



2023 Summer School Administrator/Contact Meeting Schedule

Dates and Times	Meeting Topics	Meeting/Recording/Presentation Links		
Tuesday February 14 Adaptive/ESY Site Summer Learning Administrators ONLY 9:00 am – 10:00 am	Introductions Purpose for meetings Who What When Where How	2/14 Presentation Link Click Here	2/14 Recording Link Click Here	
Monday February 27 Summer Learning Administrators and Contacts ES: 8:00 – 9:00 MS: 9:30 – 10:30 HS: 11:00 – 12:00	Meeting Schedule 2023 Program Information Summer Sites Master Schedules (staff and student hours) Invitation Criteria Testing Schedule Registration Process Opt-Out Process Registration Letters/Opt-Out Instructions for Parents Screenshot Directions Compensation Staffing Eligibility Allocations	School Level 2/27 Presentation Link 2/27 Recording Link	Click Here	Click Here
Tuesday March 7 Summer Learning Administrators and Contacts ES: 8:00 – 9:00 MS: 9:30 – 10:30 HS: 11:00 – 12:00	Registration Platform Walkthrough Devices Hotspots School Nutrition Operations SEC Updates	School Level 3/7 Presentation Link 3/7 Recording Link	Click Here	Click Here

	Finalized Staffing Entry Form	<table><tr><td>MS</td><td>Click Here</td><td>Click Here</td></tr><tr><td>HS</td><td>Click Here</td><td>Click Here</td></tr></table>	MS	Click Here	Click Here	HS	Click Here	Click Here						
MS	Click Here	Click Here												
HS	Click Here	Click Here												
Tuesday March 14 Adaptive/ESY Site Summer Learning Administrators ONLY 9:00 am – 10:00 am	Staffing Checklist Review	<table><tr><td>3/14 Presentation Link</td><td>3/14 Recording Link</td></tr><tr><td>Click Here</td><td>Click Here</td></tr></table>	3/14 Presentation Link	3/14 Recording Link	Click Here	Click Here								
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Click Here	Click Here													
Tuesday March 21 Summer Learning Administrators and Contacts ES: 8:00 – 9:00 MS: 9:30 – 10:30 HS: 11:00 – 12:00	Transportation Budgets Ordering Supplies Holidays Staffing Eligibility GaPSC Public Certification Lookup Team Files Genius Registration/Enrollment Update Staffing Applications SEC Updates SEC Support SEC Allocations (LMB)	<table><tr><td>School Level</td><td>3/21 Presentation Link</td><td>3/21 Recording Link</td></tr><tr><td>ES</td><td>Click Here</td><td>Click Here</td></tr><tr><td>MS</td><td>Click Here</td><td>Click Here</td></tr><tr><td>HS</td><td>Click Here</td><td>Click Here</td></tr></table>	School Level	3/21 Presentation Link	3/21 Recording Link	ES	Click Here	Click Here	MS	Click Here	Click Here	HS	Click Here	Click Here
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ES	Click Here	Click Here												
MS	Click Here	Click Here												
HS	Click Here	Click Here												
Tuesday April 11 Summer Learning Administrators and Contacts ES: 8:00 – 9:00 MS: 9:30 – 10:30 HS: 11:00 – 12:00	Staffing Reminders Testing Promotion/Retention Process FOCUS Tab Training Scheduling Walk-in Registration After Summer Learning Program Options	<table><tr><td>School Level</td><td>4/11 Presentation Link</td><td>4/11 Recording Link</td></tr><tr><td>ES</td><td>Click Here</td><td>Click Here</td></tr></table>	School Level	4/11 Presentation Link	4/11 Recording Link	ES	Click Here	Click Here						
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	Special Education Updates How to Order HVAC	<table><tr><td>MS</td><td>Click Here</td><td>Click Here</td></tr><tr><td>HS</td><td>Click Here</td><td>Click Here</td></tr></table>	MS	Click Here	Click Here	HS	Click Here	Click Here						
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HS	Click Here	Click Here												
Friday May 12 Adaptive/ESY Site Summer Learning Administrators ONLY 9:00 am – 10:00 am		<table><tr><td>5/12 Presentation Link</td><td>5/12 Recording Link</td></tr><tr><td>Click Here</td><td>Click Here</td></tr></table>	5/12 Presentation Link	5/12 Recording Link	Click Here	Click Here								
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Tuesday May 16 Summer Learning Administrators and Contacts ES: 8:00 – 9:00 MS: 9:30 – 10:30 HS: 11:00 – 12:00	Am I Behind? Staffing Substitute Teachers Testing Pre-Planning Schedule Sample Lessons Materials Grading Payroll/Time Operations/Facilities Safety & Security Special Education Updates	<table><tr><td>School Level</td><td>5/16 Presentation Link</td><td>5/16 Recording Link</td></tr><tr><td>ES</td><td>Click Here</td><td>Click Here</td></tr><tr><td>MS</td><td>Click Here</td><td>Click Here</td></tr><tr><td>HS</td><td>Click Here</td><td>Click Here</td></tr></table>	School Level	5/16 Presentation Link	5/16 Recording Link	ES	Click Here	Click Here	MS	Click Here	Click Here	HS	Click Here	Click Here
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MS	Click Here	Click Here												
HS	Click Here	Click Here												
Monday May 22 Summer Learning Administrators and Contacts ES: 8:00 – 9:00 MS: 9:30 – 10:30 HS: 11:00 – 12:00	Summer Learning Evaluation Student Success Skills Lessons Allocation Updates – Gen. Ed. Late Registration/Enrollment Process Student Attendance TEAMS Codes for Teachers Testing Coordinator Info	<table><tr><td>School Level</td><td>5/22 Presentation Link</td><td>5/22 Recording Link</td></tr><tr><td>ES</td><td>Click Here</td><td>Click Here</td></tr></table>	School Level	5/22 Presentation Link	5/22 Recording Link	ES	Click Here	Click Here						
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	School Cleaning Special Education Updates Summer Learning Kick-Off Presentation Thank You Summer Learning Gift – wear shirt on 05/31/23 & 06/05/23 High School Checklist before dismissing students: 1.) Have counselor check transcript for additional courses 2.) Collect Device	MS	Click Here	Click Here
		HS	Click Here	Click Here