Extended School Year Services Referrals

CONSIDERATION / CONSULTATION
- Review criteria for Extended School Year.
- Considering whether a student is eligible for extended school year services.
- Case manager goes to “Documents” in EasyIEP and completes the “ESY Consultation” document.
- Reference specific performance, observational and behavioral data about whether a student suffers such significant regression in achievement that they potentially are unable to gain a benefit from the next school year’s special education program.
- Finalize the document.

PAUSE POINT
- Consider if the data supports including ESY services in the next annual IEP
- Consult your SPED coordinator if you have questions about criteria for ESY services or what an appropriate ESY program might look like

DOCUMENTATION
- SPED case manager goes to IEP Process in EasyIEP
- Click "ESY Services".
- Enter new information in the ESY text box to justify the services and what you propose the ESY services should look like (i.e., TA support at regular summer school, self-contained, home-based tutoring, etc.)
- Add ESY consultation for 15 min/month from February 1 to March 30 of the present school year.
- Click "Save".
- Email your Special Education Coordinator to notify them you entered a new ESY referral.

FINALIZING ESY SERVICES
- In the spring, your special education coordinator will work with you to draft proposed specific ESY service times and input them in EasyIEP for the case manager and IEP Team to consider.
- Please consult your special education coordinator about any proposed changes, concerns or questions related to the drafted ESY services.
- Propose Annual IEP (or addendum) with ESY services.
- Finalize IEP in EasyIEP.
- Click “Response” to IEP document in EasyIEP to indicate parental consent secured for ESY services.

COMPLETION ON ESY DOCUMENTATION
- Complete all requested paperwork for delivery of services (i.e. emergency contact form, etc.).
- Forward all completed paperwork by deadline to Central Office.
- Forward appropriate materials and assistive technology by deadline to Central Office.