICAL EDUCATION AND HEALTH (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
086010 ADAPTIVE PHYSICAL EDUCATION	ADAPT PE	PE

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
086020 ATHLETIC PRACTICE/CONDITIONING	ATH PRAC-C	ANY CERTIFICATE AT ANY GRADE LEVEL
086025 BODY CONDITIONING	BODY CONDN	PE
087100 DRIVER EDUCATION	DRIVER ED	DR ED
087180 DRIVER EDUCATION LAB	DR ED LAB	DR ED
087198 DRIVER EDUCATION DEPARTMENTAL DUTIES	DR ED DEPT	DR ED
085311 FIRST AID	FIRST AID	DR ED, OR HEALTH OR PE WITH COURSE WORK IN FIRST AID
085300 HEALTH	HEALTH	HEALTH (OR PE IF CERTIFICATED ON OR BEFORE 7/1/83)
085397 HEALTH SUPERVISOR	HLTH SUPV	HEALTH (OR PE IF CERTIFICATED ON OR BEFORE 7/1/83) WITH GRADUATE DEGREE
085398 HEALTH DEPARTMENTAL DUTIES	HLTH DEPT	HEALTH AT ANY GRADE LEVEL
086030 LIFETIME SPORTS	LIFE SPORT	PE
086045 P.E. & HEALTH COMBINATION	PE-HLTH	PE <u>AND</u> HEALTH (OR PE ONLY IF CERTIFICATED ON OR BEFORE 7/1/83)
086000 PHYSICAL EDUCATION	PE	PE
085310 PHYSIOLOGY & ANATOMY	PHYS-ANAT	HEALTH
085312 SAFETY	SAFETY	DR ED, OR HEALTH OR PE WITH COURSE WORK IN SAFETY
086035 TEAM SPORTS	TEAM SPORT	PE
086099 OTHER PHYSICAL EDUCATION	OTHER PE	PE
086098 PHYSICAL EDUCATION DEPARTMENTAL DUTIES	PE DEPT	PE AT ANY GRADE LEVEL
086097 PHYSICAL EDUCATION SUPERVISOR	PE SUPV	PE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
09 – FAMILY CONSUMER SCIENCES EDUCATION (IF COURSE IS AN APPROVED CAREER EDUCATION COURSE, MUST HAVE VOC HE/FACS CERTIFICATE) (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
096822 APPAREL AND TEXTILES (ADVANCED)	APP ADV	VOC HE/FACS, GEN HE/FACS, FACS
096820 APPAREL AND	APP INT	VOC HE/FACS, GEN HE/FACS, FACS

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
TEXTILES (INTERMEDIATE)		
096801 CAREER AND FAMILY LEADERSHIP	CFL	VOC HE/FACS, GEN HE/FACS, FACS
096803 CAREER DEVELOPMENT/ ENTREPRENEURSHIP	CAREER ENT	VOC HE/FACS, GEN HE/FACS, FACS
096802 CAREER EXPLORATION (MIDDLE, JUNIOR AND HIGH SCHOOL GRADES)	CAREER EXP	VOC HE/FACS, GEN HE/FACS, FACS
096826 CHILD DEVELOPMENT, CARE AND GUIDANCE (ADVANCED)	CHLD DEV-A	VOC HE/FACS, GEN HE/FACS, FACS ...
096821 CHILD DEVELOPMENT, CARE AND GUIDANCE (INTERMEDIATE)	CHLD DEV-I	VOC HE/FACS, GEN HE/FACS, FACS
096800 DISCOVERING FAMILY AND CONSUMER SCIENCES (GRADES 1-8)	DISC FACS	VOC HE/FACS, GEN HE/FACS, FACS
096814 FAMILY/CONSUMER RESOURCE MANAGEMENT	FAM/CONRS	VOC HE/FACS, GEN HE/FACS, FACS
096837 FAMILY/CONSUMER SCIENCE INTERNSHIP	FACS INTERN	VOC HE/FACS, GEN HE/FACS, FACS
096840 FAMILY/INDIVIDUAL HEALTH (MEETS MSIP .5 UNIT HEALTH REQUIREMENT)	FAM HEALTH	VOC HE/FACS
096823 FAMILY LIVING AND PARENTHOOD	FAM LIVING	VOC HE/FACS, GEN HE/FACS, FACS
096827 FOOD SCIENCE	FOOD SCI	VOC HE/FACS, GEN HE/FACS, FACS
096829 FOODS, GENERAL	FOODS GEN	VOC HE/FACS, GEN HE/FACS, FACS
096818 HOUSING ENVIRONMENTS AND DESIGN	HOU ENVIR	VOC HE/FACS, GEN HE/FACS, FACS
096828 HUMAN	HUMAN DEV	VOC HE/FACS, GEN HE/FACS, FACS

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
DEVELOPMENT		
096824 NUTRITION AND WELLNESS	NUTR/WELL	VOC HE/FACS, GEN HE/FACS, FACS
096830 PARENTING	PARENTING	VOC HE/FACS, GEN HE/FACS, FACS
096815 PRO START I	PRO STAR I	VOC HE/FACS, GEN HE/FACS, FACS
096816 PRO START II	PRO STAR II	VOC HE/FACS, GEN HE/FACS, FACS
096898 FAMILY AND CONSUMER SCIENCES	FCS DEPT	VOC HE/FACS, GEN HE/FACS, FACS
DEPARTMENTAL DUTIES		
<i>09 – OCCUPATIONAL FAMILY CONSUMER SCIENCES EDUCATION (CAREER EDUCATION) (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)</i>		
096834 ADULT DEVELOPMENT & AGING	ADULT DEV	HUMAN DEV ADULT, HOME SERVICE WRKR & MGRS
096832 APPAREL AND TEXTILE, GENERAL	APP TEX	CLOTH/APPAREL/TEXT WRKR & MGRS, APP TEX
096825 APPAREL & TEXTILE MARKETING MANAGEMENT	APP MKT	CLOTH/APPAREL/TEXT WRKR & MGRS, APP TEX
096842 CAREER PATHWAYS FOR THE TEACHING	CAR PATH	ANY CERTIFICATE FOR GRADE LEVELS 9-12
096831 CHILD CARE PROVIDER/ASSISTING	CH CARE AD	HUMAN DEV/CHILD CARE, CHILD CARE GUID
096900 COSMETOLOGY	COSMETOLOGY	COSMETOLOGIST
096804 CULINARY ARTS/CHEF TRAINING	CUL ARTS	FOOD MGMT & REL, CULINARY ARTS, FOOD & BEV REST OPER MNGR
096836 FACILITIES PLANNING & MANAGEMENT	FACILITIES	HOME SERVICE WRKR & MGRS, HOME FURN/ EQUIP INST/CONSULT
096839 FAMILY & CONSUMER SCIENCES RELATED OCCUPATIONS COOPERATIVE EDUCATION	FCS OC COP	VOC FACS OT, VOC FACS COOP OTH
096846 FASHION DESIGN	FASH DSGN	CLOTH/APPAREL/TEXT WRKR & MGRS, APP TEX, APPAREL & TEXTILES
096833 FOOD PREPARATION/PROFESSIONAL COOKING/ KITCHEN	FOOD SERV	FOOD MGMT & REL, CULINARY ARTS, FOOD & BEV REST OPER

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
ASSISTANT		
096844 FOOD SERVICE SYSTEMS ADMINISTRATION/ MANAGEMENT	INS FD SE	FOOD MGMT & REL, INST FOOD WRKR/ADMIN, CULINARY ARTS, FOOD & BEV REST OPER
096835 HOME FURNISHINGS AND EQUIPMENT INSTALLERS	HM FURN SV	HOME FURN, HOUSING & HOME ENV
096901 NAIL TECHNICIAN	NAIL TECH	COSMETOLOGIST
096902 PRACTICUM IN TEACHING PROFESSION	PRACT TPATH	ANY CERTIFICATE FOR GRADE LEVELS 9-12
096805 RESTAURANT, CULINARY & CATERING MANAGEMENT	RESTAURANT	FOOD MGMT & REL, INST FOOD WRKR/ADMIN, CULINARY ARTS, FOOD & BEV REST OPER
10 – INDUSTRIAL TECHNOLOGY (NOT APPROVED AS CAREER EDUCATION COURSES) (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
105431 ARCHITECTURAL STRUCTURES AND DESIGN TECHNOLOGY	ARCH DSGN	IND (ARTS) TECH
105401 BIO-TECHNOLOGY	BIO-TECH	IND (ARTS) TECH
100402 CHILDREN'S ENGINEERING ELEMENTARY (GRADES 3-6)	CHLD ENGR	ANY CERT WITH BACHELORS DEGREE (MUST COMPLETE PLTW SUMMER INSTITUTE)
105441 COMMUNICATIONS ELECTRONICS TECHNOLOGY	COM ELECTR	IND (ARTS) TECH
105424 CONSTRUCTION TECHNOLOGY	CONSTR TEC	IND (ARTS) TECH
105430 DRAFTING AND DESIGN TECHNOLOGY	DRFT-DESGN	IND (ARTS) TECH
105440 ELECTRICITY/ELECTRONICS TECHNOLOGY	ELEC-ELTRN	IND (ARTS) TECH
105400 ELEMENTARY SCHOOL TECHNOLOGY EDUCATION K-6	EL TEC K-6	IND (ARTS) TECH
105433 ENGINEERING	ENGR GRAPH	IND (ARTS) TECH

