



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TITLE:** 2009-2010 Summer School/Intersession for Middle Schools

**NUMBER:** MEM-4628.0

**ISSUER:** Judy Elliott, Chief Academic Officer  
 Office of Curriculum & Instructions Support Services

Alvaro Cortés, Assistant Superintendent  
 Beyond The Bell Branch

**DATE:** March 16, 2009

**ROUTING**  
 Local District Superintendents  
 Local District Administrators of Instruction  
 Local District Directors of School Support Services  
 Intervention Administrators  
 Intervention Coordinators  
 Instructional Coach Coordinators  
 English Learner Specialists  
 Principals  
 Assistant Principals  
 School Coordinators  
 School Administrative Assistants  
 UTLA Chapter Chairs

**PURPOSE:** The purpose of this Memorandum is to provide information for the 2009-2010 Summer School/Intersession for Middle Schools offered to eligible students at single and multi-track schools. Summer school programs are tentative and may be impacted by state and district budget reductions.

**MAJOR CHANGES:** Due to state and district budget reductions, certificated and classified support has been reduced, curriculum and course offerings and transportation guidelines have been revised. This replaces MEM-4121.2, dated May 1, 2008.

**INSTRUCTIONS:** I. Background

Following state guidelines, the Board of Education adopted the *Standards-Based Promotion (SBP) Policy, Parent Notification and Appeals Process for Secondary Schools*, BUL-721, dated December 17, 2003, requiring students to meet prescribed criteria to matriculate. This policy provides for intervention programs for students at risk of not meeting grade level standards. For assistance refer to the Local District Intervention Directory (Attachment A).

II. Guidelines and Schedule

Summer school/intersession is an intervention program designed to provide standards-based instruction that is tied to the core program for off track students in grades 6-8. Eligible students participate in a four-hour per day instructional program for a total of 80 hours.

Middle school summer session is offered July 6 – July 31, 2009, 8:00 a.m. – 12:20 p.m. at designated single-track middle schools (Attachment B). Local District Superintendents determine the summer school sites.

Intersession is offered at multi-track schools. Intersession is offered for a total of 80 hours per track per session. Multi-track schools must submit the Intent to Offer Intersession (Attachment C) to the Local District Intervention Coordinator three weeks before intersession begins.

The Time Task Calendar for summer school and intersession is referenced in Attachments D-1 and D-2.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

### III. Programs

#### A. The following programs are provided in summer school/intersession.

1. Remedial programs provide an opportunity for students who need additional academic assistance. Standards-Based Promotion policy mandates a summer school/intersession intervention in mathematics and English language arts for 8<sup>th</sup> grade students who have not met the district criteria for promotion.
2. Transition is part of summer school and is a pilot program for 132 selected students matriculating from elementary to middle school and middle school to high school. Local Districts and secondary schools, based on the schools feeder pattern, determine the number of students from each school. Elementary school administrators/math coaches collaborate with the middle school to select eligible students.
3. Extended School Year (ESY) is provided for special education students with an Individualized Education Program (IEP) that specifies ESY.

### IV. Enrollment and Student Eligibility

#### A. Students who reside full time within the boundaries of the LAUSD during the spring semester 2009 and meet eligibility requirements as outlined in section C below may participate in summer school/intersession.

1. Priority is given to students enrolled in LAUSD.
2. Students in grades 6-8 who are in attendance at multi-track middle schools converting to single-track are eligible to attend summer school, except for ESY. Students attending multi-track schools must attend intersession at their school of attendance.
3. Students in 8<sup>th</sup> grade in June 2009 at single-track schools and matriculating to a multi-track high school are not eligible to enroll in summer school.

#### B. Students enrolled in a private/charter school may attend summer school. The following criteria must be met.

1. Priority is given to students enrolled in LAUSD.
2. Parent must provide documentation that the student meets the eligibility as outlined in section C below.
3. Upon determination of eligibility and space available, summer school principal will notify parent within the first week of summer school. Student must be enrolled in LAUSD following all enrollment requirements and procedures.

#### C. Student Eligibility

##### 1. Remedial Program

- a. Students scoring at Basic, Below Basic, or Far Below Basic on CST.
- b. Students who have received a final mark of D or Fail in one or more core courses.
- c. English Learners (ELs) who need to gain proficiency in ESL and/or need additional academic support to meet grade level content standards in mathematics and or English language arts.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

- d. 8<sup>th</sup> grade students who are identified as not meeting the district criteria for promotion in English language arts and/or mathematics are required to attend a district intervention during the summer school/intersession. Exceptions and alternatives to summer school placement requires the principal's recommendation.
  2. Transition Program
    - a. Students matriculating from elementary to middle school.
    - b. Students scoring at below proficiency on CST and/or periodic assessments in math and/or are at-risk in study/social skills and attributes necessary for school success.
  3. ESY is provided for special education students with an Individualized Education Program (IEP) that specifies ESY.
- V. Parent Notification and Student Application
- A. The Summer School/Intersession Student Application serves as the parent notification.
1. All middle schools will generate the Summer School/Intersession Student Application (Attachment E) using the SIS program Summer Application (SUMAPP).
  2. The home school principal or designee is responsible for counseling/registering students and publicizing summer school.
  3. The home school must forward applications to the appropriate school site if summer school is site other than the home school.
  4. Participating middle school administrators and transition coordinators in collaboration with the elementary school administrators/coaches are responsible for selecting, counseling, publicizing and registering students for Transition.
    - a. Schools must inform parents of program dates, time and location, using the Transition Program Parent Notification Letter (Attachment F).
    - b. Parent meetings and workshops are a component of the Transition Program.
      - 1) The first parent orientation meeting is held at the middle school before June 8<sup>th</sup> and conducted by the middle school principal and Required Learning Academy (RLA) administrator or transition coordinator. This meeting will focus on the explanation of Transition and the criteria for student selection.
      - 2) A second parent meeting during the first/second week of summer school will focus on the middle school experience.
- B. Counseling Students
- It is the responsibility of the home school counseling staff to:
1. Identify students who are at risk of failing and determine the appropriateness of the subjects requested for summer school/intersession.
  2. Counsel students in the core program on the appropriate courses to take, identify the courses to be taken the following year in place of the course completed, and determine the appropriateness of the subjects requested for summer school/intersession. See related content-specific summer school course descriptions.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

