

	<p style="text-align: center;">River Bend Education District</p> <p style="text-align: 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 it 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 grade during the previous school year are now considered 9th graders for summer, unless they have been officially retained in the 8th grade.**

Please 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 there **must** be a detailed budget showing how the money will be spent on extended time programming.

The program will then be set up in River Bend's Infinite Campus SIS. 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.

Training can be arranged for teachers unfamiliar with Infinite Campus.

2. Prepare the Enrollment form with the following information:

Student Name	MARSS #	Birth Date	Grade	Race	Gender	Program/Course
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Submit this document to Kim Johnson at kjohnson@riverbend.k12.mn.us

3. Complete a Continual Learning Plan for each Student

Continual Learning Plans are required for each student in the program. CLP's are available on the web site.

4. Run the Program.

Submit any changes in enrollment (either late starts or drops) to Kim Johnson. Be sure staff are entering attendance at all levels, and finalizing grades for the High School credit recovery classes. Grades may be submitted to Chris Bodick with the completed CLP's after the program has ended.

Keep in mind that if the enrolment decreases due to students not showing up, or students dropping out, or students finishing before the scheduled end date, the revenue changes. Revenue is based on membership hours and subject to the MARSS rules for 5 day drop in the summer and 15 day drop during the school year . There should be a plan in place to reduce staff if student enrollment decreases.

5. When the program is finished please submit CLP's and grades for high school to Chris Bodick.

The Targeted Services Link is:

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

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

Chris Bodick
Targeted Services Coordinator
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507-359-8763