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
GRAPHICS TECHNOLOGY		
105425 ENGINEERING MATERIALS TECHNOLOGY	ENGR MAT	IND (ARTS) TECH
105407 ENGINEERING TECHNOLOGY EDUCATION	ENGR TECH	IND (ARTS) TECH
105408 ENTERPRISE	ENTERPRISE	IND (ARTS) TECH
105450 EXPLORATION OF TECHNOLOGY/ INDUSTRIAL TECHNOLOGY 9-12	EX IND TEC	IND (ARTS) TECH
100426 EXPLORING ARCHITECTURE & CONSTRUCTION	EX ARCH CON	IND (ARTS) TECH
100427 EXPLORING COMMUNICATIONS TECHNOLOGY	EX COMM TECH	IND (ARTS) TECH
100428 EXPLORING ENGINEERING	EX ENG	IND (ARTS) TECH
100429 EXPLORING INFORMATION TECHNOLOGY	EX INF TECH	IND (ARTS) TECH
100430 EXPLORING MANUFACTURING	EX MFG	IND (ARTS) TECH
100424 EXPLORING TECHNOLOGY CAREERS IA (6-8)	EX TECH CAR IA	IND (ARTS) TECH
100425 EXPLORING TECHNOLOGY CAREERS IB (6-8)	EX TECH CAR IB	IND (ARTS) TECH
100431 EXPLORING TRANSPORTATION & DISTRIBUTION	EX TRAN DIST	IND (ARTS) TECH
100403 GATEWAY TO ENGINEERING MIDDLE SCHOOL (GRADES 6-8)	GTWY ENG	ANY CERT WITH BACHELORS DEGREE (MUST COMPLETE PLTW SUMMER INSTITUTE)
105492 GRAPHIC COMMUNICATIONS TECHNOLOGY	GR COMMUN	IND (ARTS) TECH
105421 INDUSTRIAL CERAMICS TECHNOLOGY	IND CERAM	IND (ARTS) TECH
105470 INDUSTRIAL METALS TECHNOLOGY	IND METALS	IND (ARTS) TECH
105422 INDUSTRIAL PLASTICS TECHNOLOGY	IND PLSTCS	IND (ARTS) TECH
105482 INDUSTRIAL	IND WOODS	IND (ARTS) TECH

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
WOODS TECHNOLOGY		
105402 INTERDISCIPLINARY APPROACHES TO TECHNOLOGY	APPRCH TEC	IND (ARTS) TECH
105435 INTRODUCTION TO COMMUNICATION TECHNOLOGY	COMMUN	IND (ARTS) TECH
105410 INTRODUCTION TO ENERGY & POWER TECHNOLOGY	ENGY-POWER	IND (ARTS) TECH
105420 INTRODUCTION TO MATERIALS & PROCESSING TECHNOLOGY	MATRL-PROC	IND (ARTS) TECH
105405 INTRODUCTION TO TECHNOLOGY/ INDUSTRIAL TECHNOLOGY 6-9	IN TEC 6-9	IND (ARTS) TECH
100423 INVENTION & INNOVATIONS (GRADES 6-8)	INVNT INN	IND (ARTS) TECH
105423 MANUFACTURING TECHNOLOGY	MFG TECH	IND (ARTS) TECH
105411 POWER MECHANICS TECHNOLOGY	POWER MECH	IND (ARTS) TECH
105406 RESEARCH AND DEVELOPMENT TECHNOLOGY	RSCH-DEVEL	IND (ARTS) TECH
105409 TECHNOLOGY PROBLEM SOLVING	TECH PROB	IND (ARTS) TECH
105442 TECHNOLOGY SYSTEMS CONTROL	TECH SYS	IND (ARTS) TECH
105414 TRANSPORTATION SYSTEMS	TRANS SYS	IND (ARTS) TECH
105432 VIDEO PRODUCTION TECHNOLOGY	VIDEO TECH	IND (ARTS) TECH
105499 OTHER INDUSTRIAL TECHNOLOGY/TECHNOLOGY EDUCATION	O IND TECH	IND (ARTS) TECH
105498 INDUSTRIAL TECHNOLOGY	IND T DEPT	IND (ARTS) TECH AT ANY GRADE LEVEL

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
DEPARTMENTAL DUTIES		
105497 INDUSTRIAL TECHNOLOGY SUPERVISOR	IND T SUPV	IND (ARTS) TECH AT ANY GRADE LEVEL WITH GRADUATE DEGREE
10 – TECHNOLOGY & ENGINEERING EDUCATION (TENG) (CAREER EDUCATION) ALL OF THESE COURSES MUST COMPLETE		
THE PROJECT LEAD THE WAY (PLTW) SUMMER INSTITUTE. (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
100410 AEROSPACE ENGINEERING	AERO ENG	ANY CERT WITH BACHELORS DEGREE
100409 BIOTECHNOLOGY ENGINEERING	BIO ENG	ANY CERT WITH BACHELORS DEGREE
100408 CIVIL ENGINEERING & ARCHITECTURE	CVL ENG ARCH	ANY CERT WITH BACHELORS DEGREE
100407 COMPUTER INTEGRATED MANUFACTURING	COM INT MFG	ANY CERT WITH BACHELORS DEGREE
100406 DIGITAL ELECTRONICS	DIG ELECT	ANY CERT WITH BACHELORS DEGREE
100422 ENGINEERING DESIGN & DEVELOPMENT	ENG DES DEV	ANY CERT WITH BACHELORS DEGREE
100405 INTRODUCTION TO ENGINEERING DESIGN	INT ENG DES	ANY CERT WITH BACHELORS DEGREE
100404 PRINCIPLES OF ENGINEERING	PRIN ENG	ANY CERT WITH BACHELORS DEGREE
11 – MATHEMATICS (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 115897 AND 115898.)		
115810 ALGEBRA	ALGEBRA	MATH (ALGEBRA I AT HS LEVEL MAY BE TAUGHT ON MATH 7-9 AS WELL AS 7-12)
115861 ALGEBRA-TRIGONOMETRY	ALG-TRIG	MATH
115865 ANALYTICAL GEOMETRY	ANALY GEO	MATH
115825 APPLIED MATHEMATICS	APLD MATH	MATH
115820 BASIC MATHEMATICS (GENERAL OR FUNCTIONAL MATH)	BASIC MATH	MATH (MAY BE TAUGHT AT HS LEVEL ON MATH 7-9 AS WELL AS 7-12)
115866 CALCULUS	CALCULUS	MATH

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
115868 CONSUMER MATHEMATICS	CONSM MATH	MATH (MAY BE TAUGHT AT HS LEVEL ON MATH 7-9 AS WELL AS 7-12)
115870 ELEMENTARY FUNCTIONS (PRE-CALCULUS)	EL FUNCT	MATH
115830 GEOMETRY	GEOMETRY	MATH
115840 MATHEMATICAL ANALYSIS	MATH ANALYS	MATH
115800 MATHEMATICS	MATH	MATH (MAY BE TAUGHT AT HS LEVEL ON MATH 7-9 AS WELL AS 7-12)
115815 PRE-ALGEBRA	PRE-ALG	MATH (MAY BE TAUGHT AT HS LEVEL ON MATH 7-9 AS WELL AS 7-12)
115875 PROBABILITY AND STATISTICS	PROB-STAT	MATH
115891 SUPPLEMENTAL MATH	SUPP MATH	PK-3, ELEM, MIDDLE, MATH
115860 TRIGONOMETRY	TRGONOMTRY	MATH
115899 OTHER MATHEMATICS	OTHER MATH	MATH
115898 MATHEMATICS DEPARTMENTAL DUTIES	MATH DEPT	MATH AT ANY GRADE LEVEL
115897 MATHEMATICS SUPERVISOR	MATH SUPV	MATH AT ANY GRADE LEVEL WITH GRADUATE DEGREE
12 – MUSIC (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 125597 AND 125598.)		
125510 BAND	BAND	IN MUS
126960 CHORUS/CHOIR	CHORUS	V MUS
125530 DRUM CORPS	DRUM CORPS	IN MUS
126910 FUNDAMENTALS OF MUSIC	FUND MUSIC	IN MUS, V MUS
126940 GLEE CLUB	GLEE CLUB	V MUS
125525 GUITAR	GUITAR	IN MUS, V MUS
125500 INSTRUMENTAL MUSIC	INST MUSIC	IN MUS (MAY BE TAUGHT AT ELEM LEVEL ON V MUS)
125540 JAZZ BAND	JAZZ BAND	IN MUS
126920 MUSIC APPRECIATION	MUSIC APPR	IN MUS, V MUS
125520 ORCHESTRA	ORCHESTRA	IN MUS
126930 THEORY AND	THEORY	IN MUS, V MUS

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
HARMONY		
126900 VOCAL MUSIC	VOC MUSIC	V MUS (MAY BE TAUGHT AT ELEM LEVEL ON IN MUS)
125599 OTHER INSTRUMENTAL MUSIC	O INST MUS	IN MUS
126999 OTHER VOCAL MUSIC	O VOC MUS	V MUS
125598 MUSIC DEPARTMENTAL DUTIES	MUS DEPT	V MUS, IN MUS AT ANY GRADE LEVEL
125597 MUSIC SUPERVISOR	MUS SUPV	V MUS, IN MUS AT ANY GRADE LEVEL WITH GRADUATE DEGREE
13 – SCIENCE (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 135097 AND 135098.)		
135500 AEROSPACE	AEROSPACE	PHYS, EARTH, UNIFIED PHYS, UNIFIED EARTH
134642 APPLIED SCIENCE	APLD SCI	BIOL, CHEM, ANY UNIFIED SCI
133810 ASTRONOMY	ASTRONOMY	EARTH, GEN SCI, UNIFIED EARTH, PHYSICS
134200 BIOLOGY	BIOLOGY	BIOL, ANY UNIFIED SCI; OR FOR ADVANCED COURSES BIOL, UNIFIED BIOL
134210 BOTANY	BOTANY	BIOL, UNIFIED BIOL
134600 CHEMISTRY	CHEMISTRY	CHEM, ANY UNIFIED SCI; OR FOR ADVANCED COURSES CHEM, UNIFIED CHEM
136000 CONSUMER SCIENCE	CONSUM SCI	GEN SCI, EARTH, BIOL, ANY UNIFIED SCI
133800 EARTH SCIENCE	EARTH SCI	EARTH, GEN SCI, ANY UNIFIED SCI
134215 ECOLOGY	ECOLOGY	BIOL, EARTH, GEN SCI, ANY UNIFIED SCI
133820 GEOLOGY	GEOLOGY	EARTH, UNIFIED EARTH
134230 LIFE SCIENCE	LIFE SCI	BIOL, GEN SCI, EARTH, ANY UNIFIED SCI; OR FOR ADVANCED COURSES BIOL
135010 PHYSICAL SCIENCE	PHYS SCI	GEN SCI, EARTH, CHEM, PHYS, ANY UNIFIED SCI; OR FOR ADVANCED COURSES PHYS
135900 PHYSICS	PHYSICS	PHYS, ANY UNIFIED SCI; OR FOR ADVANCED COURSES PHYS, UNIFIED PHYS
135950 PHYSICS FIRST	PHYS FIRST	GEN SCI, EARTH, CHEM, PHYS, ANY UNIFIED SCI; OR FOR ADVANCED COURSES PHYS, UNIFIED PHYS
134221 PHYSIOLOGY & ANATOMY	PHYS-ANAT	BIOL, UNIFIED BIOL
135910 PRINCIPLES	PRIN-TECH	PHYS, ANY UNIFIED SCI

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
OF TECHNOLOGY		
135000 SCIENCE, GENERAL	GEN SCI	GEN SCI, EARTH, ANY UNIFIED SCI
134220 ZOOLOGY	ZOOLOGY	BIOL, UNIFIED BIOL
134299 OTHER BIOLOGICAL SCIENCE	O BIOL SCI	BIOL, UNIFIED BIOL
134699 OTHER CHEMISTRY	OTH CHEMSTRY	CHEM, UNIFIED CHEM
133899 OTHER EARTH SCIENCE	O EARTH SCI	EARTH, UNIFIED EARTH
135999 OTHER PHYSICS	OTH PHYSICS	PHYSICS, UNIFIED PHYSICS
135098 SCIENCE DEPARTMENTAL DUTIES	SCI DEPT	ANY SCIENCE CERTIFICATE AT ANY GRADE LEVEL
135097 SCIENCE SUPERVISOR	SCI SUPV	ANY SCIENCE CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
15 – SOCIAL STUDIES (ALL COURSES ARE EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS EXCEPT 156100, 156102, 156670, 156671, 156697, AND 156698.)		
156683 AFRO-AMERICAN HISTORY	AF-AM HIST	SOC ST, SOC SCI
156651 AMERICAN GOVERNMENT	AMER GOVT	SOC ST, SOC SCI, US GOVT
156692 AMERICAN HERITAGE	AM HERITGE	SOC ST, SOC SCI
156661 AMERICAN HISTORY	AMER HIST	AM HST, SOC ST, SOC SCI (AMER HIST I MAY BE TAUGHT AT HS LEVEL ON SOC ST 7-9 AS WELL AS 7-12), ELEM
156664 ANCIENT & MEDIEVAL HISTORY	ANC-MED HS	SOC ST, SOC SCI
156680 ANTHROPOLOGY	ANTHROPLGY	SOC ST, SOC SCI
156665 ASIAN HISTORY	ASIAN HIST	SOC ST, SOC SCI, WD HST
156102 BEHAVIORAL SCIENCE	BEHAVR SCI	SOC ST, SOC SCI, BEH SC
156610 CITIZENSHIP	CITIZENSHP	SOC ST, SOC SCI, CITZN, PSYCH, SOCIOL
156691 CIVIL WAR PERIOD	CIV WAR PD	SOC ST, SOC SCI, AM HST
156653 COMPARATIVE GOVERNMENT	COMPR GOVT	SOC ST, SOC SCI
156625 CONSUMER EDUCATION	CONSUM ED	SOC ST, SOC SCI
156666 CONTEMPORARY HISTORY	CONTMP HST	SOC ST, SOC SCI

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
156620 CONTEMPORARY ISSUES	CONTMP ISS	SOC ST, SOC SCI
156630 ECONOMICS	ECONOMICS	SOC ST, SOC SCI, ECON
156631 ECONOMICS AT WORK	ECON AT WK	SOC ST, SOC SCI, ECON
156667 EUROPEAN HISTORY	EUROPE HST	SOC ST, SOC SCI, WD HST
156671 FAMILY RELATIONS	FAMILY REL	SOC ST, SOC SCI
156640 GEOGRAPHY	GEOGRAPHY	SOC ST, SOC SCI, GEOG
156650 GOVERNMENT & POLITICS	GOVERNMENT	SOC ST, SOC SCI
156693 HISTORY OF WEST	HIST-WEST	SOC ST, SOC SCI, AM HST
156652 INTERNATIONAL & INTERCULTURAL RELATIONS	INTNL REL	SOC ST, SOC SCI
156668 LATIN AMERICAN HISTORY	LAT AM HST	SOC ST, SOC SCI
156675 LAW AND YOU	LAW-YOU	SOC ST, SOC SCI
156685 MINORITY GROUPS	MIN GROUPS	SOC ST, SOC SCI
156662 MISSOURI HISTORY	MO HIST	SOC ST, SOC SCI
156100 PSYCHOLOGY	PSYCHOLOGY	SOC ST, SOC SCI, PSYCH, COUNS
156669 RUSSIAN HISTORY	RUSS HIST	SOC ST, SOC SCI, WD HST
156600 SOCIAL STUDIES	SOC STUD	SOC ST, SOC SCI, ELEM, MIDDLE
156670 SOCIOLOGY	SOCIOLOGY	SOC ST, SOC SCI, SOCIOL
156663 WORLD HISTORY	WORLD HIST	SOC ST, SOC SCI, WD HST
156672 WORLD RELIGIONS	WLD RELGNS	SOC ST, SOC SCI
156690 OTHER AMERICAN HISTORY	O AM HIST	SOC ST, SOC SCI, AM HST, ELEM
156660 OTHER HISTORY	O HISTORY	SOC ST, SOC SCI
156699 OTHER SOCIAL STUDIES	O SOC STUD	SOC ST, SOC SCI, ELEM
156698 SOCIAL STUDIES DEPARTMENTAL DUTIES	SOC S DEPT	SOC ST, SOC SCI AT ANY GRADE LEVEL
156697 SOCIAL STUDIES SUPERVISOR	SOC S SUPV	SOC ST, SOC SCI AT ANY GRADE LEVEL WITH GRADUATE DEGREE

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
<i>17 – SKILLED TECHNICAL SCIENCES (CAREER EDUCATION) (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)</i>		
170100 AIR CONDITIONING, HEATING, REFRIGERATION	AIR-HEAT-R	HTG/AIR/REF MECH GEN, AIR CND/HTG/REF TECH
170401 AIRCRAFT MECHANICS, AIRFRAME	AIRCRAFT-A	AIRCRAFT-AIRFRAME
170402 AIRCRAFT MECHANICS, POWERFRAME	AIRCRAFT-P	AIRCRAFT-POWERPLANT
170203 ARCHITECTURAL DESIGN & CONSTRUCTION TECHNOLOGY	ARCH DSGN	ARCH ENG TECH
170301 AUTO BODY REPAIR	AUTO BODY	AUTO BODY REPAIR
170302 AUTO MECHANICS	AUTO MECH	AUTO MECH/TECH
170622 AVIATION MANAGEMENT	AVIA MG	
170207 BIOMEDICAL ENGINEERING–RELATED TECHNOLOGY	BIO ENG TECH	BIOMED ENG-REL
171101 BUILDING MAINTENANCE	BLDG MAINT	BLDG MAINT
173600 CABINET MAKING AND MILLWORK	CAB-MILLWK	CABINET MKR/MILLWKR
171001 CARPENTRY	CARPENTRY	CARPENTRY
171301 CARTOGRAPHY	CARTOGRAPHY	CARTOGRAPHY
170201 CIVIL ENGINEERING	CIVIL ENG	CIVIL ENG/CIVIL TECH
170700 COMMERCIAL ART OCCUPATIONS	COM ART OC	GRPH DES/COMM ART/IL
170900 COMMERCIAL PHOTOGRAPHY OCCUPATIONS	CM PHTG OC	COMM PHOT
170102 COMMUNICATIONS ELECTRONICS	COMM ELECT	COMM SYS INSTALL/REP
170104 COMPUTER INSTALLER & REPAIRER	COMP IN	COMP INST & REPR, ELECTR N EQ REP GEN
173101 COMPUTER SERVICING TECHNOLOGY	COMP SERV	COMP MAINT TECH, COMP INST & REPR, COMP SERV TECH

