

## 2024 Summer School Submission How-To

1. Obtain summer school counts and costs broken out by course.
2. Go to the [2024 Summer School Final Cost Report Web Form](#).
3. Page 1 of the 2024 Summer School Final Cost Report can be broken down into three sections. Section 1:

### 2024 Summer School Final Cost Report

The screenshot shows a web form titled "2024 Summer School Final Cost Report" with a sub-section "General Information". On the left, there is a vertical navigation menu with three items: "Page 1" (highlighted with a blue border and a warning icon), "Page 2", and "Page 3" (with a warning icon). Below the menu are two buttons: "Submit" (dark blue) and "Delete" (light blue). The main form area contains two required questions:

**Choose your type:\***

- School Corp
- Non-public

*ⓘ Choose your type: is required.*

**Is your summer school program solely virtual?\***

- Yes
- No

*ⓘ Is your summer school program solely virtual? is required.*

Choose if the information is for a public school corporation or non-public school. Once a selection is made, a list of valid options will appear, please choose the correct public school corporation or non-public school. If your public school corporation or non-public school is not listed, that is likely because an estimated cost report was not submitted in the spring. If an estimated cost report was submitted but the public school corporation or non-public school is not listed, please email [summersch@doe.in.gov](mailto:summersch@doe.in.gov).

If any summer school courses were taught in person, please answer “No” to the question, “Is your summer school program solely virtual?”

#### 4. Section 2 Reading for Grades 2 and 3:

0480.02 Reading and Literature

Provided by Online Service Provider?\*

- Yes  
 No

Number of Students \*

Number of Teachers \*

Number of Assistants \*

Total Cost \*

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0480.03 Reading and Literature

Provided by Online Service Provider?\*

- Yes  
 No

Number of Students \*

Number of Teachers \*

Number of Assistants \*

*ⓘ Number of Assistants must be a number.*

Total Cost \*

480.02 denotes 2<sup>nd</sup> grade reading and 480.03 denotes 3<sup>rd</sup> grade reading. If 2nd grade reading and/or 3rd grade reading were not offered, then please answer “No” to “Provided by Online Service Provider?” and zero for Number of Students, Teachers, Assistants, and Total Cost. The screen above shows the screen if “No” is chosen for “Provided by Online Service Provider?”

Choosing “Yes” for “Provided by Online Service Provider?”, changes the options on the screen to:

Provided by Online Service Provider?\*

- Yes  
 No

Number of Students \*

*ⓘ Number of Students is required.*

Total Cost \*

5. Section 3 K-8 Summer Courses (this section does not pertain to non-public schools):

Do you have additional K-8 summer courses to submit?\*

- Yes
- No

K-8 Summer Courses

**Course Name \*** ✕

-- Select an option --

ⓘ Course Name is required.

**Provided by Online Service Provider?\***

- Yes
- No

ⓘ Provided by Online Service Provider? is required.

**Number of Students \***

ⓘ Number of Students is required.

<p><b>Number of Teachers *</b></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><small>ⓘ Number of Teachers must be a number.</small></p>	<p><b>Number of Assistants *</b></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><small>ⓘ Number of Assistants must be a number.</small></p>
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**Total Cost \***

ⓘ Total Cost is required.

+ Add

If you do not have additional K-8 summer courses to submit, then answer “No” and then press the “Next>” button in the lower right corner.

Use the Course Name dropdown box to select the first K-8 course (other than Reading for Grades 2 and 3) that was offered.

The screen above shows the screen if “No” is chosen for “Provided by Online Service Provider?”

Choosing “Yes” for Provided by Online Service Provider, changes the options on the screen to:

Provided by Online Service Provider?\*

- Yes
- No

Number of Students \*

*ⓘ Number of Students is required.*

Total Cost \*

Press the  to add more courses as applicable.

Press the “Next>” button in the lower right corner when all K-8 data has been entered.

6. Page 2 9-12 Summer Courses (this section does not pertain to non-public schools):

⚠ Page 1

Page 2

⚠ Page 3

Do you have additional 9-12 summer courses to submit?\*

- Yes
- No

### 9-12 Summer Courses

Course Name \* ✕

-- Select an option -- ▼

Provided by Online Service Provider?\*

- Yes
- No

Number of Students \*

Number of Teachers \* Number of Assistants \*

Total Cost \*

If you do not have 9-12 summer courses to submit, then answer “No” and then press the “Next>” button in the lower right corner.

Use the Course Name dropdown box to select the first 9-12 course that was offered.

The screen above shows the screen if “No” is chosen for “Provided by Online Service Provider?”

Choosing “Yes” for Provided by Online Service Provider, changes the options on the screen to:

Provided by Online Service Provider?\*

- Yes
- No

Number of Students \*

ⓘ Number of Students is required.

Total Cost \*

Press the  to add more courses as applicable.

Press the “Next>” button in the lower right corner when all 9-12 data have been entered.

## 7. Page 3 Contact Information:

### Contact Information

First Name of Submitter \*

ⓘ First Name of Submitter is required.

Last Name of Submitter \*

ⓘ Last Name of Submitter is required.

Email address of Submitter \*

ⓘ Email address of Submitter is required.

First Name of Superintendent \*

ⓘ First Name of Superintendent is required.

Last Name of Superintendent \*

ⓘ Last Name of Superintendent is required.

Phone number of Superintendent \*

ⓘ Phone number of Superintendent is required.

Email address of Superintendent \*

ⓘ Email address of Superintendent is required.

Please enter the name and email address of the person completing this form. This is the person we will contact first if we have any questions.

Please also enter the name, phone number, and email address of the superintendent.

Press the submit button to submit the data.

### **Helpful Tips**

1. If something does not pertain, but is required, please put zero.
2. The form has changed since its initial release, please do NOT resubmit. We have the original submission.
3. If you have questions, please contact [summersch@doe.in.gov](mailto:summersch@doe.in.gov).