




STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

May 6, 2020

**MEMORANDUM**

**TO:** City and County Superintendents of Education  
**FROM:** Eric G. Mackey   
State Superintendent of Education  
**RE:** 2020 Summer Program Registration Requirements

In preparation for summer program(s) requirements, the Alabama State Department of Education (ALSDE) has streamlined the local education agency (LEA) registration process into one document, the *2020 ALSDE Summer Program Registration Requirements*. For traditional secondary summer schools, registration with the ALSDE is outlined pursuant to the *Alabama Administrative Code*, Regulations Governing Public Schools, Public School Governance, Chapter 290-3-1-.02(6) "All public schools conducting a summer school shall file a registration report with the ALSDE." In past years, LEAs were required to complete individual applications for each school that offered a summer school program; however, only one (1) chart is required per LEA by completing Section A to register your LEA's summer school(s). You may also continue to complete one (1) chart per school that offers a summer school. For questions regarding the completion of Section A, please contact Mr. Andy Meadows by email at [ameadows@alsde.edu](mailto:ameadows@alsde.edu) or by telephone at (334) 694-4768.

Additionally, pursuant to Act 2019-523, the *Alabama Literacy Act*, which became law in June 2019, "Each local education agency shall provide summer reading camps to all K-3 students identified with a reading deficiency." Section B of the *2020 ALSDE Summer Program Registration Requirements*, should be completed by each LEA to provide a brief description and budget analysis of your LEA's proposed summer reading camp outlined in the *Alabama Literacy Act*. For questions regarding the completion of Section B, please contact Mrs. Karen W. Porter by email at [kporter@alsde.edu](mailto:kporter@alsde.edu) or by telephone at (334) 694-4632. If you have plans to provide supplementary summer learning program opportunities that you want to register with the ALSDE, you may complete Section C.

There are still many uncertainties regarding the COVID-19 impact on the reopening of schools, as well as the capacity to allow groups of any size, including groups of more than 10, to congregate. However, LEAs should still complete the registration process for both secondary summer school programs and K-3 summer reading camps based on the most recent data collected, as well as LEA planning components that began in the fall of 2019 with the goal to provide students with additional learning opportunities. The *2020 ALSDE Summer Program Registration Requirements* document should be completed for each LEA and submitted to [leasummerreq2020@alsde.edu](mailto:leasummerreq2020@alsde.edu) no later than Friday, May 29, 2020.

EGM/ED

Attachments

cc: Dr. Daniel Boyd  
Dr. Elisabeth Davis  
Mrs. Karen W. Porter  
Mr. Sean J. Stevens

FY20-2075

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## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

In designing 2020 summer learning program(s) to meet your students' individual needs, the following conditions may **not** have been considered: COVID-19 implications; social distancing requirements; long-range fiscal plans as a result of COVID-19; staffing considerations; extended time away from direct learning environments; and other LEA-specific issues. While the ALSDE realizes these conditions may possibly alter the implementation of your summer learning programs, LEAs should continue to register your most current summer learning plans for all program(s) that apply.

### Section I: Local Education Agency (LEA) Information

Local Education Agency: \_\_\_\_\_

LEA Code: \_\_\_\_\_

Dates of Proposed Summer Program: \_\_\_\_\_

Central Office Contact: \_\_\_\_\_

Superintendent (Please Print): \_\_\_\_\_

### Section II: Summer Program Type (Select all options applicable to your LEA)

A.  **SECONDARY SUMMER SCHOOL** Pursuant to the *Alabama Administrative Code, Regulations Governing Public Schools, Public School Governance, Chapter 290-3-1-.02(6)* "All public schools conducting a summer school shall file a registration report with the ALSDE." The superintendents and principals shall be responsible for organizing the summer school program and registering with the ALSDE. Summer school programs are approved by the local school board of education and administered by a certified administrator for each individual school/site where a program is located within an LEA. Each teacher offering instruction for students shall be provided on the registry chart and shall hold a valid Alabama certificate in the subject taught as required in regular session. Time requirements governing one (or one-half) unit of credit during the summer session shall be the time required to master Alabama Course of Study content standards. Student must have written permission from his/her principal and parent/guardian. It is the responsibility of the student and his/her parent or guardian to make sure the course(s) will transfer between school systems and to understand the responsibility for any errors in course selection lie with the student and his/her parent/guardian.

B.  **K-3 SUMMER READING CAMP** Pursuant to Act 2019-523, the *Alabama Literacy Act*, "Each local education agency shall provide summer reading camps to all K-3 students identified with a reading deficiency as described in subsection (b)."

