



Office of Accountability
Paula A. Vanderford, Ph.D.,
Chief Accountability Officer
Office of Accreditation
Jo Ann Malone, Ed.D.,
Associate Superintendent

MEMORANDUM

To: School District Superintendents

From: Jo Ann Malone, Ed.D., Associate Superintendent
Office of Accreditation

Date: May 16, 2022

Subject: **Requirements for Reporting 2022 Summer Programs**

Each school district providing instructional programs for students during the summer is required to report summer program data via MSIS. Accreditation policies 2.0, 2.1, 2.2, 5.0, and 5.6 of the *Mississippi Public School Accountability Standards, 2021*, address annual reporting requirements and continuous monitoring of compliance with process standards through the Personnel/Accreditation Data Reporting System, and Accreditation Policy 5.4 addresses the Summer School/Extended Year Report. The instructions for reporting all educational programs provided during the summer may be found at <https://www.mdek12.org/otss/msis/msis-personnel>. A complete list of reporting timelines and due dates is outlined in the enclosed document entitled “Reporting Timelines for 2022 Summer Programs.”

If you have any questions or require assistance, please contact Chris Haynes in the Office of Accreditation at (601)-359-3764 or jchaynes@mdek12.org.

**Mississippi Department of Education
Office of Technology & Strategic Services
Summer School Report Entry Instructions**

The screens for those districts who host some type of summer program are available to the District and School Personnel Roles. You can find the screens under Modules > District/School > Summer Program Report Entry.

- Districts tab - select a district if you have a security role in more than one (1) district.
- Schools tab - select the school(s) that host the summer program(s).
- Summer Programs tab - MSIS populates the District and School Fields.
 1. Enter the SSN for the Principal, MSIS will populate the name.
 2. Enter Phone Area Code and Phone Number.
 3. Select the type of Program offered from the drop-down menu (there are lines to report more than one type) - choices include: Enrichment, Regular Extended Year, SPED Extended Year, and Summer School.
 4. Enter Date Session Begins and Date Session Ends - MSIS will calculate the Total Days in Session.
 5. Enter Military Beginning Time and Military Ending Time (you will need to use a 24-hour clock, ex: 5:00 P.M. = 17:00 in Military Time).
 6. Select Funding Source from the drop-down menu. Choices include: Other, SPED, Title I, Tuition, and WIOA (Workforce Investment Opportunity Act).
 7. Enter Grade Level Served.
 8. Enter Number of Students Served.
 9. SAVE.

If you need to add an additional Summer Program Type, click in the Date Session Begins field. This will allow you to go to the next line. If you need to enter more than three (3) lines, click on the plus sign (+) while your cursor is in the Date Session Begins field and MSIS will add another line.

- Employees tab - you can select any Mississippi employee, they do not have to be associated with your district for the summer programs, but they do have to be an active teacher in MSIS. (NOTE: The teacher must be in MSIS Personnel, and they must have the proper teacher certification).

1. Query for your teacher.
2. Select teacher from list returned by the query.
3. MSIS will populate Certificates/Endorsements.
4. Enter Course Code - MSIS will populate Course Title and School.
5. Enter Hours Per Day.
6. Enter Students (this is the number of students in that particular course code).
7. Enter Grade Level Lo and Grade Level Hi.
8. Select the Program Type from the drop-down menu - choices include: Enrichment, Regular Extended Year, SPED Extended Year, and Summer School.
9. SAVE.
10. Click in Course Code field to enter additional courses for that teacher.
11. To enter additional teachers, begin with a new query and repeat the next steps.

No hard copies of the summer program will be mailed to any districts. ALL districts (even if you have completed your summer program) will need to complete these screens.

Also, remember that the Month 10 file is not associated (at this time) with the Summer Program Report screen. The Summer Program Report screen is completed by the hosting school. The M10 (Summer School Code) file is submitted by the school that will report enrollment for the upcoming school year for the student once they have completed the summer program.

**Mississippi Department of Education
Office of Technology & Strategic Services
Office of Accreditation**

**DATA ELEMENTS REQUIRED FOR REPORTING
2022 SUMMER PROGRAMS**

DISTRICT

- District Name and Code #

SCHOOL(S)

- School Name and Code # Phone #
- Principal's Social Security # Summer Program Type
- Date Session Begins and Ends for Each Program Type
- Total # Teaching Days (excluding holidays) for Each Program Type
- Military Time Beginning and Ending for Each Program Type
- Funding Source for Each Program Type
- Grade Levels Served for Each Program Type
- Total Number of Students Enrolled

EMPLOYEE

- Social Security #, Name, and Years of Experience

SCHEDULES

- Course Code, Title and School Code
- Total # of Instructional Minutes Per Day for Each Course (excluding scheduled breaks)
- Number of Students
- Grade Level Low, Grade Level High, and Summer Program Type

Mississippi Department of Education

Reporting Timelines for 2022 Summer Programs

June 30, 2022

Summer Program Report Entry screen must be completed by all schools that host a summer program via MSIS.