3. Identify English Learners (ELs) not making adequate progress, D or Fail in ESL courses and EL students awaiting redesignation (PRP) who need intervention in reading, writing and/or mathematics.
4. Identify 8<sup>th</sup> grade students who do not meet the criteria for promotion in mathematics and English/language arts.
5. Assist in counseling, publicizing and registering students for Transition.
6. Encourage eligible students to register and be in attendance daily for summer school/intersession.
7. Counselors must complete Summer School/Intersession Application, keep a copy and send the original home for a parent signature. When the student returns the signed application, make a copy for the school files.
8. Construct a master program to meet the indicated needs for Remedial, ESY and Transition Programs.
9. Assist teachers at non-reconfigured elementary schools with the appropriateness of the subjects requested on the summer school application form for Grade 6 course offerings for students who will attend summer school at a middle school site.
10. Run TR31SUM to transfer student records from the other LAUSD school(s) into the summer school database. If TR31SUM is not used, student demographics and classes will need to be entered manually into ID71. Use EXTSUM to move students from the main database (ID01) into the Summer School database (ID71).
11. Disciplinary records as required by Bulletin No. 38 (Rev.), Mandated Reporting of Certain Student Behavior, Office School Operations, will be sent electronically to the schools. TR31SUM will include 49079 data when files are requested by the Summer School site and sent the first week of Summer School. It is imperative that schools follow the directions in the Secondary SIS Technical Bulletin for "Students with EC49079 Offenses."

### VI. Transportation

- A. All traveling students attending single-track secondary schools may enroll in a summer school program. The school of attendance sends the completed application with the counselor's signature to the summer school site selected by June 1, 2009. Transportation is provided for CAP or PWT programs.
  1. Students needing transportation should have field 142 marked with a "Y" as classes are entered in ID71, but no later than June 1, 2009, in order to receive transportation. It is essential that the summer school enter transportation information upon receiving the student application for summer school/intersession.
  2. The Transportation Branch will notify sending schools and parents of the transportation pick-up location and time.

### VII. Organization of Classes

- A. Composition of classes is determined by student eligibility. Schools are to construct a master program to meet the indicated needs for Remedial, ESY and Transition programs.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

### B. Class Size

1. The class size for Remedial courses is 33:1. Schools are to organize classes with an enrollment of 40:1 to allow for attrition. On norm day, classes will close if attendance falls below 30 students.
2. Daily attendance must be maintained. The average daily attendance rate for summer school/intersession is expected to be 85%. Schools will continue enrollment of new students through the first five days of summer school/intersession.

### VIII. Application and Staffing Procedures

#### A. Application Procedure

1. All summer school positions must be applied on-line at: <https://summer.lausd.net> using a LAUSD E-mail account.
2. E-mail accounts are available at <https://idmlogin.lausd.net/myprofile> on a District connected computer.
3. Summer school application period is March 30, 2009 – April 24, 2009, to be listed on the initial Summer School Roster.
4. Only eligible personnel who apply on-line and are selected and work will be paid for summer employment.
5. It is imperative that administrators follow selection guidelines and staff from official electronic rosters only. Once assigned, all summer school staff are electronically issued a summer Personnel Employment Record Number (PERNR) for payroll purposes.

#### B. Administrator Selection – Principal and Assistant Principal

1. Priority and selection process for middle school summer administrators are referenced in MEM-4630.0, 2009 *Summer School Administrative Assignments and Application Process*, dated March 16, 2009.
2. The summer school principal assignments are 6-hour positions, 7:30 a.m. – 2:00 p.m. Assistant principals assignments are 5-hour positions, 7:30 a.m. – 1:00 p.m. Schools must have an enrollment of 500 or more students on norm day to maintain the assistant principal position.
3. Local District Superintendents have final approval of summer school administrators. Local District Intervention Coordinators notify selected and non-selected administrators for summer school assignments.
4. Middle school summer administrators and/or registration advisors receive a total of 24 hours per summer school site for pre-registration of students, planning and preparation. The hours must be time reported on or prior to June 30, 2009.
5. Intersession administrator is the school site principal or assistant principal. Intersession administrators are provided 40 hours to supervise instruction after 4:30 p.m. Monday - Friday or Saturdays.

#### C. Transition Coordinator

1. Transition is planned by the RLA Administrator at RLA middle schools. There is no additional funding for the planning, recruitment/organization at identified RLA middle schools.
2. A Transition coordinator is allocated at non RLA middle schools for a total of 20 hours for preparation and planning prior to summer school only. The program code is 11246.



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

---

3. During summer school the Transition coordinator is allocated 20 hours for the opening/closing of summer school, parent meetings, monitoring attendance and documentation.
4. The Transition coordinator must apply on-line for the subject area to which they hold a credential, prior to April 24<sup>th</sup>. Summer school principal selects the Transition coordinator from the on-line staff roster.
5. The duties and responsibilities of the Transition coordinator include:
  - a. Before summer school:
    - 1) Organize Transition Program
    - 2) Select and meet with eligible students
    - 3) Send Parent Notification/Permission Letters
    - 4) Organize and conduct Parent Orientation Meeting
    - 5) Attend Transition coordinator meetings and trainings
    - 6) Locate and inventory transition materials from 2008 summer school
  - b. During summer school:
    - 1) Implement Transition Program
    - 2) Distribute and collect instructional materials
    - 3) Monitor student attendance and class size
    - 4) Support transition teachers
    - 5) Complete reports as requested by Beyond the Bell Branch
6. Transition coordinators may also teach summer school.
7. Middle school principals select Transition Coordinator and send the Transition Coordinator Selection Form (Attachment G) by April 3, 2009 to the Local District Intervention Coordinator.

