**Revised 3/17/14**

**Summer School 2014**



4J

**Referral Process**

**Please Note:** The Title I Coordinators at each school will coordinate the Summer School referral process.

**Appropriate referrals for Summer School:**

* Students currently in Kindergarten through 4th grade are eligible for Elementary Summer School (**June 30th – July 24th**) at Chavez
* Students currently in 5th grade are eligible for Middle Summer School (**July 7th -31st**) at Madison Middle School
* Students who will benefit from 4 weeks of intensive reading instruction and will attend all 4 weeks of the program. Math instruction will be offered in Grades 3-4
* Students who can learn utilizing general education curriculum and materials without significant disruption to the learning environment.

**Referral Process:**

* Schools are informed of their Summer School allotment
* Coordinators work with classroom teachers and/or grade level teams to identify and recommend students
* Classroom teacher or Title I Coordinator personally contacts parent(s) to inform them of the referral and explain the benefits of Summer School
* Families complete the registration form and return to school coordinators
* Coordinators create a Referral List that includes student’s name, address, phone number and parent(s) names
* Coordinators return registration forms for students currently in **grades K-5 to** Linda Grape in the Instruction Department by May 16th and she will get them to the Summer School administrator.

**Student Allotments for the Elementary Summer School program**

**Kindergarten through 4th grade (as of February 2014)**

Awbrey Park 29 Spring Creek 28

Chavez 34 Twin Oaks 17

Family School 12 Village 10

Holt 42 Willagillespie 39

Howard 26 O’Hara 22 McCornack 25 Eugene Waldorf 7

River Road 24

**5th grade (as of February 2014)**

Awbrey Park 11 Spring Creek 7

Chavez 12 Twin Oaks 5

Family School 5 Village 3

Holt 12 Willagillespie 12

Howard 6 McCornack 8

River Road 4