

GUIDELINES FOR EXTENDED SCHOOL YEAR SERVICES

EXTENDED SCHOOL YEAR (ESY) SERVICES ARE:

- Based only on the **individual child's specific skills** which are critical to his/her overall educational progress as determined by the IEP Team.
- Designed to **maintain child mastery** of critical skills represented on the IEP and achieved during the regular school year.
- Designed to **maintain a reasonable readiness** to begin the next year.
- Based on **multiple criteria** and not solely on unsupported statements about regression. Multiple criteria include, but not limited to, progress reports and relevant assessments, parent report, observations or other documentation.
- Based on consideration by the child's IEP Team of the **significance of the child's disability**.
- Deliverable in a **variety of environments and structures** such as:
 - a) School based comprehensive
 - b) School Based tutoring
 - c) Related services alone or in tandem with the above
- As a rule, **ESY hours of service** are not going to be the same as the level of service the child receives during the school year. Remember, ESY is to be based on the amount of time needed to minimize regression and/or to provide enough time to allow the child to maintain skills and to be prepared to receive benefit from next year's program. Consultation may be appropriate for maintenance rather than direct instruction. This depends on the current IEP and which goals are to be addressed during the break from the school year.

EXTENDED SCHOOL YEAR (ESY) SERVICES ARE NOT:

- Automatic, as IEPs are not based on a 12-month service for all children with disabilities.
- Required for the convenience of the school or parent and, therefore, cannot serve as day care or respite care.
- Required or intended to maximize educational opportunities for any child with disabilities.
- Always necessary to continue instruction on all of the previous year's IEP goals during the ESY period; rather, the focus should be maintaining those specific, critical skills where significant regression, due to an extended vacation period, may occur.
- Required solely when a child fails to achieve IEP goals during the school year.
- To provide a child with education beyond the services necessary to assist the child in reaching his/her IEP goals.
- Required to provide a child with special education services or related services that were missed during the school year.

EXTENDED SCHOOL YEAR IEP TEAM AND IEP PAPERWORK CHECKLIST

Prior to IEP Meeting

- Maintain documentation throughout the year of child progress, regression, and/or recoupment time related to goals and/or Positive Behavior Intervention Plans
- Notify the child's case manager if ESY will be on the child's IEP Team Meeting agenda
- Identify "Consideration of Extended School Year Services" on the IEP Advance Written Notice
- Send any documentation needed to be considered by the IEP Team to the child's case manager prior to the IEP Team Meeting

During the IEP Team Meeting

- Complete ESY Eligibility Form at the IEP Team Meeting
- Summarize all ESY discussion in the Written Notice for that IEP Team Meeting

After the IEP Team Meeting

- Complete required paperwork (Written Notice, IEP, ESY Eligibility Sheet)
- If identified as needing ESY services, the following paperwork must be completed:
 - a) ESY Eligibility Criteria Sheet
 - b) Goals Worksheet (Each Provider must have their own Goals for ESY)
 - c) Case Manager's responsibility is to ensure all service providers submit goals
 - d) Copy of IEP amendment must be submitted to business office
 - e) Plan of care attendance and payment form must be submitted to Business Office