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
170609 CONSTRUCTION TECHNOLOGY	CONSTR TEC	CON/BLDG TECH
170613 CRIMINAL JUSTICE TECHNOLOGY	CRIM JUST	LAW ENF/POLICE SCI
171100 CUSTODIAL SERVICES	CUSTODL SV	BLDG MAINT, HOME SERV WRKRS & MGRS, HOUSING & HOME ENV
171200 DIESEL MECHANICS	DIESEL MECH	DIESEL ENG MECH/REP
171300 DRAFTING AND DESIGN TECHNOLOGY	DRAFT-DSGN	DRAFTING GEN, ARCH ENG TECH
170206 ELECTRICAL, ELECTRONIC & COMMUNICATIONS ENGINEERING TECHNOLOGY	ELEC TECH	ELECT/COMM ENG TECH
ELECTRICAL AND ELECTRONICS EQUIPMENT REPAIR, GENERAL	EQ RP	ECTRN EQ REP GEN, ELECT/COMM ENG TECH, COMP MAINT TECH, COMM SYS INSTALL/REP, IND ELECT INST/REP
ELECTRICAL AND POWER TRANSMISSION, INSTALLATION/IN STALLER	POW	EL/PWR TRNS INST GEN, ELECTRICIAN
171002 ELECTRICIAN	ELECTRICN	ELECTRICIAN
170208 ELECTROMECHANICAL TECHNOLOGY	ELMEC TECH	ELECTROMECH TECH
172801 FIRE CONTROL AND SAFETY TECHNOLOGY	FIRE CONTL	FIRE CNT/SAFETY TECH, FIRE SCI/FIREFTING
172803 FIRE SCIENCE AND FIREFIGHTING	FIREFIGHT	FIRE SCI/FIREFTING, FIRE CNT/SAFETY TECH
173601 FLOOR LAYERS	FLOORLAYERS	CONSTR/BLDINGTECH
170504 FOOD AND BEVERAGE/RESTAU RANT OPERATIONS MANAGER	RESTAURANT	FOOD & BEV/REST OPER, FOOD MNGMT & REL MGR, CULINARY ARTS
171900 GRAPHIC ARTS OCCUPATION	GRPH AR OC	GRAPH/PRT EQ OPR OTH, GRAPH PRT EQ OPR GEN, DESKTOP PUB, GRAPH DES/COMM ART/ILLUSTR
170616 HEAVY EQUIPMENT MAINTENANCE AND REPAIRER	HVY EQ MNT	HVY EQ MNT/REP
170623 INDUSTRIAL DESIGN	IND DES	INDUS DESIGN

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
171500 INDUSTRIAL ELECTRONICS	IND ELECTR	IND ELECT INST/REP, ELECT/COMM ENG TECH, EL/ELECTRICIAN EQ REP GEN, IND TECH
170103 INDUSTRIAL EQUIPMENT MAINTENANCE REPAIR	IND EQ RPR	INDUS MACH MAINT/REP
170602 INDUSTRIAL/MANUFACTURING TECHNOLOGY/TECHNICIAN	IN MAN TC	IND MANUFACT TECH, IND TECH
170603 IRONWORKING/IRONWORKER	IRONWORKER	IRONWORKER
170212 LASER AND OPTICAL TECHNOLOGY/TECHNICIAN	LAS TECH	LASER & OPT TECH
172802 LAW ENFORCEMENT TRAINING	LAW ENF TR	LAW ENF/POLICE SCI
172302 MACHINIST	MACHINIST	MACHINIST/MACH TECH
172310 MANUFACTURING TECHNOLOGY/TECHNICIAN	MFG TC	MANUFACT TECH
172200 MARINE MAINTENANCE	MARINE MNT	MARINE MNT/FITTER, MARINE MNT/SHIP REPR
171004 MASONRY	MASONRY	MASON/TILE SETTER
172399 METAL FABRICATION	METAL FAB	MACHINIST/MACH TECH, WELDER/WELDING TECH, METAL FAB
170303 MOTORCYCLE MECHANICS AND REPAIR	MTR CYCLE	MOTORCYCLE MACH/REP
170305 PAINTER AND WALLCOVERER	PAINTER	PNTR/WALLCOVERER
171007 PIPEFITTING	PIPFT	PIPEFITTER, PLUMBER/PIPEFITTER
171008 PLUMBING	PLMB	PLUMBER, PLUMBER/ PIPEFITTER
170108 RADIO AND TELEVISION BROADCASTING TECHNOLOGY/TECHNICIAN	RTV BCAST	RADIO/TV BRDCAST TECH
170210 ROBOTICS TECHNOLOGY	ROBOT TECH	ROBOT TECH
172305 SHEET METAL	SHEET MTL	SHEET METAL WORKER
173100 SMALL ENGINE REPAIR	SM ENG RPR	SMALL ENG MECH/REP

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
170090 TRADE & INDUSTRIAL SUPERVISED EMP.	SUPV T&I EMP	ALL T & I CERTS. VALID FOR COURSE
172307 TOOL AND DIE MAKING	TOOL-DIE M	MACHINIST/MACH TECH
170399 VEHICLE AND MOBILE EQUIPMENT MECHANICS, GENERAL	VEH-MOB EQ	AUTO MECH/TECH
172306 WELDING TECHNOLOGY	WELD TECH	WELDER/WELDING TECH
19 – SPECIAL EDUCATION (COURSES EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS ARE 195000, 195300, 195610, 195620, 195630, AND 195640.)		
195000 DIRECT SERVICE/INST. SPEC ED CORE	DSI SECORE	ANY SPECIAL EDUCATION CERT.
195010 DIRECT SERVICE/INST. SPEC ED NON-CORE	DSI SENC	ANY SPECIAL EDUCATION CERT.
195100 DIRECT SERVICE/INST. VISUALLY IMPAIRED	DSI VI	VI CERTIFICATION
195200 DIRECT SERVICE/INST. HEARING IMPAIRED	DSI HI	HI CERTIFICATION
195300 DIRECT SERVICE/INST. SEVERE DEV. DELAY	DSI SDD	ANY SPECIAL EDUCATION CERT.
195400 DIRECT SERVICE/INST. ECSE	DSI ECSE	ECSE
195500 DIRECT SERVICE/INST. SPEECH/LANG PATH	DSI SLP	SLP CERT. OR APPROVED IMP.
195610 DEP. INSTR. COMMUNICATION ARTS	DI CA	ANY SPECIAL EDUCATION CERT.
195620 DEP. INSTR. MATHEMATICS	DI MATH	ANY SPECIAL EDUCATION CERT.
195630 DEP. INSTR. SCIENCE	DI SCIENCE	ANY SPECIAL EDUCATION CERT.
195640 DEP. INSTR. SOCIAL STUDIES	DI SOC STU	ANY SPECIAL EDUCATION CERT.
195700 COMMUNITY-BASED INSTRUCTION	COMM BASED	ANY SPECIAL EDUCATION CERT.
195800 WORK EXPERIENCE INSTRUCTION	WORK EXP	ANY SPECIAL EDUCATION CERT.
193000 CONSULT WITH GEN/SPEC ED	CONSULT	ANY SPECIAL EDUCATION CERT.
193100 TESTING	TESTING	ANY SPECIAL EDUCATION CERT.

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
198600 CASE MANAGEMENT OF IEPS	CASE MGMT	ANY SPECIAL EDUCATION CERT.
192000 EXTENDED SCHOOL YEAR	E S Y	ANY SPECIAL EDUCATION CERT.
<p>88 – NON-TEACHING ASSIGNMENTS (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.) FOR NON-TEACHING ASSIGNMENTS (88XXXX) THE THIRD DIGIT FROM THE LEFT GENERALLY MATCHES THE FIRST DIGIT OF THE POSITION CODE, E.G., ASSIGNMENT 885200 AND POSITION CODE 50. CERTIFICATES MUST BE AT PROPER GRADE LEVEL UNLESS OTHERWISE NOTED.</p>		
880000 SUPPLEMENTAL ASSIGNMENT	SUPL ASGN	ANY CERTIFICATE AT ANY GRADE LEVEL
880010 CONTRACTED SERVICES	CNTRSRVS	ANY CERTIFICATE AT ANY GRADE LEVEL
880020 SCHOOL AGE COMMUNITY/AFTER SCHOOL	SACAS	NONE
881000 SUPERINTENDENT	SUPT	SUPT
881100 ASSISTANT SUPERINTENDENT	ASST SUPT	ANY CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
881300 ADMINISTRATIVE ASSISTANT	ADM ASST	ANY CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
881400 CURRICULUM COORDINATOR	CURR COORD	ANY CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
881500 INSTRUCTIONAL ASSISTANT	INSTR ASST	SUPT, ANY PRIN
881600 DIRECTOR OF SECONDARY EDUCATION	DIR SEC ED	SUPT, HS PRIN
881700 FEDERAL PROGRAMS COORDINATOR	FED PRO COORD	ANY CERTIFICATE AT ANY GRADE LEVEL
881750 HOMELESS COORDINATOR	HMLESS COORD	ANY CERTIFICATE AT ANY GRADE LEVEL OR SOCIAL WORK DEGREE
881800 CAREER EDUCATION ADMINISTRATOR	VOC ADM	VOC DIR, VOC SPEC
881900 SPECIAL EDUCATION ADMINISTRATOR	SP ED ADM	SPEC ED ADMIN
882000 HIGH SCHOOL PRINCIPAL	HS PRIN	HS PRIN
882100 ASSISTANT HIGH SCHOOL PRINCIPAL	A HS PRIN	HS PRIN
882200 JUNIOR HIGH PRINCIPAL	JH PRIN	HS PRIN
882300 ASSISTANT JUNIOR HIGH	A JH PRIN	HS PRIN

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
PRINCIPAL		
882400 MIDDLE SCHOOL PRINCIPAL	MS PRIN	ANY PRIN
882500 ASSISTANT MIDDLE SCHOOL PRINCIPAL	A MS PRIN	ANY PRIN
882600 ELEMENTARY PRINCIPAL	EL PRIN	ELEM PRIN
882700 ASSISTANT ELEMENTARY PRINCIPAL	A EL PRIN	ELEM PRIN
882800 DIRECTOR OF ELEMENTARY EDUCATION	DIR EL ED	SUPT, ELEM PRIN
883000 HIGH SCHOOL SUPERVISOR	HS SUPV	ANY CERTIFICATE WITH GRADUATE DEGREE
883010 SINGLE PARENT/HOMEMAKER COORDINATOR	S PAR COOR	GUID, VOC SUPV, VOC DIR, PSYCH, OR ANY VOCATIONAL TEACHING CERTIFICATE WITH GRADUATE DEGREE
883020 CAREER EDUCATION SUPERVISOR	VOC SUPV	VOC DIR, VOC SUPV, VOC SPEC
883100 A+ COORDINATOR	A+ COOR	SECONDARY TEACHING OR ADMINISTRATIVE CERTIFICATE
883110 SERVICE LEARNING COORDINATOR	SRV LRN CO	NONE
883200 JUNIOR HIGH SUPERVISOR	JH SUPV	ANY CERTIFICATE WITH GRADUATE DEGREE
883400 MIDDLE SCHOOL SUPERVISOR	MS SUPV	ANY CERTIFICATE WITH GRADUATE DEGREE
883600 ELEMENTARY SUPERVISOR	EL SUPV	ANY CERTIFICATE WITH GRADUATE DEGREE
883800 SPECIAL EDUCATION PROCESS COORDINATOR	PROC COORD	ANY SPECIAL ED CERTIFICATE WITH GRADUATE DEGREE
883900 GENERAL SUPERVISOR	GEN SUPV	ANY CERTIFICATE WITH GRADUATE DEGREE
884000 HIGH SCHOOL LIBRARIAN	HS LIB	LIB, LIB MED SPEC
884097 LIBRARY SUPERVISOR	LIB SUPV	LIB OR LIB MED SPEC AT ANY GRADE LEVEL WITH GRADUATE DEGREE
884098 LIBRARIAN DEPARTMENTAL DUTIES	LIB DEPT	LIB, LIB MED SPEC
884100 LEARNING RESOURCE DIRECTOR	LRN RS DIR	LRN RS DIR, LIB MED SPEC
884200 JUNIOR HIGH LIBRARIAN	JH LIB	LIB, LIB MED SPEC

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
884400 MIDDLE SCHOOL LIBRARIAN	MS LIB	LIB, LIB MED SPEC
884600 ELEMENTARY LIBRARIAN	EL LIB	LIB, LIB MED SPEC
884700 INSTRUCTIONAL MEDIA TECHNOLOGIST	IN MED TEC	IN MED TECH
884800 INSTRUCTIONAL TECHNOLOGY DIRECTOR	IN TEC DIR	ANY CERTIFICATE AT ANY GRADE LEVEL
885000 HIGH SCHOOL GUIDANCE	HS GUID	COUNS
885010 VOCATIONAL SPECIAL NEEDS GUIDANCE	VO SN GUID	COUNS
885020 VOCATIONAL PLACEMENT COORDINATOR	VO PL SPEC	COUNS OR ANY VOC CERT.
885040 VOCATIONAL EVALUATOR	VOC EVAL	COUNS, VOC EVAL (SPECIAL CERTIFICATE)
885050 SEX-BIAS COUNSELOR	SEX BIAS	COUNS
885060 SINGLE PARENT/HOMEMAKER COUNSELOR	S PAR CNSL	COUNS
885097 GUIDANCE SUPERVISOR	GUID SUPV	COUNS AT ANY GRADE LEVEL WITH GRADUATE DEGREE
885098 GUIDANCE DEPARTMENTAL DUTIES	GUID DEPT	COUNS AT ANY GRADE LEVEL
885200 JUNIOR HIGH GUIDANCE	JH GUID	COUNS AT ANY GRADE LEVEL
885400 MIDDLE SCHOOL GUIDANCE	MS GUID	COUNS AT ANY GRADE LEVEL
885600 ELEMENTARY GUIDANCE	EL GUID	COUNS
887000 SCHOOL PSYCHOLOGICAL EXAMINER	S P E	SPE
887200 SCHOOL PSYCHOLOGIST	SCH PSYCH	SCHL PSYCH
887400 SCHOOL SOCIAL WORKER	SCH SOC WK	SOCIAL WORK DEGREE
887600 SCHOOL NURSE	SCH NURSE	RN LICENSED BY STATE BOARD OF NURSING
887800 PARENT EDUCATOR	PARENT ED	(SEE EXHIBIT 8)
887897 PARENTS AS TEACHERS SUPERVISOR	PAT SUPV	PARENT EDUCATOR, TEACHING OR ADMINISTRATIVE CERTIFICATE
887900 OTHER PUPIL PERSONNEL	OTH P PER	ACCORDING TO DUTIES
888100 TEACHER CLERK	TEA CLERK	NONE (NEEDS HS DIPLOMA)

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
888200 PARAPROFESSIONAL (TEACHER ASSISTANT)	PARAPRO	NONE (NEEDS 60 COLLEGE HOURS OR PASSED PARAPRO ASSESSMENT)
888300 CAREER EDUCATION TEACHER AIDE	VOC T AIDE	NONE (NEEDS 60 COLLEGE HOURS OR APPROVAL BY CAREER EDUCATION SPECIAL NEEDS)
888400 ADMINISTRATIVE CLERK (FEDERAL PROGRAMS - CLERK TO COORDINATOR)	ADM CLERK	NONE
888500 TECHNOLOGY TECHNICIAN/NETWORK SPECIALIST	TEC/NET SP	NONE
889000 DIAGNOSTIC SPEECH/LANGUAGE	SP PATH	SPCH/LANG PATH CERTIFICATION OR LISTED ON PROFESSIONAL REGISTRY
889100 AUDIOLOGIST	AUDIOL	LICENSE ISSUED BY MO BOARD OF HEALING ARTS
889200 EDUCATIONAL DIAGNOSTICIAN	DIAGNOS	SPE, COUNS, SCH PSYCH, ANY SPECIAL EDUCATION CERTIFICATE WITH GRADUATE DEGREE
889300 OCCUPATIONAL THERAPIST	OCC THERP	LICENSE ISSUED BY MO BOARD OF OCCUPATIONAL THERAPY
889400 PHYSICAL THERAPIST	PHYS THERP	LICENSE ISSUED BY MO BOARD OF HEALING ARTS
889500 ORIENTATION AND MOBILITY SPECIALIST	MOBIL SPEC	ACVREP
889600 INTERPRETER FOR DEAF	INTRP-DEAF	LICENSED BY DIVISION OF PROFESSIONAL REGISTRATION AND CERTIFIED BY THE COMMISSION FOR THE DEAF
889650 LANGUAGE TRANSLATOR	LANG TRANS	APPROVAL BY FEDERAL OR STATE PROGRAMS STAFF
889700 SCHOOL/HOME COORDINATOR	S-H COORD	SOCIAL WORK DEGREE OR SUPV APPROVAL
889900 VOCATIONAL ADJUSTMENT/ WORK EXPERIENCE COORDINATOR	VAC/WEC	APPROVAL BY DIVISION OF VOCATIONAL REHABILITATION
99 – MISCELLANEOUS (COURSES ARE NOT EVALUATED FOR HIGHLY QUALIFIED TEACHER (HQT) REQUIREMENTS.)		
CERTIFICATES MUST BE AT PROPER GRADE LEVEL UNLESS OTHERWISE NOTED.		
996001 ACADEMIC PROGRAM, OFF-CAMPUS	ACAD OFF-C	CERTIFICATION IN SUBJECT AREA

