



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Beyond the Bell Branch
TIME TASK CALENDAR
Summer School 2008 – High School

Done	Date	Task	Person(s) Responsible
SUMMER SCHOOL GUIDELINES			
	Monday March 10	Summer School On-line Application period opens for all Summer School staff at http://summer.lausd.net .	
	Friday March 28	Send ESY student application to appropriate Special Education Support Unit	Home School
	Week of March 31	High School principals distributes Transition Teacher Supplemental Application in addition to Summer School on-line application	Home School Principal
	Week of Mach 31	Send Transition Program Parent Notification Letters to selected students	Transition Coordinator
	Friday April 11	Summer School On-line Application, to be on selected school roster, closes.	
	Week of April 21	Local District selects and notifies Summer School Administrators.	Local District
	Week of April 21- on-going	Send Student Application/Parent Notification of student Summer School eligibility.	Counselors
	Week of April 21 – on-going	Pre-register students for summer school including transportation services into SSIS. Send EIEP student forms to appropriate summer school sites. Send student application forms to appropriate summer school sites.	Home School
	Week of April 21	Summer School Transition Coordinator Meeting conducted by Local District Intervention Coordinator.	Local District Intervention Coordinators
	Friday April 25	Transition Teacher Supplemental Application due to principal. Transition Coordinator Selection form Transition Staff Roster to the Local District Intervention Coordinator	Transition Teacher and Principal
	Week of April 28	Summer School Principals' and Attendance Coordinators' Meeting conducted by Local Districts, 1:30 p.m.-4:30 p.m. regarding staff selection process, organization and Transition Programs.	Summer School Principals and Attendance Coordinators
	Week of April 28 On-going	Selection of Summer School staff from on-line Summer School Rosters at http://summer.lausd.net . Send selected and non-selected letters to summer school applicants.	Summer School Principal
	Friday May 16	Final date to send selected and non-selected letters to summer school applicants on initial on-line Summer School Roster.	Summer School Principal
	Wednesday May 21	Final date for teachers to notify Summer School principals in writing of acceptance or refusal of summer school assignment.	Summer School Teacher
	Wednesday May 28	Final date to select Summer School staff from initial Summer School Site Roster. Print initial Summer School Staff Roster. Initial staff selection process/roster closes.	Summer School Principal
	Saturday in May/June	2008 Summer School Transition Teacher Training organized at regional sites	Intervention Coordinators



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	Monday June 2	District Summer School Teacher Pool available on-line to fill vacancies. Student Application due to Summer School Site. Enter student data for transportation services into SSIS.	Summer School Principal
	Week of June 2	Send confirmation of enrollment of students to school of attendance or by US Mail to student's home.	Home School Principal
	Monday June 2	Last day to enter student data for transportation services into SIS.	Receiving School
	Week of June 9	Conduct Summer School Transition Program Orientation Meeting held at High Schools.	Transition Coordinator
	Week of June 23	ESY teacher training, location and details to follow	Division of Special Ed.
	Monday June 30	District-wide Summer School Pre-registration	Summer School Site Personnel
	Week of June 30	ESY instructional materials sent to Summer School sites.	Division of Special Ed.
SUMMER SCHOOL BEGINS			
	Monday July 7	Follow enrollment procedures. Monitor daily attendance.	Summer School Principal Attendance Coordinator
	Friday July 11	NORM DAY Send Classification Report AT-74 and CL 76 to Local District Intervention Coordinator. <i>Release teachers per Contract.</i> Contact Local District Intervention Coordinator before releasing teachers. Send EIEP Student Enrollment Roster to EIEP Office, Beaudry Bldg., 29 th Floor	Summer School Principal Attendance Coordinator
	Monday July 14	Deadline for "Mandated Reporting of Certain Student Conduct" (See BUL-38 (Rev.), page 26, section E	Summer School Principal
	Friday, July 18	Midterm Reports distributed to teachers	Summer School Principal
	Thursday July 24	Distribute Midterm Report Card to students	Summer School Teacher
	Wednesday July 31	Issue failure notices to students.	Summer School Teacher
	Friday August 15	Distribute Final Summer School Report Cards.	Summer School Teacher
	Friday August 15	Send Statistical Report AT-75 and copy of AT-74 to Local District Intervention Coordinator.	Summer School Principal
SUMMER SCHOOL ENDS			