C.  **OTHER SUMMER LEARNING PROGRAM(S)**



## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

### A. SECONDARY SUMMER SCHOOL (Plan for virtual options in June and July and possible face-to-face option in July only)

School(s) \_\_\_\_\_ Summer School Principal/Administrator \_\_\_\_\_  
 Summer School Principal's Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

Course(s) Name	Teacher's Name Face-to-Face, ACCESS Course Facilitator's Name, or Virtual Course Facilitator	Virtual Course Vendor Name If Applicable	ACCESS Course		Course Credit (check one)		Course Credit Recovery		No. of Students Enrolled in Class
			Yes	No	1	1/2	Yes	No	
<b>Copy this form as needed for additional courses.</b>									Total Enrollment _____

We, the undersigned, assume our respective responsibilities for the operation of this summer school and agree to administer it according to all standards and ALSDE requirements.

**SIGNED** \_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Summer School Principal**





## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

### B. K-3 SUMMER READING CAMP

Location(s) \_\_\_\_\_

Summer Reading Camp Faciliator/Administrator \_\_\_\_\_

Facilitator/Administrator's Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

#### I. Summer Reading Camp Criteria:

**a. Staffing:** "Highly effective teachers of reading as demonstrated by student reading performance data, completion of multisensory structured language education, and teacher performance evaluations."

**b. Instructional Requirements:** "Direct, explicit, and systematic reading intervention services and supports to improve any identified area of reading deficiency."

**c. Time Requirements:** At a minimum, seventy (70) hours of scientifically based reading instruction and intervention.

**d. Location(s):** May be held in conjunction with existing summer programs or in partnership with community-based summer programs designated as effective by the ALSDE Superintendent and Literacy Task Force.

**e. Reporting:** (i.) By grade, the total number and percentage of all eligible K-3 students who attend the K-3 summer reading camp and (ii.) By grade, pre- and post-reading assessment scores, including all summer camp data sources.

**f. COVID-19 Considerations:** With the impact of COVID-19's emergency closure of schools in mid-March, the reopening through varied alternate modes of instructional delivery on April 6, and the uncertainty of when LEAs will be allowed back in buildings either with a small group of less than 12 or in large congregate groups, LEAs may be considering alternative methods (fall before/after school tutoring, etc.) to traditional summer reading camps in June or July. **Please indicate any alternative plan details in Section II, if applicable to your LEA.**



## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

**II. Summer Program Description:** In *no more than* 7 sentences, describe your program’s learning opportunities, schedule, instructional resources, “direct, explicit systematic reading intervention,” instructional delivery method, assessment(s) and progress monitoring tools, and any additional community partners or resources.

**III. Needs Statement:** Provide the number of students, per grade, who will receive targeted instruction in each of the following reading deficiency areas (students may be receiving instruction in more than one (1) of the areas):

	<b>Phonological Awareness</b>	<b>The Alphabetic Principle, Decoding, &amp; Accuracy</b>	<b>Encoding &amp; Accuracy</b>	<b>Vocabulary</b>	<b>Comprehension</b>
Kindergarten					
First Grade					
Second Grade					
Third Grade					

	<b>Number of Regular Education Students</b>	<b>Number of EL Students</b>	<b>Number of Special Education Students</b>	<b>Total Number of Students</b>
Kindergarten				
First Grade				
Second Grade				
Third Grade				



## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

**IV. Target Goals & Objectives:** Identify specific goals and objectives of your summer reading camp.

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**V. Evaluation of Student Outcomes and Evidence of Success:** Identify data sources and other details related to data and progress monitoring.

	<b>Data Source(s)</b>	<b>When Data is Accessed</b>	<b>Type &amp; Instances of Data Reporting</b>	<b>How Data is Used</b>
Kindergarten				
First Grade				
Second Grade				
Third Grade				



## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

### VI. Estimated Budget:

Expense Items	Brief Description of Expense Items	Funding Source	Estimated Budget Amount
Salaries			
Benefits (if applicable) Social Security; Medicare; Retirement; and Unemployment Compensation			
Classroom Supplies (including print materials)			
Transportation (if applicable) mileage, bus drivers, etc.			
Indirect Costs			
Other (if applicable)			

### VI. Signatures:

Superintendent \_\_\_\_\_

ARI Central Office Contact \_\_\_\_\_

Chief School Financial Officer \_\_\_\_\_

Other (if applicable) \_\_\_\_\_





## 2020 Alabama State Department of Education (ALSDE) Summer Program Registration Requirements

### C. OTHER SUMMER LEARNING PROGRAM(S)

Location(s) \_\_\_\_\_

Facilitator/Administrator \_\_\_\_\_

Facilitator/Administrator's Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

### II. Summer Program Description:

Briefly describe your program's purpose, learning opportunities, schedule, instructional resources, and assessment(s) that will be used, "assessment(s)," and any additional information related to this opportunity.

### III. Needs Statement, Program Evaluation, and Budget Description:

Briefly describe the program's goals and objectives, as well as the method or tool that will be used to evaluate the effectiveness of the program. Also provide general budgeting information (funding source and cost).

IV. Superintendent's Signature \_\_\_\_\_