**D. Teacher Selection**

Priority and selection process for the Summer School/Intersession is referenced in Article XX 2.0, District/UTLA Contract.

1. Summer school principals select all teachers from the on-line Roster and notify selected and non-selected teachers of summer school assignments.
2. Summer school teacher hours are 7:50 a.m. – 12:30 p.m.
3. Teachers must have appropriate teaching credentials to teach remedial subjects as listed in the course offerings. No enrichment courses will be offered for middle school summer/intersession.
4. Teachers interested in applying for Transition must apply on-line as part of the summer school application process. Additionally, interested teachers must submit a supplemental Transition Teacher Application (Attachment H) to the principal, by April 3, 2009.
  - a. Consideration is given to teachers from the participating middle schools, to facilitate looping in the fall. Additionally, teachers who have demonstrated success at working with and motivating low achieving, at risk students will be selected.
  - b. Middle school principals in collaboration with summer school principals select the Transition teachers on-line from the Summer School Roster and notify selected and non-selected teachers.
  - c. To address the shortage of math teachers, it is suggested that Transition teachers be assigned two periods of math, therefore, the





# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

- Strategies for Success teachers must also be assigned back-to-back classes.
- d. Summer school principals send Transition Staff Roster to Local District Intervention Coordinator by May 15, 2009. (Attachment I).
  5. Intersession Teacher Application (Attachment J) must be completed and submitted to the school site administrator.
- E. Office and Support Personnel
1. School Administrative Assistant (SAA) on A basis are to support the full implementation of the District Summer School Program as part of the basis assignment.
    - a. The A-Basis 8-hour SAA is assigned to work summer school.
  2. Clerical Support
    - a. The A-Basis 8-hour clerical position is assigned to work summer school.
    - b. There is no additional clerical support allocated for secondary summer school.
    - c. Intersession schools are provided 1 hour of clerical relief or overtime per track.
  3. Special Education Assistants/Trainees, Health Aides and Adult Assistants must apply on-line.
    - a. Classified Personnel selects and notifies the Special Education Assistant/Trainees, Health Aides and Adult Assistants of the summer assignment and location.
    - b. The assignment is a 4.5 hour position.
  4. School Supervision Aide (SSA)
    - a. Summer school sites are provided two 5-hour positions per site.
    - b. Current SSAs, TAs, Educational Aides and Campus Aides are eligible to apply. Clerical, Special Education Assistants/Trainees and Adult Assistants are not eligible.
    - c. Summer school principals select SSA's from on-line Summer School Roster and notify selected and non-selected SSA's of summer school assignment.
    - d. Intersession sites are allocated one SSA for 3 hours per day if Intersession is held after school or on Saturdays.

### IX. Budget and Payroll Procedures

#### A. Budget

1. The program code for summer school is 11246.
2. The program code for intersession is 12398.
3. Summer school/intersession resources are referenced in Resources At A Glance for Summer School (Attachment K-1) and Resources At A Glance for Intersession (Attachment K-2).

#### B. Payroll Procedures

1. A time card must be kept for all summer school staff.
2. Teachers are compensated at the intervention rate that includes a stipend of .09224. The stipend is for planning, monitoring of student attendance, contacting parents, intervention documentation/assessment, faculty meetings and supervision as appropriate.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

3. For payroll information refer to Payroll Time Reporting Manual for the Summer School/Intersession and Extended School Year 2009-2010.

### X. Instructional Program

- A. The Office of Curriculum, Instruction and Support Services provides the instructional guides and assessments for selected courses assessments.
  1. Remedial courses are listed in Attachment L. Students who receive a D or Fail in Algebra Readiness may repeat the course in summer school/intersession. It is recommended that students who receive a D or Fail in or Algebra 1 retake the course at the high school level.
  2. Transition is designed in 4-hour blocks 2 hours of mathematics and English/language arts skills per day. Grades are required for Transition.
    - a. Mathematics  
Course title and number: Math Tutor Lab A # 31-02-31
    - b. English/language arts  
Course title and number: Literacy in Action # 23-25-11 or 23-25-12 or Literacy in Action # 23-25-03 or 23-25-04. (See English/ Language Arts Guidelines for Standards-based Instruction for course description, scope and sequence and recommended instructional resources).

### XI. Attendance Accounting and Documentation

It is critical that all intervention program data must be entered into the Secondary Student Information System (SSIS). The District and school sites use the information for decision-making and planning for intervention programs. State funding for these programs depends on the accuracy of the attendance and statistical reports. The money generated through student attendance and claimed by these reports funds the intervention programs.

- A. Schools must follow the guidelines provided in Reference Guide 1732, *Required Secondary SIS Data for Standards-Based Promotion and Intervention Programs* dated May 9, 2005. Additional information and procedures are provided in the Secondary SIS Newsletter *Summer School/Intersession Issue, Summer 2009*, which can be found on LAUSD website at PAR-Secondary Student Information System office.
  1. It is the responsibility of the assistant principal to maintain enrollment, attendance records and enter all data into the SIS.
  2. Attendance must be monitored and recorded. Teachers must record hourly attendance.
  3. The Secondary Student Information Systems (SSIS) is used for Summer School attendance accounting and reporting. Clerical staff needing SSIS training registers for the Summer School (SSIS) training on-line at <http://lz.lausd.net> (Attachment M)
  4. On the fifth day of summer school/intersession, fax the following SIS generated reports to the Local District Intervention Coordinator.
    - a. Classification Report (AT74)
    - b. Class Enrollment Report by Teacher (CL76 R-1)
  5. On the last day of summer school/intersession:





# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

---

- a. Sign and fax the SIS generated Statistical Report (AT75) to the Local District Intervention Coordinator.
- b. File the following attendance documents at the summer school/intersession site
  - 1) Statistical Reports
  - 2) Classification Reports
  - 3) Class Rosters
  - 4) Attendance Registers

### XII. Food Services

Food Services provide a brunch **or** lunch at summer school sites. Food Services will contact the summer school principal to determine the meal and schedule for meal service. It is important that the school of attendance update the current meal eligibility code in SIS.

