



March 1, 2011

TO: Teachers/Therapists/Aides

FROM: Joan Lacey Allison, Extended School Year Coordinator

RE: 2011 Low Incidence Extended School Year Program

Attached is an application for the SASED/DuPage/West Cook Low-Incidence Extended School Year Program for 2011. The program will be housed at Stella May Swartz School, 17W160 16th Street, Oakbrook Terrace, from July 5th through July 29st, 2011. The building is fully air-conditioned. Students will be in attendance from 8:45 a.m. to 12:15 noon. Staff is expected to be in attendance from 8:30 a.m. until 12:30 p.m. and will be compensated for four hours. Staff will be hired based on enrollment.

There will be a **required** paid staff in-service on Friday, July 1st 2011 from 8:30 a.m. until 12:30 p.m. All staff will be expected to stay for the entire time. This is considered your first day of work, and you will be paid accordingly.

If you have a vacation planned during the dates of summer school, please apply as a substitute. Due to the shortness of the session, it is important to have consistency in staff.

If you are not presently hired by SASED, you will need to have a current physical (within the past 90 days), be fingerprinted, and have a tuberculosis test on file **before summer school starts.**

JLA/kd

CC: Nan Diamond, Assistant Director/Program and Services, SASED

Joan Allison
Program Coordinator

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Vision Program
PH Program