

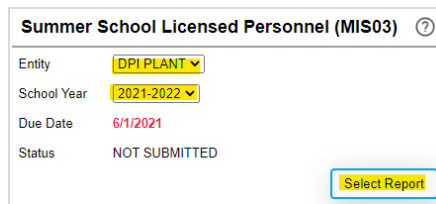
Summer School Program Reporting Guidance

This guidance provides the steps required to complete the Summer School Application and the Summer School Licensed Personnel (MIS03) for summer school program approval. **All summer school applications/MIS03s must be received by the North Dakota Department of Public Instruction (NDDPI) fifteen days prior to the start of the program.**

1. Log into [STARS](#). Once logged in, you should see the “Fill Out Reports” page. You should see a list of all reports.
 - a. Click on the “Personnel” box. This will take you to a page with four boxes listing the personnel reports



- b. Under the “Summer School Licensed Personnel (MIS03)” box, select the appropriate entity and school year from the dropdowns, and click “Select Report”



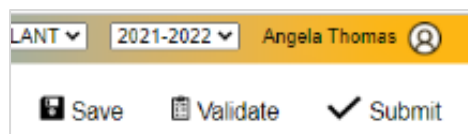
Please note: If you do not see the Summer School Licensed Personnel (MIS03) report, contact your school administrator to grant you permission to this report. Choose “Manage Users” under “Security” on the left sidebar to grant permissions.

2. Click on “Summer School Application” under “Sections” on the left sidebar.



- a. Check all programs that are included in your summer school application
 - b. Enter the individual’s information who is responsible for the summer school program
 - c. Check whether any fees are being charged
 - d. Enter the estimated total number of students attending summer school
 - e. Briefly describe the teacher assignment schedules, entering which days and time the program will be held
 - f. Check whether the elementary program includes a separate class of EL instruction to students

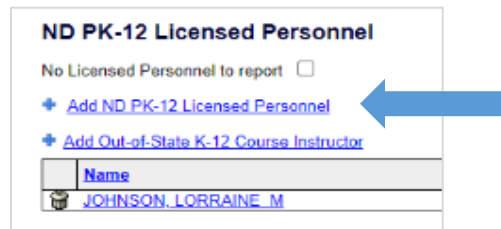
When you’ve completed the application, click “Save”, “Validate”, and “Submit” in the top right corner. If there are any errors or warnings, correct them and click “Validate” and “Submit”.



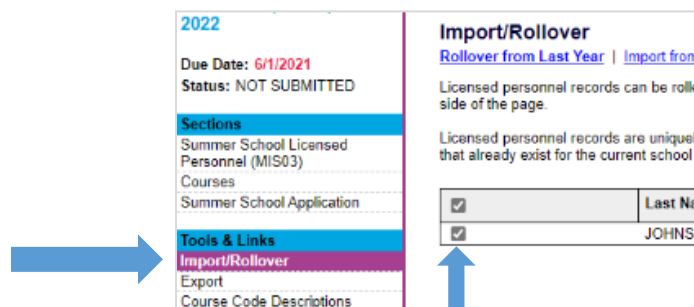
3. Next, click on “Summer School Licensed Personnel (MIS03)” under “Sections” on the left sidebar.



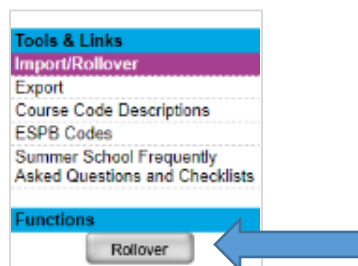
- a. To add licensed personnel, click “Add ND PK-12 Licensed Personnel”



- b. Enter your summer school personnel by license number
- i. You’re able to roll over summer school personnel
1. Click on “Import/Rollover” under “Tools & Links” on the left sidebar
 2. Select the licensed personnel you would like to roll over

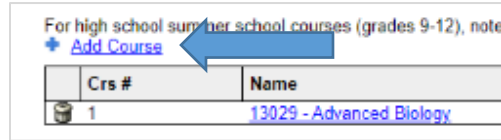


3. After selecting the records to roll over, click the “Rollover” button under “Functions” on the left sidebar



4. To get back to the MIS03 page, click on “Summer School Licensed Personnel (MIS03)” above “Import/Rollover” at the top of the page
- ii. Enter all required personnel information

- c. At the bottom of the MIS03, enter summer school course information. For each course, enter:



For high school summer school courses (grades 9-12), note

[+ Add Course](#)

Crs #	Name
1	13029 - Advanced Biology

- i. The credit code (if applicable)
 - ii. The total number of instructional hours. Driver's education courses require a minimum of 30 hours of classroom instruction, 6 hours of behind-the-wheel, and 6 hours of observation for $\frac{1}{4}$ credit
 - iii. The projected number of students per grade (based on the grade level the student was promoted to in the fall)
 - iv. Gender
- d. Once you are done entering all the information, click "Save" in the top right corner
4. Once you've entered all the summer school program information, click "Validate" in the top right corner. Address any errors and warnings identified. If there are no errors, click "Submit" in the top right corner. If there were errors and/or warnings, correct them, click "Validate", and if successful, click "Submit" in the top right corner
- a. You can submit the report with warnings, but not with errors

Once submitted, the NDDPI will review the application and the MIS03 report. A letter will be sent confirming approval or denial of your summer school program. Once the summer school program is over, the district will enter student enrollment on the STARS Enrollment Summer School report. This information determines your state reimbursement for summer school. Summer School program payments are disbursed in the fall. If you have questions regarding the enrollment report, please contact the Office of School Approval & Opportunity at (701) 328-2236.

Reminder: Please be certain that all driver education instructors have provided the necessary information to the [Education Standards and Practices Board](#) (ESPB) office for annual renewal of their driver education endorsements to expedite program approval. You may contact the [ESPB](#) office at (701) 328-9641.

If you have questions regarding summer school, please contact the Office of School Approval & Opportunity at (701) 328-4923.