

PRE-SERVICE SUMMER SCHOOL WORKSHOPS HIGHLIGHTS TO SERVE SECONDARY STUDENTS IN SUMMER

1. Plan Ahead With Counselors Before End of Spring Term

- a. Placement decisions for in-district students to be served in summer should be coordinated with spring term counselors before spring term ends.
- b. Information for intra and interstate students can be obtained from student records in the MSIS (if data is reported), and/or from sending schools.
 - i. SEMY can help with contacting sending schools if calls are made prior to spring term ending. Through summer, attempts will be made to identify transcripts from sending schools, but results cannot be guaranteed.
 - ii. To assist in pre-planning, ask MSIS to provide a list of students served last year and the name of their sending school.

2. Report MSIS Data in Spring

- a. Report SPRING unresolved coursework and secondary credit in MSIS BEFORE summer school begins. This cannot be understated.
- b. Make special accommodations for students who will move in summer—so that data is on their record. Records clerks and counselors may begin talking about process prior to spring term ending.
 - i. Idea: Gather course schedule and prepare reporting of secondary credit accrual in advance so that grades are the only thing pending. This will work for some records clerks, depending on the nature of local reporting and data collection processes.
 - ii. Idea: Set up a meeting with counselors before April when they are busy with WASL and before they are busy with graduation, etc.

3. PASS Program

- a. Identify summer PASS Contact Persons in advance and notify SEMY to provide training or assistance prior to summer school.
- b. Elect to order courses in bulk so that curriculum is on shelf the first day/night of summer school.
- c. Assess reading and motivation level of student prior to placement in PASS.
- d. Review a compilation of successful summer PASS programs: ‘Sample Summer Programs Using PASS’ (attached) located at SEMY website: www.semy.org
- e. Plan ahead to institute relevant strategies which will ensure success of students.
 - i. ONLY enroll PASS students in the number of units student is most likely to complete during summer; if a full semester credit is needed, follow up in fall to transition student into remaining units in course.
 - ii. Call the PASS Program at SEMY with any questions—toll free HELP desk is open between 8 a.m. – 5 p.m., Monday through Friday at (888) 727-7123.