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
996000 ACADEMIC PROGRAM, RELATED ON-CAMPUS INSTRUCTION	ACAD ON-C	CERTIFICATION IN SUBJECT AREA
994025 ACT/SAT PREPARATION	ACT-SAT	ANY CERTIFICATE
990099 ADVISOR/HOMEROOM	ADV/HMRM	ANY CERTIFICATE AT ANY GRADE LEVEL
999920 ALLIED ARTS	ALLIED ART	ALLIED ARTS, ART, V MUS, IN MUS
994210 AT RISK	AT RISK	ANY CERTIFICATE AT ANY GRADE LEVEL
999940 AUDIOVISUAL	AUD-VISUAL	IN MED TECH, LIB, LRN RS DIR, LIB MED SPEC
994015 BASIC SKILLS (VOCATIONAL)	VOC BAS SK	ELEM, ANY MIDDLE SCHOOL, MATH 7-12, ENG 7-12, LRN DS, MEN RT, MEN HAND, OR APPROVAL BY CAREER EDUCATION SPECIAL NEEDS
999915 CADET TEACHING	CADET TEA	ANY CERTIFICATE (POSITION CODE 10-60, MAY BE REPORTED WITH 0 MINS.)
995050 CAREER EDUCATION	CAREER ED	COUNS, PROF COUNS
996300 CAREER EDUCATION PREPARATION	VOC PREP	IND ARTS, VOC PREP, OR ANY CAREER EDUCATION CERTIFICATE
995030 CAREER EDUCATION RESOURCE EDUCATOR	VRE	COUNS, IND ARTS, ANY SPECIAL EDUCATION TEACHING CERTIFICATE, OR ANY CAREER EDUCATION TEACHING CERTIFICATE WITH BACC DEGREE
996800 CAREER EDUCATION SUPPLEMENTAL TEACHING ASSIGNMENT	VO SPL TEA	IND ARTS OR ANY HS CAREER EDUCATION TEACHING CERTIFICATE
997001 CAREER EXPLORATION PROGRAM, OFF-CAMPUS	C EX OFF-C	ANY CERTIFICATE
997000 CAREER EXPLORATION PROGRAM, RELATED ON-CAMPUS INSTRUCTION	C EX ON-C	ANY CERTIFICATE
991015 COMMUNITY SERVICE	COMMUN SER	ANY CERTIFICATE
992015 COMPUTER LAB	COMPTER LAB	ANY CERTIFICATE (POSITION CODE 60)
991100 COMPUTER LITERACY	COMPTR LIT	ANY CERTIFICATE
991105 COMPUTER SCIENCE	COMPTR SCI	ANY CERTIFICATE

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED
991197 COMPUTER SUPERVISOR	COMPTR SUPV	ANY CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE
991198 COMPUTER DEPARTMENTAL DUTIES	COMPTR DEPT	ANY CERTIFICATE AT ANY GRADE LEVEL
999925 DANCE	DANCE	DANCE (SPECIAL CERTIFICATE)
992020 ELEMENTARY LIBRARY TIME	EL LIB TIME	ANY CERTIFICATE (POSITION CODE 40 OR 60)
991010 EXPLORATORY & ENRICHMENT	EXP-ENRICH	ANY CERTIFICATE
990808 GIFTED	GIFTED	GIFTED IF STATE-FUNDED PROGRAM; ANY CERTIFICATE IF NOT STATE FUNDED
990898 GIFTED DEPARTMENTAL DUTIES	GIFT DEPT	GIFTED AT ANY GRADE LEVEL IF STATE-FUNDED PROGRAM; ANY CERTIFICATE AT ANY GRADE LEVEL IF NOT STATE FUNDED
990897 GIFTED SUPERVISOR	GIFT SUPV	GIFTED AT ANY GRADE LEVEL WITH GRADUATE DEGREE IF STATE FUNDED PROGRAM; ANY CERTIFICATE AT ANY GRADE LEVEL WITH GRADUATE DEGREE IF NOT STATE FUNDED
998800 IN-SCHOOL SUSPENSION	I-S SUSPEN	ANY CERTIFICATE AT ANY GRADE LEVEL – EXCLUDING PK-3
993000 JUNIOR ROTC	JR ROTC	ROTC OR SUPV APPROVAL
999930 LIBRARY SCIENCE	LIB SCI	LIB, LIB MED SPEC
994020 LIFE SKILLS	LIFE SKILL	ANY CERTIFICATE
996002 OFF CAMPUS, SCHOOL FLEX PROGRAM	SCHOOL FLEX	ANY CERTIFICATE
992010 PEER TUTORING	PEER TUTOR	ANY CERTIFICATE (POSITION CODE 10-60, MAY BE REPORTED WITH 0 MINUTES)
996400 PERSONAL FINANCE	PERS FIN	ANY CERTIFICATE
990100 PHILOSOPHY	PHILOSOPHY	ANY CERTIFICATE
990000 PLANNING TIME	PLAN TIME	NONE
993098 ROTC DEPARTMENTAL DUTIES	ROTC DEPT	ROTC OR SUPV APPROVAL
993097 ROTC SUPERVISOR	ROTC SUPV	ROTC OR SUPV APPROVAL
992000 STUDENT AIDE	STUDENT AIDE	ANY CERTIFICATE (POSITION CODE 10-60, MAY BE REPORTED WITH 0 MINUTES)
999999 STUDY HALL	STUDY HALL	ANY CERTIFICATE AT ANY GRADE LEVEL
994012 STUDY SKILLS	STDY SKILL	ANY CERTIFICATE
990088 TRAVEL TIME BETWEEN BUILDINGS	TRAV TIME	NONE

EXHIBIT 10 – COURSE CODE / CERTIFICATE REQUIRED

COURSE CODE / NAME	ABBREVIATION	CERTIFICATE REQUIRED

**MISSOURI TEACHING CERTIFICATION REQUIREMENTS
ELEMENTARY / MIDDLE GRADES (Pre-K-8)**

Self-Contained Classes (Pre-K-8)

Certificate Required

Early Childhood Education (Pre-Kindergarten)
Kindergarten
Grades 1 through 3
Grades 4 through 8

B-3, PK-3,* or SPEC ED ER CH
K, PK-3, or B-3
B-3, PK-3, or ELEM
ELEM (includes K-8, 1-8, 1-6)

* Teachers with K-8 Life Certificates issued prior to September 1, 1982, and who taught K or PK for at least one full school year in Missouri public schools prior to September 1, 1982, will be considered as “grandfathered” and may continue to teach PK with the K-8 Life Certificate.

Departmentalized (Grades 5-8)

Certificate Required

Grades 5-6 Certification at proper grade level in subject area except:

- (1) Basic academic subjects may be taught on ELEM certificate.
- (2) Subjects may be taught on appropriate subject area specific 7-9 / 7-12 certificates (grades 5 and 6 may be taught on a 7-12 certificate).
- (3) Exploratory subjects may be taught on appropriate subject area specific 9-12 certificates.

Grades 7-8
level in subject area except:

Certification at proper grade

- (1) ELEM (K-8, 1-6, or 1-8) certification may be used to teach only classes in English, social studies, reading, computer literacy, basic skills, and at-risk; math and science may not be taught on an ELEM certificate.
- (2) Exploratory subjects may be taught on appropriate subject area specific 9-12 certificates.

Application for Summer School General Instructions

Complete one line in Part 1 for each session to be included in your summer school. An approved summer school must be in session for a minimum of 120 clock hours with major emphasis in the academic areas of communication arts, mathematics, science, or social studies. Districts may provide a 120 clock hour program for elementary students only, a 120 clock hour program for secondary students only, or a combined (stacking) program for elementary AND secondary students totaling 120 clock hours. **Note: Stacking may also include ESY program hours to meet the required 120 clock hours.** The summer school may be conducted at one or more sites within the district (for example, four elementary locations). In this case, list all building numbers, but list all other data in Part 1 only one time. See instructions under Part 1 – Instructions.

Part 1 – Program Information Instructions

Separate entries should be made in PART 1 of the application for each elementary and secondary program, which individually totals 120 or more clock hours. If elementary and secondary **AND/OR** summer session-ESY classes are combined to meet the 120-clock hour requirement for an approved program, consolidate the information for all grades and report as per the instructions for columns 1 through 10 as follows:

1. Program Location by School Name(s) – List the name and building number of all school buildings where instruction will be provided. Building numbers are listed in the School Directory as a four-digit number along with the name of the building, i. e., 4020, Belair Elementary School. If similar programs will operate in several buildings simultaneously, list each building location on a separate line, but enter the information in columns 2 through 10 relating to the program only once on the first line describing that program.

If your summer school is a stacked program with classes held at multiple sites, please indicate each site in column one, and complete columns 2 through 10 for each combination of students used to qualify for a stacked program.

2. Estimated Enrollment – Provide estimated number of students who will participate in each summer school program. Include resident and nonresident students in this number.
3. Grades Served – Indicate the grade span of students involved in this summer school program, i. e., K-6, 1-6, 7-9, 9-12, 1-12, etc.
4. Open Date – First date of student attendance in this summer school program.
5. Close Date – Last date of student attendance in this summer school program.
6. Dates Not in Session – List dates between the open date and close date that the summer school program will not be in session (normally only July 4). List as 7/4, 7/5, etc.
7. Total Days in Session – Total number of student attendance days from the open date through the close date of this summer school program.
8. Hours Per Day – Total hours this summer school program will be in session each day. Do not count break time or lunch periods.
9. Total Hours in Session – Indicate the total clock hours this summer school program will be in session. Normally, total days in session multiplied by the hours in session each day equal the total clock hours in session.

Part 2 – Out of District Entity Contracted – Mark yes if you contract with an out of district entity to administer your summer school program.

Part 3 – Certification Instructions

The superintendent and summer school director must sign and date the application. Directors of regular summer school programs must hold a valid administrator's certificate. Directors of extended school year programs must hold either a valid administrator's certificate or special education teacher's certificate. Please enter the phone number where the director can be contacted during the summer session.

Additional Reporting Information Required – MOSIS/Core Data

This application serves as notice of intent of the district to provide a summer school program. In addition to this form, all participating districts must provide specific information relating to the program(s) which will include the following: teacher name and social security number, course code and name, grade level of each class, class enrollment, total hours the class will meet, and credit to be offered (high school only). This information will be collected electronically as part of the June cycle of the Core Data Collection System. This portion of the application will be due on June 30 and should be completed by the person in the central office who normally completes the October cycle Core Data Report. Final approval of the summer school program will not be granted until this information is submitted in approvable form and teachers are determined to be properly certificated for their assignment(s).