### **RELATED RESOURCES:**

BUL-721, *Standards-Based Promotion Policy, Parent Notification and Appeals Process for Secondary Schools*, dated December 17, 2003, Beyond the Bell Branch.

REF-1732, *Required Secondary SIS Data for Standards-Based Promotion and Intervention Programs*, dated May 9, 2005, Planning Assessment and Research.

The following attachments will assist school personnel:

- A – Local District Intervention Staff Directory
- B – Summer School Sites
- C – Intent to Offer Intersession
- D – Time Task Calendars
- E – Student Application
- F – Transition Program Parent Notification Letter
- G – Transition Coordinator Selection Form
- H – Transition Program Teacher Application
- I – Transition Staff Roster
- J – Intersession Teacher Application
- K – Resources at a Glance
- L – Remedial Courses
- M – Secondary SIS Training

### **ASSISTANCE:**

For assistance regarding secondary summer school/intersession, call the Local District Intervention Coordinator and refer to Local District Staff Directory (Attachment A).



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

MEM-4628.0  
March 16, 2009

ATTACHMENT A

**INTERVENTION ADMINISTRATORS & COORDINATORS LIST**

**INTERVENTION COORDINATORS**

<b>LOC. DIST.</b>	<b>NAME</b>	<b>TELEPHONE #</b>	<b>FAX#</b>	<b>E-MAIL ADDRESS</b>
1	Randy Benigno	(818) 654-3665	(818) 654-3637	<a href="mailto:randy.benigno@lausd.net">randy.benigno@lausd.net</a>
2	Cándida Fernández-Ghoneim	(818) 755-5386	(818) 755-9839	<a href="mailto:cferna7@lausd.net">cferna7@lausd.net</a>
3	Cindy Paulos	(310) 253-7812	(310) 842-9170	<a href="mailto:cynthia.paulos@lausd.net">cynthia.paulos@lausd.net</a>
4	Lupe Inabu	(323) 932-2281	(323) 932-2112	<a href="mailto:lupe.inabu@lausd.net">lupe.inabu@lausd.net</a>
5	Olga Flores	(323) 224-3364	(323) 224-3184	<a href="mailto:olga.flores@lausd.net">olga.flores@lausd.net</a>
6	Nancy Robinson	(323) 278-3981	(323) 720-9012	<a href="mailto:nancy.robinson@lausd.net">nancy.robinson@lausd.net</a>
7	Grace Bishop	(323) 242-1362	(323) 242-1392	<a href="mailto:grace.bishop@lausd.net">grace.bishop@lausd.net</a>
8	Pamela Jackson	(310) 354-3422	(310) 527-2957	<a href="mailto:pmg3194@lausd.net">pmg3194@lausd.net</a>

**INTERVENTION ADMINISTRATORS**

<b>NAME</b>	<b>TELEPHONE #</b>	<b>FAX#</b>	<b>E-MAIL ADDRESS</b>
Diane Agliam	(213) 241-2638	(213) 241-6856	<a href="mailto:diane.agliam@lausd.net">diane.agliam@lausd.net</a>
Sue Wong	(213) 241- 2640	(213) 241-6856	<a href="mailto:sue.wong@lausd.net">sue.wong@lausd.net</a>
Javier Sandoval	(213) 241-2639	(213) 241-6856	<a href="mailto:javier.sandoval@lausd.net">javier.sandoval@lausd.net</a>
Joan Mezori, Director	(213) 241-3081	(213) 241-6856	<a href="mailto:joan.mezori@lausd.net">joan.mezori@lausd.net</a>



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM-4628.0  
 March 16, 2009

ATTACHMENT B

**MIDDLE SCHOOL SUMMER SESSION SITES - 2009**  
**JULY 6, 2009 – JULY 31, 2009**

Please be advised that due to Proposition BB and Maintenance and Operations (M&O) projects, programs at sites may be limited or reduced, changed to alternate sites within the same geographic region.

MIDDLE SCHOOLS	LOC. CODE	LD	G R C	MIDDLE SCHOOLS	LOC. CODE	LD	G R C
Adams	8009	5	E	Mann	8236	3	W
Audubon	8028	3	W	Marina Del Rey	8235	3	W
Bancroft	8038	4	E	Markham (TFA)	8237	7	S
Belvedere	8047	5	E	Millikan	8238	2	N
Burbank	8066	4	E	Mount Gleason	8240	2	N
Burroughs	8075	3	W	Muir	8255	7	S
Byrd	8080	2	N	Mulholland	8259	1	N
Carnegie	8090	8	S	Nightingale	8264	5	E
Clay	8099	8	S	Nobel	8272	1	N
Clinton	8062	5	E	Northridge	8283	1	N
Cochran	8245	3	W	Olive Vista	8306	2	N
Columbus	8102	1	N	Pacoima	8321	2	N
Curtiss	8103	8	S	Palms	8340	3	W
Dana	8104	8	S	Peary	8352	8	S
Dodson	8110	8	S	Porter	8354	1	N
El Sereno	8118	5	E	Portola	8107	1	N
Fleming	8127	8	S	Reed	8355	2	N
Frost	8137	1	N	Romer	8116	2	N
Fulton	8142	2	N	San Fernando	8358	2	N
Gompers (TFA)	8160	7	S	Sepulveda	8363	1	N
Griffith	8168	5	E	South Gate	8377	6	S
Hale	8169	1	N	Southeast	8153	6	S
Harte	8170	8	S	Stevenson	8387	5	E
Henry	8174	1	N	Sun Valley	8396	2	N
Hollenbeck	8179	5	E	Sutter	8406	1	N
Holmes	8182	1	N	Twain	8425	3	W
Irving	8189	4	E	Van Nuys	8434	2	N
King	8208	4	E	Vista	8117	1	N
Lawrence	8217	1	E	White	8487	8	S
Le Conte	8226	4	N	Wilmington	8490	8	S
Liechty	8058	4	E	Woodland Hills Acad.	8344	1	N
Maclay	8228	2	N	Wright	8493	3	W
Madison	8230	2	N				



