

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION  <b>POLICY &amp;          PROCEDURE</b>	NO. EX-44
SUPERSEDES: N/A		Sheet 1 of 2
<b>SUBJECT:</b>  MIGRANT EDUCATION PROGRAM SUMMER SCHOOL		<b>FILING INSTRUCTIONS</b> (Policies & Procedures Manual) Section: External As item: EX-44

## I. PURPOSE

To provide uniformity, consistency and accuracy in the review and approval of the Arizona Department of Education (ADE) Migrant Education Program (MEP) Summer School programs.

## II. BACKGROUND INFORMATION

In addition to providing services during the regular school year, Local Education Agencies (LEAs) have the option of running a Migrant Summer School. Not all LEAs choose this option. Many LEAs have summer school programs that are funded out of other state and/or federal funds.

## III. PROCEDURE

### **Timeliness:**

- The State Director of the Migrant Education Program will send out the Summer School Letter of Intent to the LEAs no later than March 15<sup>th</sup> of each year. Any LEA who wishes to conduct a Migrant Summer School Program completes the Letter of Intent and submits it to ADE MEP no later than April 15<sup>th</sup>. Once all Letters of Intent have been received by the ADE MEP, the allocation for each LEA intending to conduct a summer school program will be determined. LEAs will be notified of their Summer School Allocation on or before April 30<sup>th</sup> of each year.

### **Carry Over:**

- The Arizona MEP does not allow for carry over. An LEA who has not used their total allocation by the end of the fiscal year is required to return unused funds to the ADE MEP. These funds will return to the Migrant Education Program and will be used to fund activities such as Summer School Programs for the following year.

### **Letter of Intent:**

- Letters of Intent for summer school will be distributed no later than March 15<sup>th</sup> of each year.
- The Letter of Intent asks for information on the following items:
  - Start/ End Program Dates
  - Anticipated Number of Students Served at Each Grade Level
  - Format for the Summer School
  - Amount Anticipated to conduct a Summer School Program
- All Letters of Intent are due to ADE no later than April 15<sup>th</sup>.
- Upon receipt of all Letters of Intent, the MEP Coordinator will review the anticipated costs of the LEA MEP Summer School Program compared to the carry over amount available. If requested amounts are within the scope of the program the program amount requested will be allocated.
- The LEAs will be notified of their summer school allocation no later than April 30<sup>th</sup>.

New: 01/07/09	<b>ARIZONA DEPARTMENT OF EDUCATION</b>  <b>POLICY &amp; PROCEDURE</b>	NO. EX-44
SUPERSEDES: N/A		Sheet 2 of 2
<b>SUBJECT:</b>  MIGRANT EDUCATION PROGRAM SUMMER SCHOOL		<b>FILING INSTRUCTIONS</b> (Policies & Procedures Manual) Section: External As item: EX-44

**Applications:**

- Once the LEAs have received notification of their Summer School Allocation, they are required to submit an application.
- All applications are reviewed by the assigned MEP Specialist. All applications are reviewed under the guidelines outlined in the Migrant Education Program Application Guidelines.
- Once approved, the LEA can receive their allocation for Summer School.

**Completion Report:**

- All LEAs receiving a Summer School Allocations must submit a Completion Report within 90 days of the closing date of their program.