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCHOOL IMPROVEMENT
 P. O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
APPLICATION FOR SUMMER SCHOOL APPROVAL

Dale Wimer, Supervisor
 Phone (573) 751-3190
 Fax (573) 522-1759

DUE JUNE 1			FAX or MAIL TWO SIGNED COPIES		
COUNTY/DISTRICT CODE	SCHOOL DISTRICT NAME	SUMMER			
		20_____			

PART 1 – PROGRAM INFORMATION (See detailed instructions on next page)

1 PROGRAM LOCATION BY SCHOOL NAME/BLDG # (only include ESY program if needed to reach 120 total hours)	2 ESTIMATED ENROLLMENT	3 GRADES SERVED	4 OPEN DATE	5 CLOSE DATE	6 DATES NOT IN SESSION	7 TOTAL DAYS IN SESSION	8 HOURS PER DAY	9 TOTAL HOURS IN SESSION

PART 2 – Will this summer school program be contracted by an out of district entity?
 NO YES If yes, what entity did you contract with? _____

PART 3 – CERTIFICATION

I hereby certify that all information shown on this application for an approved summer school program is true and correct according to the official records of this school district, that fifty (50) percent or more of the classes offered at each level will be in the core academic areas, and that all teachers are appropriately certificated for their specific assignments.

SUPERINTENDENT OF SCHOOLS (SIGNATURE)	DATE	DIRECTOR, SUMMER SCHOOL PROGRAM (SIGNATURE)	TELEPHONE NUMBER	DATE
SUPERINTENDENT OF SCHOOLS (PLEASE PRINT OR TYPE)		DIRECTOR, SUMMER SCHOOL PROGRAM (PLEASE PRINT OR TYPE)		E-MAIL ADDRESS (PLEASE PRINT OR TYPE)

PART 4 – TENTATIVE APPROVAL FOR STATE AID (For DESE Use Only)

The summer school program(s) submitted above is approved for state summer school aid provided that operation is in compliance with State Laws and the Summer School Program Policies and Standards of the Missouri Department of Elementary and Secondary Education	SUPERVISOR, SCHOOL IMPROVEMENT (SIGNATURE)	DATE
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Appendix 8



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCHOOL IMPROVEMENT
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

Summer School Review Checklist and Final Approval Form 2012

ATTENTION SUMMER SCHOOL DIRECTOR: Please complete one checklist to reflect the summer school activities for all programs included in the district's summer school application. **Mail to your Area Supervisor no later than the midpoint of your summer school session.**

County/District Code	School District Name
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1. The total days in session and total clock hours as reported on the Application for Summer School Approval are correct and total at least 120 clock hours for each summer school program.
Yes No If no, please explain the exception.
2. Instruction time in the core academic areas of Communication Arts, Mathematics, Science or Social Studies comprise not less than fifty (50) percent of the total clock hours of instruction at the elementary and secondary levels of the summer school program.
Yes No If no, please provide justification.
3. Classroom teachers and their assignments are correct as reported on Screen 24 of Core Data.
Yes No If there are changes, please update on Screen 24.
4. Do all summer school teachers hold a valid Missouri Teacher's Certificate for their teaching assignment?
Yes No Explain any exceptions.
5. The director of the summer school program is an appropriately certificated employee.
Yes No

6. Are resident students charged a fee to attend this summer school program?
Yes No If yes, student attendance cannot be counted toward receiving state aid and credit earned cannot be counted toward meeting the 24 units required for high school graduation by the State Board of Education.
7. Student attendance is maintained by the clock hour as prescribed by state statutes.
Yes No If no, how is attendance taken?
8. If the summer school program(s) include(s) Extended School Year Services for students with disabilities, the services provided are specified in each student's IEP.
Yes No If no, please explain.
9. Courses for which high school credit is granted meet at least 60 clock hours for each one-half (1/2) unit of credit.
Yes No If no, credit cannot be counted toward the 24 units required for high school graduation by the State Board of Education.
10. Are summer school facilities appropriate for the instructional program?
Yes No If no, please list any deficiencies.
11. Are appropriate textbooks and classroom resources available to all students and provided at district expense?
Yes No If no, explain exceptions.
12. Are library resources available for student use?
Yes No If no, explain.
13. Which of the following support services are available to summer school students?
Librarian Nurse P.E. Teacher
Counselor Other _____

14. Are transportation services provided to summer school students?
 Yes No If yes, is transportation provided for:
 Students with disabilities only
 All students, with state reimbursement requested for students with disabilities only
 All students, with transportation provided at district expense
15. Are school food services provided for summer school students?
 Yes No If yes, service includes:
 School Breakfast Program National School Lunch Program
 Summer Food Service Program (This program is administered by the Missouri Department of Health)
16. Please provide the actual number of students enrolled in all summer school programs (unduplicated count).

Type of Course

Grade Level	Extended School Year	Remedial	Regular
K (children eligible for K in Fall 2011)			
Elementary			
JH/MS			
Sr. High			
Totals			

17. Total number of teachers employed in the summer school program _____

Certification Statement

I hereby certify that all information shown on this summer school checklist is true and correct according to the best of my knowledge and belief.

 Superintendent of Schools

 Date

**Do not complete page 4 of this checklist.
 Mail this complete checklist to your Area Supervisor for his review and approval.**

◀ For Department Use Only ▶

General comments by Area Supervisor regarding this summer school - strengths, concerns, unique features or activities: (Optional)

Approval for State Aid

The summer school program described in the Application for Summer School Approval and in the Core Data Report is in accordance with state law and summer school program policies and standards of the Department of Elementary and Secondary Education and is hereby approved.

Area Supervisor of Instruction

Date of Visit/Telephone Review

Supervisor, School Improvement

Date

Appendix 9

ENROLLMENT, MEMBERSHIP AND SUMMER SCHOOL (Screen 16)

August Cycle

Actual summer school attendance and membership are reported on an hourly basis on this screen. When the June Summer Course Assignment and Summer Student Assignment submission is certified in MOSIS, Screen 16 will be populated.

October Cycle

Enrollment head counts (resident and non-resident students attending the attendance centers) are reported by attendance center, by grade, by male/female, and by racial/ethnic categories (see Exhibit 2). September membership counts by county are also reported in the October cycle.

February Cycle

January membership counts are reported on this screen by attendance center by grade.

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™
Core Data Collection

District: _____

Year: Status: OPEN-Cycle is available for data entry.

School: Grade:

Location: Data Collection Menu - August Cycle - 16 Enrollment, Membership and Summer School ?

- ▼ Data Collection Menu
 - ▼ August Cycle
 - ▶ 02 District Data
 - ▶ 03 District Contact Personnel
 - ▶ 04 District Directory
 - ▶ 06 District Tax Data
 - ▶ 08 Attendance Center
 - ▶ 10 School Calendar List
 - ▶ 16 Enrollment, Membership & Summer School
 - ▶ October Cycle
 - ▶ December Cycle
 - ▶ February Cycle
 - ▶ April Cycle
 - ▶ June Cycle
 - ▶ Reports
 - ▶ Edit Reports
 - ▶ DESE Web Application Menu
 - ▶ Logon/Logoff

Summer School Hours Just Completed (August Cycle)					
	Regular	Deseg In	Fed Lands	Total	Deseg Out
Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attendance Adjustment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

September Enrollment (October Cycle)										
	Black	White	Hispanic	Asian	Indian	Pacific Islander	Multi Racial	Total	Resident	N-Resident
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

September Membership By County (October Cycle)						
January Membership (February Cycle)						
	Full Time	Part Time	Deseg In	Fed Lands	Total	Deseg Out
January Membership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email: webreplyimprocd@desse.mo.gov

Current User: _____ Last Modified User: _____ Last Modified Date: _____

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ITEM DEFINITIONS – ENROLLMENT, MEMBERSHIP & SUMMER SCHOOL (Screen 16)

Help – Click button to display information about items on the screen. This information is the same as in the Core Data Manual.

District – County-district code and name of school district. (Display only, based on logon User ID.)

Year – School year for which data are collected. (Select from dropdown list.)

Cycle – Cycle in which data are collected. (Select from dropdown list.)

Status – Current status of district's data for cycle selected. (Display only.)

School – 4-digit school number and name of attendance center. (Select from dropdown list.)

Grade – Grade level of the attendance center for which data are reported. (Valid selections from the dropdown list are PK, K, KA, KP, and 1-12.) (Select **K** for full-day kindergarten, **KA** for "AM" kindergarten or **KP** for "PM" kindergarten.)

Delete Grade – Used to delete the current grade from the dropdown list.

Summer School Hours Just Completed – (August Cycle) Actual summer school attendance and membership hours submitted in August cycle. Summer school students should be entered in the grade in which they are enrolled in the current school year (after summer school).

Attendance Regular – Actual number of summer school attendance hours by resident students (excluding desegregation students) in a program approved by the DESE School Improvement and Accreditation Section.

Attendance Deseg In – Actual number of summer school attendance hours for incoming desegregation students.

Attendance Fed Lands – Actual number of summer school attendance hours for Federal Lands students.

Attendance TOTAL – Total regular, deseg in, and fed lands summer school attendance hours. (Item is system calculated and displayed.)

Attendance Deseg Out – Actual number of summer school attendance hours for outgoing desegregation students.

