SUMMER SCHOOL FUNDING ESTIMATE

1. Calculate the approximate cost of your teaching and administrative salary expenses for Summer School.
   a. Include May mini-mester courses.
   b. Exclude expenses to accounts other than your Summer School Accounts.

2. Calculate the teaching and administrative salary expenses separately.

3. Email the estimates and the related Summer School account numbers to Stephanie Aguilar by the due date.

*REMINDER: Summer School accounts are only to be used for Summer School teaching and administrative salary expenses. Funds are NOT to be transferred out to other accounts.