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

MEM-4628.0  
March 16, 2009

ATTACHMENT C

**INTENT TO OFFER – SECONDARY  
Intersession**

School \_\_\_\_\_ Location Code \_\_\_\_\_ Local District \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Calendar: (Check one)  Single Track  3-Track  4-Track Indicate Track: \_\_\_\_\_  
Program: (Please complete an Intent To Offer Intervention for **each** program)

- Intersession  ESY  Migrant  RLA  ELA  
 ELP  ELAP  
 Local Design:  Grant supported (indicate Program Code) Reduce class size \_\_\_\_\_ Other \_\_\_\_\_

**This form is due 3 weeks prior to the start of each intervention offered.**

Grade	Subject	Start Date	End Date	# of Classes	Days Offered Start & End Time	Total Hours	Total # of Days
6 <sup>th</sup>							
(Session 2)*							
7 <sup>th</sup>							
(Session 2)*							
8 <sup>th</sup>							
(Session 2)*							
9 <sup>th</sup>							
(Session 2)*							
10 <sup>th</sup>							
(Session 2)*							
11 <sup>th</sup>							
(Session 2)*							
12 <sup>th</sup>							
(Session 2)*							

\***Session 2:** is for schools that offer more than one intervention session during the same period in order to accommodate more students.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**MAIL OR FAX THIS FORM TO YOUR LOCAL DISTRICT INTERVENTION/TESTING COORDINATOR.**



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM-4628.0  
 March 16, 2009

ATTACHMENT D-1

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
 Beyond the Bell Branch  
**TIME TASK CALENDAR**  
**Summer School 2009 – Middle School**

Done	Date	Task	Person(s) Responsible
<b>SUMMER SCHOOL GUIDELINES</b>			
	March 30 – April 24	Summer School On-line Application period opens for <b>all</b> Summer School staff at <a href="http://summer.lausd.net">http://summer.lausd.net</a> .	
	Week of March 30	Send Transition Program Parent Notification Letters to selected students	Transition Coordinator
	Friday April 3	Transition Teacher Supplemental Application due to principal in addition to Summer School on-line application. Transition Coordinator selection to Local District Intervention Coordinator	Home School Principal
	Week of April 20- on-going	Send Student Application/Parent Notification of student Summer School eligibility.	Counselors
	Week of April 20 – on-going	Enter Summer School confirmation including transportation into SSIS. Send Summer School student application forms to appropriate summer school sites.	Home School
	Friday April 24	Final date to apply for Summer School On-line Application, to be listed on the initial summer school roster	Summer School staff applicant
	Friday April 24	Send ESY student application to appropriate Special Education Support Unit	Home School
	Week of April 27	Local District selects and notifies Summer School Administrators.	Local District
	Week of May 4	Summer School Principals’ and Assistant Principals’ Meeting conducted by Local Districts, 1:30 p.m.-4:30 p.m. regarding staff selection, organization and Transition Program.	Local District
	Week of May 4 On-going	Selection of Summer School staff from on-line Summer School Rosters at <a href="http://summer.lausd.net">http://summer.lausd.net</a> . Send selected and non-selected letters to summer school applicants.	Summer School Principal
	Week of May 11	Summer School Transition Coordinator Meeting conducted by Local District Intervention Coordinator.	Local District
	Friday May 15	Transition Staff Roster faxed to the Local District Intervention Coordinator	Home School Principal
	Week of May 25	Final date to send selected and non-selected letters to summer school applicants on initial on-line Summer School Roster.	Summer School Principal
	Friday May 29	Final date to select Summer School staff from initial Summer School Site Roster. Print initial Summer School Staff Roster. Initial staff selection process/roster closes.	Summer School Principal



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM-4628.0  
 March 16, 2009

ATTACHMENT D-1

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
 Beyond the Bell Branch  
**TIME TASK CALENDAR**  
**Summer School 2009 – Middle School**

<b>Done</b>	<b>Date</b>	<b>Task</b>	<b>Person(s) Responsible</b>
	Monday June 1	District Summer School Teacher Pool available on-line to fill vacancies. Student Application due to Summer School Site. Enter student data for transportation services into SSIS.	Summer School Principal
	Monday June 1	Send confirmation of enrollment of students to school of attendance or by US Mail to student's home.	Home School Principal
	Monday June 1	Last day to enter student data for transportation services into SIS.	Receiving School
	Week of June 1	Summer School Principals' and Assistant Principals' Meeting, 1:30 p.m. – 4:30 p.m. regarding instruction	Local District & Office of Instruction
	Week of June 8	Conduct Summer School Transition Program Orientation Meeting held at Middle Schools.	Transition Coordinator
	Friday June 12	Send <i>Standards-Based Promotion End of School Year Promotion/Retention Determination Letter</i> to parents for mandatory 8 <sup>th</sup> grade students (See BUL-721 Attachment G).	Home School Principal
	Monday June 29	District-wide Summer School Pre-registration	Summer School Site Personnel
		<b>SUMMER SCHOOL BEGINS</b>	
	Monday July 6	Follow enrollment procedures. Monitor daily attendance.	Attendance Coordinator
	Friday July 10	<b>NORM DAY</b> Send Classification Report AT-74 and CL 76, R-1 to Local District Intervention Coordinator. Contact Local District Intervention Coordinator before releasing teachers. <i>Release teachers per Contract.</i>	Summer School Principal Attendance Coordinator
	Friday July 10	Deadline for "Mandated Reporting of Certain Student Conduct" (See BUL-38 (Rev.), page 26, section E	Summer School Principal
	Thursday July 23	Issue failure notices to students.	Summer School Teacher
	Friday July 31	Distribute Final Summer School Report Cards.	Summer School Teacher
	Friday July 31	Send Statistical Report AT-75 to Local District Intervention Coordinator.	Summer School Principal
		<b>SUMMER SCHOOL ENDS</b>	