July 1 – September 13, 2022

Districts may submit Summer School Files (SSD files) to MSIS from July 1, 2022 until September 13, 2022.

Summer Program Reminders

General Information:

- Regular Extended School Year (ESY) (not special education related) may be used for students to have additional time to master content IF those students had an INCOMPLETE grade marked at the end of the regular school year.
- Summer school or credit recovery may be used for students who were assigned a failing grade at the end of the regular school year.
- Students who are completing mastery of content through regular ESY (not special education related) do not necessarily have to attend the full term, but rather can work until mastery is determined. The Local Education Agency (LEA) should determine the criteria for determining this threshold.
- Process Standard 13.5.1 of the *Mississippi Public School Accountability Standards, 2021* requires written approval from principals of students from other schools.
- Process Standard 13.5.2 of the *Mississippi Public School Accountability Standards, 2021* requires students enrolled in an extended year program to complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.
- MSIS Data information can be found here: [Summer School Report Entry](#)

Students with Disabilities:

Providing ESY for students with disabilities is an annual decision made by each student's IEP Committee. The determination of ESY services is based on specific criteria outlined in a student's Individualized Education Program (IEP). The purpose of ESY is to provide continued special education and related services based on the student's current annual goals in attempt to mitigate regression over breaks or address current goals that are at a critical point of instruction. Extended School Year (ESY) for Students with Disabilities is not for credit recovery or to earn credit for a class, but rather to ensure that there is not a loss of learned content when school is not in session. Extended School Year services can be funded through the State ESY reimbursement program and Individuals with Disabilities Education Act (IDEA) Part B funding. Districts must collect student data to determine student progression or regression on annual IEP goals. This data will be used to inform IEP ESY Committee decisions.

Any need for IEP recovery services related to school closure or inability to fully implement a student's IEP should be addressed on a case-by-case basis and can be delivered via summer school or credit recovery programs. In determining IEP recovery services, the Mississippi Department of Education (MDE) employs a qualitative approach that is intended to place a student in the same position they would have been in if services had been provided, rather than to account for the exact amount of service minutes identified on the IEP. Recovery services can be funded with district funds or IDEA Part B funding.

Elementary / Middle Students (non-Carnegie courses):

Summer school may be used for promotion of general education elementary students that did not master the content. It is important to note:

- The Local School District should determine the criteria for determining the threshold for mastery of content.
- State statute (Miss. Code Ann. § 37-23-16) prohibits the use of screeners to determine promotion and/or retention of elementary students.

<p>If an elementary / middle student fails a course:</p>	<p>If an elementary / middle student needs extra course work, to ensure retention of content:</p>	<p>If an elementary / middle student was promoted, but needs additional time to master needed skills:</p>	<p>If an elementary / middle student or parent requests enrichment to continue optimum learning progression:</p>
<p>Summer school or credit recovery may be used for students who were assigned a failing grade at the end of the regular school year.</p>	<p>ESY for Students with Disabilities (SWD) is not for credit recovery or to earn credit for a class, but rather to ensure that there is not a loss of learned content when school is not in session.</p>	<p>Students who were completing mastery of content through regular ESY would not necessarily have to attend the full term, but rather work until mastery was determined.</p>	<p>Enrichment courses may be offered to students who have mastered content and passed the regular school year.</p>
<p>Regular ESY may be used for students to have additional time to master content IF those students had an INCOMPLETE grade marked at the end of the regular school year.</p>		<p>Regular ESY may be used for students to have additional time to master content IF those students had an INCOMPLETE grade marked at the end of the regular school year.</p>	

High School Students:

For information regarding Credit Recovery, refer to [State Board Policy Chapter 28, Rule 28.5](#). Process Standard 13.5.3 of the *Mississippi Public School Accountability Standards, 2021* limits students enrolled in a summer program to earning one (1) Carnegie Unit credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses.

Guidance for determining the most appropriate summer program for students and other useful summer programming information may be found on the following pages:

- [Universal Screener Companion Guide](#)
- [3rd grade Summative Assessment Guidance](#)
- [Summer Learning and Enrichment Collaboration Collection](#)
- [\(May 2022 – June 2022\) MSIS Guidance on coding Summer School, Enrichment, Extended School Year \(both SWD and Students in a General Education Program\) and \(July 2022 – August 2022\) Enrichment, Extended School Year \(both SWD and Students in a General Education Program\)](#)
- [Mississippi Online Course Approval Process](#)