



State of Wisconsin  
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: February 2008

TO: District Administrators

FROM: Brian Pahnke, Assistant State Superintendent  
Division for Finance and Management

SUBJECT: 2008 Summer School Issues

Annually our department receives requests for clarification on claiming membership for summer school programs. Districts claiming membership for equalization aid and revenue limit purposes must follow the summer school statutes, rules, and guidelines available at [http://www.dpi.wi.gov/sfs/summ\\_sch.html](http://www.dpi.wi.gov/sfs/summ_sch.html).

**Routing of Information**

Please share this letter with your summer school coordinator.

**Filing of Summer School Membership Report**

Your business office must file the PI-1804/1805 summer school membership report electronically via the password protected reporting portal located at the following website: <https://www2.dpi.state.wi.us/safr/>. This report is due no later than the due date for the PI-1563 3<sup>rd</sup> Friday in September Pupil Count Report. Your district's business office must also retain a paper copy of PI-1804-W1 and W-2 for audit purposes.

**Aidable Academic Courses vs Nonaidable Summer Activities**

State aid is paid for eligible summer academic courses. Many summer school courses are eligible for state aid, but they must be related or similar to instruction that is offered during the regular school year. In order to be eligible for state aid, all summer school courses must be open to all students residing in the district.

Under state law, pupils participating in summer recreation programs are not eligible to be counted by school districts for state aid or revenue limit purposes. Examples of nonaidable summer activities include: fund 80 programs, child care programs, open gym, camps, community events/festivals, before and after school programs, clubs, extracurriculars, recreational activities, team sports, events/classes exclusive to club members only, orientations, and some field trips as listed below.

**Licensure and Aidable Courses**

Aidable academic classes must be taught on-site by DPI licensed teachers.

**Instructional Minutes Reimbursement**

Up to 270 minutes of instructional time, per student, per day are the maximum number of minutes allowed for reimbursement per Wisconsin Administrative Rule PI 17. Only the time spent by students receiving direct instruction may be counted for membership.

### **Logged Classes**

Logged classes are for individualized, direct, one to one instruction. The instructional time generally varies per student. The teacher should maintain a daily log and a summary log, reflecting the student's name, start and finish time, and number of minutes the teacher provided instruction to each student. Minutes cease to accrue when the instructor is no longer providing direct instruction to the student. Generally, these types of classes generate very few minutes or FTEs.

### **Field Trips**

Some field trips may be claimed for membership. Only the on-site, instructional time involved with the field trip may be counted. The on-site instructor must be a DPI licensed teacher. Time spent on travel to and from the event may not be counted per Wisconsin Administrative Rule PI 17. Additionally, there shall be no cost to the student or parent for the transportation, entry fee, food or lodging related to the field trip if the district claims membership. Summer activities such as recreation programs, team sports and performances are not eligible to be claimed for state aid purposes.

### **Partnering and 66.0301 Agreements**

Districts may only operate an academic summer program in cooperation with a CESA or another school district under current law. Districts operating programs with other entities other than a school district or CESA for summer academic classes are **not eligible** to claim membership for state aid or revenue limit purposes.

### **Software/Internet/Drivers Education/Miscellaneous Fees**

Districts may only charge a minimal material fee if the district is claiming membership for state aid or revenue limit purposes for the course. If the district claims state aid under s. 121.14, Wis. Stats., there shall be no cost to the resident student beyond individual use supplies (towels, gym clothes, notebooks, pencils), textbooks, or similar items (workbooks). Items for which fees are charged must be legally permitted and actually purchased for summer school use. Summer school fees may not be used to subsidize other classes or students.

Examples of items for which fees **may not** be charged are: internet access, software, tuition/instruction, equipment/apparatus, vehicles, gas, insurance, transportation, shuttling, food or lodging for off-campus classes, building costs, and entry fees.

School boards may establish and collect reasonable fees for social, recreational or extracurricular summer classes and programs which are neither credited toward graduation nor eligible for state aid [s. 118.04 (4), Wis. Stats.]. School boards may also provide and charge for transportation for extracurricular activities such as school athletic contests, school games, after school practices, late activities school outings or extracurricular school field trips [s. 121.54 (7) Wis. Stats.]. Such activities are not, however, eligible for state aid or revenue limit purposes and should not be included in the summer school membership report.

### **Contacts**

General summer school questions may be directed to Nancy Mueller at 608-266-8938 ([nancy.mueller@dpi.wi.gov](mailto:nancy.mueller@dpi.wi.gov)). Questions concerning financial reporting should be directed to Brad Adams at 608-267-3752 ([bradley.adams@dpi.wi.gov](mailto:bradley.adams@dpi.wi.gov)).

For additional information, please see <http://www.dpi.wi.gov/sfs/auditorqanda.html>, <http://www.dpi.wi.gov/sfs/fees.html> and <http://www.dpi.wi.gov/sfs/sumguidelines.html>