**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
MEMORANDUM

MEM-4628.0  
March 16, 2009

ATTACHMENT D-2

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**TIME TASK CALENDAR**  
**Interession 2009 – Middle School**

<b>DATE</b>	<b>TASK</b>	<b>PERSON (S) RESPONSIBLE</b>
<b>STAFFING GUIDELINES</b>		
4 Weeks Prior to Interession	Initial application period for Interession and Special Education Teachers	Secondary Interession Administrator
2 Weeks Prior to Interession	Select and notify all interession teachers of their assignments.	Secondary Interession Administrator
<b>INTERSESSION GUIDELINES</b>		
4 Weeks Prior to Interession	Pre-register students for Interession on SIS.	Secondary School Counselors and APSCS
3 Weeks Prior to Interession	Send confirmation of enrollment to student's home by school mail.	Secondary Interession Administrator
1 Week Prior to Interession	Final pre-registration for students who have not registered.	Site Interession Personnel
<b>INTERSESSION BEGINS</b>		
First Day of Off-Track Interession	Follow enrollment procedures and Monitor daily attendance.	Secondary Interession Teachers Secondary Interession Administrator
3 <sup>rd</sup> Day of Interession	<b>NORM DAY</b> Fax Classification Report AT-74 and CL-76, R-1 to Local District Intervention Coordinator.	Secondary Interession Administrator
1 <sup>st</sup> Week of Interession	Deadline for "Mandated Reporting of Certain Student Conduct" (See Bulletin No. 38 (Rev.) page 26, Section E.	Secondary Interession Administrator
Last Week of Interession	Final Mark Reporting.	Secondary Interession Teachers
Last Day of Interession	Final Interession Report Cards distributed. Statistical Report (AT-75) to Local District Intervention Coordinators.	Secondary Interession Teachers Secondary Interession Administrator
<b>INTERSESSION ENDS</b>		



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM- 4628.0  
 March 16, 2009

ATTACHMENT E

Summer School/Intersession 2009  
 Student Application

Name: COLLINS, JOHN District ID: 030792M987  
 Address: 333 S BEAUDRY Phone: (213) 241-4850  
 LOS ANGELES 90017 Emg. Phone: (213) 241-1000  
 Birth Date: 03/07/92 Grade Level: \_\_\_\_\_  
 Grade as of July 1, 2009  
 Parent/Guardian: COLLINS, ROSEMARY Date: \_\_\_\_\_  
 School of Attendance: 8999 LAUSD HIGH SCHOOL

School Requested: \_\_\_\_\_  
 (You may request to attend any school where  
 the District offers a summer session program.)

Are you currently participating in a program  
 in which transportation is provided? Yes/No

Courses Requested in Order of Preference	Program Code(*)	Counselor Approval
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that my son/daughter must be in attendance the first day of class and be in attendance the entire summer session. If not in attendance on the first day, his/her seat will be forfeited. I further understand that if the SB-813 program is oversubscribed, participants will be identified by a random selection process.

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Signature of Parent/Guardian

\* Program Codes: R = Remedial S = Enrichment (SB-813)  
 G = Graduation Requirement D = SDP  
 P = Proficiency  
 W = DRWC





LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

MEM-4628.0  
March 16, 2009

ATTACHMENT F

(MEMBRETE)

NOTA PARA LOS PADRES- ESCUELA SECUNDARIA  
Programa Puente de Escuela de Verano

Al Padre/Tutor de \_\_\_\_\_  
(Nombre del Estudiante)

\_\_\_\_\_  
(Fecha de Nacimiento) (Grado) (Escuela Primaria)

Su hijo/a ha sido seleccionado para participar en un programa especial de verano de cuatro semanas de duración llamado Programa Puente de Escuela de Verano. Este programa está diseñado para ayudar a los estudiantes a hacer una transición exitosa de primaria a secundaria y se ofrece en las escuelas secundarias. El programa se ofrece durante escuela de verano, 6 de julio al 31 de julio, 2009, 8:00 a.m.- 12:20 p.m. El número de estudiantes que se pueden inscribir es limitado y dependerá del orden en que se reciban las solicitudes.

El Programa Puente de Escuela de Verano proporciona clases de matemáticas y destrezas/habilidades literarias y de estudio. Estos cursos ofrecen aprendizaje académico y también incluyen actividades que fomentan el espíritu de grupo, el desarrollo personal y proyectos en grupo que ayudarán a los alumnos a entablar amistad con los nuevos estudiantes del grado 6. La asistencia es clave. Es importante comprometerse a que los estudiantes asistan todos los días del programa. Al asistir al programa, los estudiantes tendrán una oportunidad única para conocer su escuela preparatoria, a sus maestros y a sus compañeros.

Se ha convocado una reunión de orientación para explicar el Programa Puente de Escuela Verano a los padres interesados. La información de la reunión es la siguiente:

Fecha de la reunión de padres \_\_\_\_\_ Hora: \_\_\_\_\_.

Escuela Secundaria: \_\_\_\_\_

Es importante que usted y su hijo/a asistan a esta reunión. Esperamos darle la bienvenida a nuestra escuela a usted y a su hijo/a y así poder prepararlo/a para una experiencia escolar exitosa en la escuela secundaria.

Por favor, complete la información de abajo y envíe esta hoja al maestro del salón base de su hijo. Esperamos que su hijo participe en este programa. Si tiene alguna pregunta, por favor llame a \_\_\_\_\_ al \_\_\_\_\_.

Atentamente,

\_\_\_\_\_  
Firma del Director

\_\_\_\_\_  
Fecha

Declaración del Padre/Tutor:

He recibido y entiendo la información incluida arriba en relación con el Programa Puente de Escuela de Verano y me comprometo a que mi hijo/a asista todos los días. Entiendo que se ofrece a mi hijo/a la oportunidad de participar dependiendo de si cuando se reciba su solicitud todavía hay cupo.

Sí, autorizo a que mi hijo/a asista.

No, no autorizo a que mi hijo/a asista.