Membership Regular – Actual number of summer school membership hours of resident students (excluding desegregation students) in a program approved by the DESE School Improvement and Accreditation Section. (Maximum hours all students enrolled by grade could attend if all students had perfect attendance.)

Membership Deseg In – Actual number of summer school membership hours for incoming desegregation students.

Membership Fed Lands – Actual number of summer school membership hours for Federal Lands students.

Membership TOTAL – Total regular, deseg in, and fed lands summer school membership hours. (Item is system calculated and displayed.)

Membership Deseg Out – Actual number of summer school membership hours for outgoing desegregation students.

September Enrollment – (October cycle) Head count taken the last Wednesday of September of all resident and nonresident students in grades PK through 12 enrolled in the attendance center. Each student (part-time, full-time or kindergarten) should be counted as one. Desegregation transfer students are reported as residents of the district in which they attend school. Enrollment for students attending alternative schools and area vocational schools should be reported at the students' regular school in their home district.

Male Black – Male Black enrollment by grade for attendance center.

Male White – Male White enrollment by grade for attendance center.

Male Hispanic – Male Hispanic enrollment by grade for attendance center.

Male Asian – Male Asian enrollment by grade for attendance center.

Male Indian – Male Indian enrollment by grade for attendance center.

Male TOTAL – Total Male Black, White, Hispanic, Asian, and Indian grade level head counts entered. (Item is system calculated and displayed.)

Male Resident – Male resident enrollment by grade for attendance center. (Desegregation transfer students are reported as residents of the district in which they attend school.)

Male N-Resident – Male nonresident enrollment by grade for attendance center.

Female Black – Female Black enrollment by grade for attendance center.

Female White – Female White enrollment by grade for attendance center.

Female Hispanic – Female Hispanic enrollment by grade for attendance center.

Female Asian – Female Asian enrollment by grade for attendance center.

Female Indian – Female Indian enrollment by grade for attendance center.

Female TOTAL – Total Female Black, White, Hispanic, Asian, and Indian grade level head counts entered. (Item is system calculated and displayed.)

Female Resident – Female resident enrollment by grade for attendance center. (Desegregation transfer students are reported as residents of the district in which they attend school.)

Female N-Resident – Female nonresident enrollment by grade for attendance center.

September Membership By County – (October Cycle) Count of resident students in grades K-12 taken the last Wednesday in September who are enrolled on the count day **and** in attendance at least 1 of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the membership in full-day kindergarten. Membership for Title I extended day kindergarten should not be reported. Part-time students

are reported on FTE basis under part-time. For example, a part-time student enrolled 4 hours in a 6-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is reported by the home district. Membership of students for which local tax effort only is paid is not reported by the home district. Membership of students for whom parents have paid tuition is not reported by any district.

County – Number of county for September membership count is displayed after each line is completed. (See Exhibit 7 for list of county identification numbers.)

Total Sept. Membership Full-Time – Count of resident full-time students (excluding desegregation students) taken last Wednesday in September by grade at each attendance center for each county.

Total Sept. Membership Part-Time – Part-time (FTE basis) resident membership count (excluding desegregation students) taken last Wednesday in September by grade at each attendance center for each county. See above example of calculation.

Total Sept. Membership Deseg In – Count (FTE basis) of incoming desegregation students taken last Wednesday in September by grade at each attendance center for each county.

Total Sept. Membership Fed Lands – Count (FTE basis) of Federal Lands students taken last Wednesday in September by grade at each attendance center for each county.

Total Sept. Membership Total – Total full-time, part-time, deseg in, and fed lands September membership by county. (Item is system calculated and displayed.)

Total Sept. Membership Deseg Out – Count (FTE basis) of outgoing desegregation students taken last Wednesday in September by grade at each attendance center for each county.

January Membership – (February Cycle) Count of resident students in grades K-12 taken the last Wednesday in January who are enrolled on the count day **and** in attendance at least 1 of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the membership in full-day kindergarten. Membership for Title I extended day kindergarten should not be reported. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled 4 hours in a 6-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is reported by the home district. Membership of students for which local tax effort only is paid is not reported by the home district, but is reported by the receiving district. Membership of students for whom parents have paid tuition is not reported by any district.

January Membership Full-Time – Count of resident full-time students (excluding desegregation students) taken last Wednesday in January by grade at each attendance center.


January Membership Part-Time – Part-time (FTE basis) resident membership count (excluding desegregation students) taken last Wednesday in January by grade at each attendance center. See above example of calculation.


January Membership Deseg In – Count (FTE basis) of incoming desegregation students taken last Wednesday in January by grade at each attendance center.

January Membership Fed Lands – Count (FTE basis) of Federal Lands students taken last Wednesday in January by grade at each attendance center.

January Membership Total – Total full-time, part-time, deseg in, and fed lands January membership. (Item is system calculated and displayed.)

January Membership Deseg Out – Count (FTE basis) of outgoing desegregation students taken last Wednesday in January by grade at each attendance center.

 – Click button to save all data on screen.

 – Click button to display list of potential data errors related to data displayed.

Appendix 10

SUMMER SCHOOL COOPERATIVE EDUCATION

Marketing & Cooperative Education Cooperative Education

Summer School Program Requirements

The purpose of offering cooperative education during summer school is to provide students participating in these programs with supervision and support during the summer months. Summer school co-op should serve as a bridge between enrollment and training station placement in the spring, and the start of classes in the fall. Students may earn $\frac{1}{2}$ unit of credit for cooperative education during the summer.

Requirements:

- Summer school co-op can only be offered as part of an approved career education program.
- The district's summer school program must be approved by DESE.
- A properly certificated teacher must be employed to supervisor the program.
- Students must be enrolled in a cooperative education program for the following fall.
- Students must complete at least 148 clock hours of supervised employment.
- Students must complete at least 12 hours of related classroom instruction.
- Training agreements and training plans or Instructional Management Plans must be used for each student participating in the program.

Reporting:

- Report 60 hours in HRS column on Screen 24 Core Data.
- Use the following course codes:

Cooperative	040081	Spv COE
Occupational		Emp

Appendix 11

2012 Summer School MoVIP Course List

Elementary K-5

French I (1) AV
French II (1) AV
German I (1) AV
German II (1) AV
Latin I (1) AV
Spanish I (1) AV
Spanish II (1) AV

Middle School 6-8

Business and Technology

Career Explorations (1) AV
Keyboarding (1) FL

Communication Arts

Language Arts 6 (2) (Choice)
FL & AV
Language Arts 7 (2) (Choice)
FL & AV
Language Arts 8 (2) (Choice)
FL & AV

Fine Arts

Art 7 (1) AV
Art 8 (1) AV
Art Appreciation 6 (1) AV
Art Appreciation 7 (1) AV
Art Appreciation 8 (1) AV
Music 7 (1) AV
Music 8 (1) AV
Orientation to Art 2-D (1) FL

Foreign Language

World Language Survey (1)
AV

Mathematics

Mathematics I (6th) (2) FL
Mathematics II (7th) (2) FL
Mathematics III (8th) (2) FL
Pre-Algebra (2) AV

Science

Science 6 (2) AV

Science 7 (2) AV
Science 8 (2) AV

Social Studies

World Cultures 6 (2) FL
World Geography 7 (2) FL
U.S. History (8) (2) FL

High School 9-12

Business and Technology

Accounting (2) AV
Career Planning (1) AV
Digital Photography (1) AV
Digital Video Production (1)
AV
Flash Animation (1) AV
Game Design (1) AV
Java Programming (1) AV
VB.Net Programming (1) AV
Web Design (semester only) (1)
AV
Web Design I (one-year course)
(2) FL
Web Design II (one-year
course) (2) FL

Communication Arts

Creative Writing (2) AV
English I (2) AV
English I Foundations (2) AV
English I Honors (2) FL
English II (2) AV
English II Foundations (2) AV
English II Honors (2) FL
English III (2) AV
English III Foundations (2) AV
English III Honors (2) FL
English IV (2) AV
English IV Foundations (2) AV
English IV Honors (2) FL
Grammar & Composition (2)
AV

Fine Arts

Art Appreciation (1) AV
Music Appreciation (1) AV

Mathematics

Algebra I (2) FL
Algebra I Foundations (2) AV
Algebra II (2) AV
Consumer Math (2) AV
Geometry (1) AV
Geometry Foundations (2) AV
Pre – Calculus (1) AV
Pre-Algebra (2) AV

Science

Biology (2) AV
Biology Foundations (2) AV
Chemistry (2) AV
Earth Science (2) AV
Earth Science Foundation's (2)
AV
Environmental Science (2) AV
Health (1) AV
Physical Science (2) (Choice)
FL & AV
Physical Science Foundation's
(2) AV
Physics (2) AV

Social Studies

American Government (1)
NKC
American History (2) FL
American History Foundations
(2) AV
Civics (1) AV
Economics (1) FL
Geography (1) AV
Geography Traditional (2) AV
Geography Traditional
Foundations (2) AV
Global Studies (2) FL
Psychology (1) AV
World History (2) AV

Other

Personal Finance (1) MCEE

2011 Summer School MoVIP Course List

High School Courses:

http://www.movip.org/courseinfo_summer/catalog-high.html

Middle School Courses

http://www.movip.org/courseinfo_summer/catalog-middle.html

Elementary School Courses:

http://www.movip.org/courseinfo_summer/catalog-elem.html



Office of Quality Schools
573-751-9094
<http://dese.mo.gov>

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