

 <p>River Bend Education District</p>	<p>River Bend Area Learning Center 1315 S Broadway Street New Ulm, MN 56073 ph(507) 359-8780 fax (507) 359-1586</p>
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Targeted Services/Extended Time Process

1. **Create a proposal and submit via FAX to Chris Bodick for approval.**

You must use the current proposal form, which can be found on the [Area Learning Center web site](#). If the program is for grades 1-8, use the Targeted Services form. If it is a High School program (9-12), use the High School Credit Recovery form. The Targeted Services section of the SAAP Manual can also be downloaded from that same location. Use this as a guide in developing your program.

Please be aware that beginning with summer programming, all students are assigned to the grade they will be in for the upcoming school year. This is due to MARSS reporting identifying the fiscal year as starting with summer school. This means that students who were in 8th during the previous school year and now considered 9th graders for summer and fall under extended time/credit recovery programming, unless they have been officially retained in the 8th grade.

It's important to note on the proposal which teachers will be responsible for which grades/classes. Their names will be attached to the classes in campus, and they must take attendance each day. If it is a high school class, they must also report a final grade. If there will be a central person taking attendance, please note that information on the proposal.

The proposed program will be looked at to ensure that it follows the criteria and spirit of the language in the SAAP manual. A signed copy will be returned to the contact person and the district's business manager.

If there is Estimated Program Income in excess of \$1500, there **must** be a detailed budget showing how the money will be spent on the program.

The program will then be set up in River Bend's Infinite Campus student information system. A user name and password will be created for each teacher and the contact person. Attendance and grades will be tracked using Campus. This will streamline MARSS Reporting and provide for a much higher level of accuracy in reporting attendance. The log in information will be emailed to the contact person. Review the set up and report any issues to Chris Bodick.

Training can be arranged for any teachers unfamiliar with Infinite Campus.

2. Prepare the Enrollment form with the following information:

Students Name
MARSS Number
Grade
Age
Program/Class

Submit this document to Kim Glowacki kglowacki@riverbend.k12.mn.us.

3. Run the program.

Submit any changes in enrollment (either late starts or drops) to Kim Glowacki. Be sure staff are entering attendance at all levels, and finalizing grades for the High School credit recovery classes.

4. Notify Kim when the program is finished.

An ADM/ADA report will be run and allow for comparison of estimated and actual budgeting.

We will sign and return the End of Program MARSS Report to the building principal, to be reviewed and signed. This then needs to be passed on to the school's district business manager for review and to be signed. A copy of the signed report needs to be sent to Kim Glowacki.

Upon the return of the EOP MARSS Report, the program will be ready to be reported on the next scheduled MARSS run.

The Targeted Services Link can be found at this web address:

http://rbed.sharpschool.net/programs_services/area_learning_center

If you have any question about any steps in the process or in writing your proposal please don't hesitate to call.