\_\_\_\_\_  
Nombre del Estudiante

\_\_\_\_\_  
Firma del Padre o Tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Dirección

\_\_\_\_\_  
Número de teléfono



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

MEM-4628.0  
March 16, 2009

ATTACHMENT G

**DUE:** Friday, April 3, 2009

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
BEYOND THE BELL BRANCH**

**TRANSITION PROGRAM COORDINATOR SELECTION FORM**

The home school principal selects and sends the Transition Coordinator Selection Form to the Local District Intervention Coordinator. The RLA Administrator at RLA Middle Schools plans transition. There is no additional funding for the planning, recruitment/organization at identified RLA Middle Schools. A Transition Coordinator position is allocated at non RLA Middle Schools for a total of 20 hours for preparation and planning prior to Summer School and must be reported prior to June 30, 2009. During Summer School, the Transition Coordinator is allocated 20 hours for the opening/closing of Summer School, parent meetings, monitoring attendance and documentation.

The duties and responsibilities of the Transition Coordinator includes:

- Implement Summer School Transition
- Select and meet with eligible students
- Provide Parent Notification/Permission Letters to feeder schools
- Organize and conduct Parent Meetings at Summer School site
- Attend Transition Coordinator meetings and trainings
- Inventory, distribute and collect instructional materials
- Monitor student attendance and class size
- Complete reports as requested by Beyond the Bell Branch

Please indicate the Transition Coordinator and complete the information below.

School \_\_\_\_\_

School Phone # \_\_\_\_\_ School Fax # \_\_\_\_\_

Transition Coordinator's Name \_\_\_\_\_

Current Position \_\_\_\_\_ Employee # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Coordinator's Cell Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature Date \_\_\_\_\_

\_\_\_\_\_  
Transition Coordinator's Signature

**FAX TO: Local District Intervention Coordinator by Friday, April 3, 2009**



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

MEM-4628.0  
March 16, 2009

ATTACHMENT H

**DUE: Friday, April 3, 2009  
by 5:00 p.m.**

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
BEYOND THE BELL BRANCH  
  
TRANSITION TEACHER  
SUPPLEMENTAL APPLICATION – MIDDLE SCHOOL**

Teachers applying to the Transition Program must complete the on-line Summer School Application at <http://summer.lausd.net>. Additionally, the Transition Teacher-Supplemental Application must be completed and returned to the summer school principal. Indicate "N/A" if not applicable. Print in ink all information.

Indicate the subject(s) you are interested in teaching:

- Mathematics  Study/Literacy Skills

Indicate the Summer School site you applied to: \_\_\_\_\_

1. \_\_\_\_\_  
Payroll Name (Last) (First) (Middle) LAUSD Employee No.

2. \_\_\_\_\_  
Address (Street) (City) (State) (Zip Code)

3. Home Telephone ( ) \_\_\_\_\_ School Telephone ( ) \_\_\_\_\_

4. E-mail address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

5. \_\_\_\_\_  
Present Position Grade Level/Subject

6. \_\_\_\_\_  
Present School or Office District

**Middle School assignments are 4 weeks for a total of 80 hours, no split assignments.**

**If selected for this assignment, I agree to complete the Transition Program assignment and any required training.**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Return to the Summer School Principal by April 3, 2009, 5:00 pm.**





**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM-4628.0  
 March 16, 2009

ATTACHMENT I

**DUE: May 15, 2009**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
*Beyond The Bell Branch*

**SUMMER SCHOOL TRANSITION - STAFFING ROSTER**

SCHOOL \_\_\_\_\_

TELEPHONE \_\_\_\_\_

Please complete the roster below and fax to the Local District Intervention Coordinator.

Transition Class/Position	Teacher Name	Class Code	Employee Number	Home School	Home Phone	Email
Mathematics						
Study/Transition Skills						
Transition Coordinator						

Signed: \_\_\_\_\_  
 Principal

Date: \_\_\_\_\_

**Fax to the Local District Intervention Coordinator by Friday, May 15, 2009**





**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM-4628.0  
 March 16, 2009

ATTACHMENT K-1

**SINGLE TRACK CALENDAR 2009**  
**SUMMER SCHOOL PROGRAM – MIDDLE SCHOOL**  
**RESOURCES AT A GLANCE**  
**PROGRAM CODE 11246**

CATEGORY	ALLOCATION
Prior to Summer School Planning Support including District-wide Pre-Registration	Total of 24 hours per summer school site for Principal or Assistant Principal or Registration Advisor or clerical support. Request for Extra Duty Pay must be filed for site administrators <u>Total of 20 hours per</u> summer school site for Transition Coordinator (not allocated to RLA schools) Planning support must be time reported by June 30, 2009
	<b>DURING SUMMER SCHOOL</b>
Principal	The summer assignment is a 6 hour position, 7:30 am – 2:00 pm
Assistant Principal	The summer assignment is a 5 hour position, 7:30 am – 2:00 pm Must have 500 or more students on norm day to maintain position
Transition Coordinator	20 hours
Teacher	Intervention rate, including stipend of .09224 per hour
School Supervision Aide	2 positions per site - 5 hours per day.
Clerical	The A-basis SAA and A-basis clerical position(s) will provide the clerical support for summer school. No additional clerical support is allocated for Summer School.
Custodial Supplies	\$ 25 per class for supplies The A-basis custodial position(s) will provide the custodial support for summer school
IMA	\$25 per class Initial Allocation: \$400 (8 classes)



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

MEM-4628.0  
March 16, 2009

ATTACHMENT K-2

**MULTITRACK CALENDAR 2009**  
**INTERSESSION PROGRAM – MIDDLE SCHOOL**  
**RESOURCES AT A GLANCE**  
**PROGRAM CODE 12398**

<b>CATEGORY</b>	<b>ALLOCATION</b>
Coordinatorship	1 Coordinatorship per school
Teacher	Intervention rate, including stipend of .09224
School Supervision Aide	1 position per Intersession site - 2 hours per day total of 40 hours
Clerical	Currently assigned A-Basis Clerical personnel perform responsibilities for each Intersession Clerical Relief – Middle Schools – \$515 for clerical relief or overtime
Custodial Supplies	\$25 per class The A-basis custodial position(s) will provide the custodial support for intersession. No additional custodial support is allocated for intersession
IMA	\$25 per class



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
MEMORANDUM

MEM-4628.0  
March 16, 2009

ATTACHMENT L

**MIDDLE SCHOOL COURSES FOR THE SUMMER SESSION PROGRAM**  
**REMEDIAL COURSES**

Remedial Courses are for students who received a grade of D or Fail and/or need additional instruction to meet grade level standards. Due to the 4- week program, credits will not be offered for middle school classes. Students who receive a D or Fail in Algebra Readiness or Algebra 1 may not make-up courses in Summer School/Intersession

**BUSINESS EDUCATION**

Electronic Keyboard	21-02-03
---------------------	----------

**ENGLISH**

Basic Comm. Skills MS	23-01-19
Basic Read MS A/B/C	35-01-01, 35-01-02, & 35-01-03
Literacy in Action 1A/1B	23-25-01 & 23-25-02
Literacy in Action 2A/2B	23-25-03 & 23-25-04
Eng/Reading 6A	23-01-01
Eng/Reading 6B	23-01-02
Eng/Reading 6AB*	23-01-01 & 23-01-02
English 7A	23-01-03
English 7B	23-01-04
English 7AB*	23-01-03 & 23-01-04
English 8A	23-01-05
English 8B	23-01-06
English 8AB*	23-01-05 & 23-01-06

**ESL**

ESL Intro A	17-01-15
ESL Intro B	17-01-16
ESL Beg 1A	17-01-01
ESL Beg 1B	17-01-02
ESL Inter 2A	17-01-03
ESL Inter 2B	17-01-04
ESL Adv 3	17-01-05
ESL Adv 4	17-01-06
LAPL 1	17-20-13
LAPL 2	17-20-14
LAPL 3	17-20-21
LAPL 4	17-20-22
LAPL 5	17-20-23
LAPL 6	17-20-24
Prep Redesgn A	17-01-31
Prep Redesgn B	17-01-32
ESL Math AB	17-31-01 & 17-31-02
ESL Science AB	17-36-01 & 17-36-02
ESL History AB	17-37-03 & 17-37-04

**MATHEMATICS**

Math 6A	31-01-01
Math 6B	31-01-02
Math 6AB*	31-01-01 & 31-01-02
Math 7A	31-01-03
Math 7B	31-01-04
Math Tutor Lab A	31-02-31 (For Transition)
Adventures in Math	31-02-13
Problem Solv Math	31-02-15

**PHYSICAL EDUCATION**

Intro PE A	33-01-19
Intro PE B	33-01-20
Beg PE A	33-01-01
Beg PE B	33-01-02
Int PE A	33-01-03
Int PE B	33-01-04

**SCIENCE**

Sci/Hlth 6A	36-01-01
Sci/Hlth 6B	36-01-02
Sci/Hlth 6AB*	36-01-01 & 36-01-02
Science 7	36-01-03
Science 8A	36-01-05
Science 8B	36-01-06
Science 8AB*	36-01-05 & 36-01-06

**SOCIAL SCIENCE**

WHG: Ancient Civ.6A	37-01-21
WHG: Ancient Civ. 6B	37-01-22
WHG: Ancient Civ.6AB	37-01-21 & 37-01-22
WHG: Med/Mod 7A	37-01-23
WHG: Med/Mod 7B	37-01-24
WHG: Med/Mod 7AB*	37-01-23 & 37-01-24
US Hist: Grow/Conflict 8A	37-01-25
US Hist: Grow/Conflict 8B	37-01-26
US Hist: Grow/Conflict 8AB	37-01-25 & 37-01-26

Cannot be taken by students needing only A or B



MEM-4628.0  
March 16, 2009

ATTACHMENT M

## Secondary SIS Summer School Training

Secondary SIS and the Information Technology Training Branch offers training classes to assist members of your staff in using Summer School/Intersession SIS programs. The class includes:

- Summer School/Intersession Enrollment
- Creating the Master Schedule for Summer School/Intersession
- Inputting attendance for Summer School/Intersession
- Summer School/Intersession mark reporting processes
- Summer School/Intersession Classification and Statistical Reports

Training Dates	Time	Location
April 30, 2009	12:30 pm – 3:30 pm	333 S. Beaudry, 21st floor
May 8, 2009	8:30 am- 11:30 am	333 S. Beaudry, 21st floor
May 15, 2009	12:30 pm – 3:30 pm	6505 Zelzah Ave
May 21, 2009	12:30 pm – 3:30 pm	333 S. Beaudry, 21st floor
May 26, 2009	8:30 am- 11:30 am	Webster MS
June 1, 2009	8:30 am- 11:30 am	333 S. Beaudry, 21st floor
June 4, 2009	12:30 pm – 3:30 pm	6505 Zelzah Ave
June 12, 2009	12:30 pm – 3:30 pm	333 S. Beaudry, 21st floor

**To enroll in classes log on to the Learning Zone (<http://lz.lausd.net>):**

1. From the Learning Zone home page, click on the Courses tab.
2. Click on the “Search Course Catalogue” link.
3. In the Program field, use the drop down and select **Secondary Student Information**.
4. Click the “Search” tab at the bottom left hand corner of the screen. A list of courses will be displayed.
5. Locate the course you would like to take and click on the red “class schedule” prompt.
6. Locate the class of interest by clicking on the red link.
7. The class will open in a new window.
8. Maximize the window by clicking on the middle-sizing button in the upper right hand corner.
9. Click on the Enroll Now button.
10. Click on the OK button to confirm your enrollment.
11. Click Close.
12. Click the Learning Zone Log out tab.
13. Access your LAUSD e-mail to view confirmation.

Classes with low enrollment may be cancelled. If a cancellation is necessary all enrollees will be notified by e-mail.