



Evidence-based tools and guidance
for delivering effective programs

- PLANNING & MANAGEMENT
- ACADEMICS & ENRICHMENT
- STAFFING & PROFESSIONAL DEVELOPMENT
- SITE CLIMATE
- STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org



SAMPLE: ROCHESTER SUMMER PROGRAM REQUEST FOR APPROVAL

For information on the importance of a district program approval process and tips for managing multiple programs, review Rochester Summer Program Approval Process Guidance.

Developed by Rochester City School District to streamline summer planning and operations, the Summer Program Request for Approval is used by the central office to track all summer learning programs offered throughout the district and identify budget and management efficiencies as appropriate. Each individual, school, or organization wishing to offer a summer learning program must first submit a request through the central office for review and approval.

Request to Offer 2016 Summer Learning Program

Sponsor Information - RCSD Summer Learning Program			
Program Name		Application Date	
Sponsor/Principal		Sponsor/Principal Phone #	
Partnership Program Contacts – To Be Completed for Partnership Programs ONLY			
Partner Name		Partner Contact	
Partner Phone #		Partner email	

Program Rationale (provide a brief explanation of the type of programming and expected benefits for students who attend)

Programming Dates/Times – All Programs Should Be a Minimum of 5 Weeks in Duration

Start Date	Ending Date	Starting Time	Ending Time	Breakfast	Lunch	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Above dates are <input type="checkbox"/> Fixed or <input type="checkbox"/> Flexible		Above times are <input type="checkbox"/> Fixed or <input type="checkbox"/> Flexible				

Expected Student Participation/Recruitment

"Feeder" School is <input type="checkbox"/> Districtwide or <input type="checkbox"/> Specific School (enter schools)		
Recruitment criteria (e.g. students with interest in technology)		
Please provide a brief explanation of how you plan to recruit students for this program.		

Programming Days (Check All that Apply)

Funding Source	Estimated Cost
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	

Target Grades (based on grade the student will be entering in the fall; check all that apply) and provide Estimated # Students (including special education students), # of RCSD staff (Teachers, TA's, Paras), # of Classrooms at RCSD facility & any Special Facility Needs for each grade level. **All hiring based on enrollment and subject to District approval.**

Target Grade	# Students	# RCSD Teachers	# RCSD TA's	# RCSD Paras	# RCSD Rooms	Special Facility Needs (e.g. Gym, Lab Rooms, Pool, etc.)
<input type="checkbox"/> New PK						
<input type="checkbox"/> PKgoK						
<input type="checkbox"/> Kgo1						
<input type="checkbox"/> 1go2						
<input type="checkbox"/> 2go3						
<input type="checkbox"/> 3go4						
<input type="checkbox"/> 4go5						
<input type="checkbox"/> 5go6						
<input type="checkbox"/> 6go7						
<input type="checkbox"/> 7go8						
<input type="checkbox"/> 8go9						
<input type="checkbox"/> 9go10						
<input type="checkbox"/> 10go11						
<input type="checkbox"/> 11go12						
<input type="checkbox"/> 12						

Summer Learning Transportation	
Daily transportation to school from:	<input type="checkbox"/> Home <input type="checkbox"/> Central Location <input type="checkbox"/> RTS Bus Stop <input type="checkbox"/> Other _____
Daily transportation from school to:	<input type="checkbox"/> Home <input type="checkbox"/> Central Location <input type="checkbox"/> RTS Bus Stop <input type="checkbox"/> Other _____
Enter additional information regarding transportation needed to support this program in the space below:	

Approvals	
RCSD Sponsor	Partner Contact
For Summer Learning Project Team Use Only	
RCSD Budget Analyst	RCSD Superintendent
Approved Program Name	Power School Program ID

Summer Learning Planning Team notes: