

**Special Education Extended School Year (ESY)
FAQs 2022-2023**

Question 1 – What is the purpose of Special Education ESY?

- The primary purpose of Special Education ESY is to assist qualified students with maintaining progress on IEP goals that has already been made.
- IEP Teams are to determine the need by evidence that due to non-attendance, the student has a loss in skills or regression.
- Special Education ESY is not intended to provide new learning.
- Special Education ESY is not intended to be “just more school”.
- Special Education ESY is not intended to be a repeat or a condensed version of the regular school year.
- Special Education ESY is not solely intended to provide student supervision.

Question 2 - What data are required for the addition of Special Education ESY services?

- This list is not intended to be exhaustive, nor is it intended that each element would impact planning for each child’s IEP.
 - Teacher assessment of the student’s success with various instruction interventions;
 - Criterion-referenced and standardized test data;
 - Health and health-related factors, including physical and social/emotional functioning;
 - Past educational history, as appropriate, including any ESY services;
 - Direct observation of the student’s classroom performance;
 - IEP goals and objectives;
 - Student performance (pretest and posttest data)
 - Behavior checklists;
 - Student interviews where appropriate.

Question 3 - What documents does the IEP team have to complete to add Special Education ESY services?

- Special Education ESY Certificate of Eligibility (which can be found in ad hoc documents for each student); Prior Written Notice with Consent; ESY information session completed and goals selected on the IEP. This can be done at an annual, initial/re-eval or through the amendment process. Please do NOT forget to select the IEP goals that will be worked on during ESY.

Question 4 - Once written consent on a Prior Written Notice is obtained to add Special Education ESY services and I finalize necessary documents, what happens next?

- Once the IEP is finalized, the student will be assigned to one of our designated Special Education ESY locations. Special Education ESY site assignment letters will be emailed to the IEP Manager and LEA Representative of the IEP Team. Assignment letters will be postal mailed to parents/guardians. The Special Education ESY site administrator may reach out to the IEP manager and request more information, materials, supplies, etc. The Special Education ESY site will also be in contact the parent about transportation pickup/drop off times in May.

Question 5 - If it past deadline to turn in the paperwork, can the IEP Team still determine a student is to receive Special Education ESY services?

- Yes. Please do your best to adhere to the Special Education ESY timelines. Number of teachers hired and busses planned for, are based off student enrollment in Special Education ESY. Late additions can happen but make planning difficult.
- The planning process for Special Education ESY is driven by the number of students who have been determined to need such services. There are numerous Departments and individuals involved in making Special Education ESY a success: Facilities Department, Food Service Department, Transportation Department, Related Services Department, Budgeting Department, Human Resources Department, and ESY Site Administration. Not following timelines creates challenges for the numerous individuals who are involved in making the program a success.

Question 6 - Do students who attend Special Education ESY receive transportation?

- Yes. Transportation will be provided to the Special Education ESY site location. It is important to give as accurate as possible, drop off and pick up addresses. Questions about transport and/or transportation pickup/drop off times or locations should be directed to the Special Education ESY assignment location.

Question 7 - When will parents receive information about transportation for Special Education ESY?

- Staff at Special Education ESY site locations will reach out to parents late May with information about pick up and drop off. Parents and/or IEP Managers can also contact the Special Education ESY site location.

Question 8 - What does the IEP manager have to send or complete once a student qualifies for ESY?

- The Special Education ESY site location of placement will send a form requesting more information about transportation addresses, needs for transportation, behavior and health information, as well as materials/devices/plans to ensure that ESY teachers can pick up right where you left off. If communication books, devices, plans or other materials are sent to ESY locations, they will return to base buildings in the condition received, after ESY is over.

Question 9 - Does a student have to qualify for Special Education ESY every year?

- Yes. This should be discussed each year by the IEP team and data must be presented. New paperwork must be completed annually to be eligible. This includes the appropriate information reflected on the IEP in Synergy and the parent provided with a Prior Written Notice.

Question 10 - Do I have to complete a new Special Education ESY Certificate of Eligibility (COE) every year?

- Yes. This document contains the reasons, data and justification for the addition of this service. You can review this document in ad hoc documents in Synergy. The document needs to be completed in ad hoc documents in Synergy.

Question 11 - If a student walks in with Special Education ESY services, do we have to complete our required paperwork?

- If the walk in IEP indicates that the student qualified for Special Education ESY services during the current school year, you will mark accordingly and no additional paperwork for the addition to the IEP will be needed. If the qualifications was from the previous school year, the student will need to requalify for services.

Question 12 - What if the IEP team determines that a student is eligible for Special Education ESY services and the parent indicates the student will not be participating due to other summer commitments?

- The consideration of Special Education ESY is no different from any other special education service. Disagreements related to the initiation or change identification, evaluation, placement, or provision of FAPE should be handled in the same manner as any other disagreement in special education. Remember – In Special Education, verbal offers don't exist. Verbal agreement or disagreement doesn't exist.
- A Prior Written Notice is provided anytime a school proposes, or refuses, to initiate or change identification, evaluation, placement, or provision of FAPE.
- If a parent states they no longer want their student to receive Special Education ESY or they are not going to send their student to Special Education ESY after it was already agreed to and added to the IEP, the IEP Team must review and consider this request and respond within 15 school days with a Prior Written Notice.
- Two options for the Prior Written Notice:
 - Refuse the removal of the special education ESY service and include notification that we stand ready, willing, and able to provide the services agreed to.
 - If the IEP Team agrees that FAPE can be provided for without the student receiving the already agreed to special education ESY service, procedural steps should be taken to remove the special education ESY service. Note – this is unlikely to be a common situation. If an IEP Team just previously determined that a student required special education ESY services, why suddenly does the student no longer require the service to as a part of their FAPE?

Question 13 - Will assignment letters be sent to parents of students determined to receive Special Education ESY services?

- Yes. As soon as a student has Special Education ESY service lines added to the IEP with correct information and the IEP is finalized, an assignment letter will be postal mailed to the parent/guardian. A PDF copy of the letter will also be emailed to the IEP Manager and Building Principal.
- AN IEP MUST BE FINALIZED THAT CONTAINS THE SPECIAL EDUCATION ESY SERVICE LINES IN ORDER TO HAVE THE STUDENT LISTED ON THE SPECIAL EDUCATION ESY REPORT AND FOR A SPECIAL EDUCATION ESY ASSIGNMENT LOCATION TO BE MADE.

Question 14 - Is there a report that IEP Managers can run for the building to determine which students are to receive Special Education ESY?

- Yes, in Synergy there is a Special Education report that can be run.
- Synergy WIC→SPED→ESY Students→Print.
- If this report is run and a student who should have Special Education ESY on their IEP is not on the list, something is wrong. This is most likely an indication that the Special Education ESY service has not been added to the IEP and the IEP finalized.

Question 15 - I am an IEP Manager, why haven't I heard about which Special Education ESY site a student on my IEP caseload is assigned to?

- Special Education ESY site assignments won't begin until March 31, 2023. If you haven't received a copy of a Special Education ESY assignment letter, it is possible that the Special Education ESY information on behalf of the student is not correctly entered into Synergy.
- Remember – In Synergy on the Supl. Aids & ESY Tab needs to contain this information: The team considered the need for ESY – ESY has been considered and the student IS eligible for ESY services. Also, Special Education ESY service lines must be added and finalized on the IEP.

Question 16 - What are some Special Education ESY scenarios that should trigger staff to pause and review for accuracy?

- A student has been determined to receive more special education time in service during Special Education ESY than what is received during the regular school year. Example - A student receives 180 minutes of special education support during the regular school year. The student has been determined to receive 360 minutes of special education support during Special Education ESY.
- A student has been determined to receive substantially more special education related service during Special Education ESY than what is received during the regular school year. Example - A student receives 20 minutes of Speech and Language Services, 1 time a week, every week during the regular school year. The student has been determined to receive 180 minutes of Speech and Language Services, 4 times a week, every week, during Special Education ESY.
- A student has been determined to receive Special Education ESY during every break during the regular school year. Example - Anticipated Special Education ESY dates are from 6/5/23 to 7/13/23. Special Education ESY service dates are listed on the IEP starting 6/5/23 and ending on 7/14/24. As written, the student would receive Special Education ESY during Fall Recess, Winter Recess, and Spring Recess, etc.
- A student has been determined to receive Special Education ESY services for a very brief period. Anticipated Special Education ESY dates are from 6/5/23 to 7/13/23. Example - ESY service dates are listed on the IEP starting 6/5/23 and ending 6/6/23. As written, the student would only be receiving Special Education ESY services for two days.
- All students on an IEP Managers caseload have been determined to qualify for Special Education ESY services. Example - 14 out of 14 students on an IEP Managers Caseload have been determined to qualify for Special Education ESY.

Question 17 - Can the IEP Team and/or parent choose which Special Education ESY site they attend?

- No. Due to the number of sites and number students receiving Special Education ESY services, the assignment of which Special Education ESY site a student is assigned to attend is not determined by the IEP Team and/or parent.

Question 18 - What happens when there is disagreement with the IEP Team regarding Special Education ESY?

- The consideration of Special Education ESY is no different from any other special education service. Disagreements related to the initiation or change identification, evaluation, placement, or provision of FAPE should be handled in the same manner as any other disagreement in special education. Remember – In Special Education, verbal offers don't exist. Verbal agreement or disagreement doesn't exist.
- A Prior Written Notice is provided anytime a school proposes, or refuses, to initiate or change identification, evaluation, placement, or provision of FAPE.
- If parent states they no longer want Special Education ESY after it was already agreed to and added to the IEP, a Prior Written Notice is provided.

Question 19 - What happens if the IEP Team already agreed to Special Education ESY, but the parent now says they want the Special Education ESY service(s) removed from the IEP and/or they state they won't be sending their student to Special Education ESY?

- The IEP Team is to review and consider the parents request and respond within 15 school days with a prior written notice either accepting or refusing the request.
- Even if a parent state they just won't be sending their student, the IEP Team still needs to review and consider the request and respond with a prior written notice.
- The consideration of Special Education ESY is no different from any other special education service. Disagreements related to the initiation or change identification, evaluation, placement, or provision of FAPE should be handled in the same manner as any other disagreement in special education. Remember – In Special Education, verbal offers don't exist. Verbal agreement or disagreement doesn't exist.
- Special Education ESY is a part of the consideration of FAPE for all students who receive special education services. The determination is made by the IEP Team, including the parent. The qualification of Special Education ESY is not determined by one member of the IEP Team. Disagreements about Special Education ESY are handled in the same manner as other special education disagreements are handled.

Question 20 - Is it assumed that if a student received Special Education ESY services last school year, that they will continue to receive those services this year?

- No. Qualification for special education ESY must be determined annually on an individual basis.

Question 21 – Is it to be assumed that if a student receives their services through a certain special education program or at a particular building, that they automatically are determined eligible for special education extended school year services? For example – Don't all students served through Academic Life Skills or all students who attend Levy qualify?

- No. The type of special education programming in which a student receives their services through is not a determining qualifier for special education ESY services. Also, the physical school building in which the student attends is not a qualifier for special education ESY services. The determination of qualification for special education ESY must be done on an individual basis using the established qualification criteria. See the special education ESY certificate of eligibility, which can be found in ad hoc documents for each student.

Question 22 – What are the Special Education IEP Manager expectations about providing resources for students on their IEP caseload who will participate in Special Education ESY?

- For each student on the IEP caseload who will receive special education ESY services during the summer 2023 term, the IEP Manager must ensure that materials, devices, visuals and/or instructional materials have been interschool mailed to or dropped off at the assigned ESY site prior to checking out for the school year on Thursday, May 25, 2023. The materials sent will be used while providing the special education ESY services to work on the specific IEP goals that the IEP Team has identified for each student. When interschool mailing or dropping off materials, please ensure that all items are labeled with the student's name and are sent to the attention of the ESY site administrator. Any non-consumable materials will be returned. If materials are interschool mailed, please allow enough time for delivery.
- If materials are not delivered to the assigned ESY site prior to Thursday, May 25, 2023, supervising principals will be contacted. End of school year check out will not be permitted until all special education ESY materials have been delivered to the assigned ESY site for each student.

Question 23 – Can you provide some clarification on the types of materials, devices, visuals, and/or instructional materials that should be sent by the IEP Manager? If applicable, do they need all the sensory items that we use for each student? Am I expected to send task boxes and file folders that I have made for my classroom? What about worksheets and/or packets?

- When an IEP Team determines the qualification and need for special education extended school year (ESY) services, the IEP Team is also to determine which of the current IEP goals are to be worked on during the special education ESY session.
- The materials, devices, visuals and/or instructional materials that are to be provided by the Special Education Teacher/IEP Manager on behalf of each student are the tools needed to support the student with ensuring the FAPE is provided while working on those specific IEP goals determined by the IEP Team. Special education ESY is not intended to provide new learning, to be "just more school", or to be a repeat of the regular school year in a condensed amount of time. Rather, special education ESY is a time for staff to work with students to provide special education service where the student is working on maintaining progress on those IEP goals that the IEP Team has identified.
- In terms of which materials should be sent by the Special Education Teacher/IEP Manager on behalf of each student, those should be the materials, devices, visuals and/or instructional materials that are required to ensure that FAPE is provided while working on the specific IEP goals identified by the IEP Team. What should be sent to the assigned ESY site are the things that are required to be provided and used by staff and/or the student to ensure that FAPE is provided while working on the specific IEP goals identified by the IEP Team. This varies and is based on the individual needs of each student. Special Education Teachers/IEP Managers are considered the experts on their students and know best which tools must be sent on behalf of each student to ensure FAPE is provided. If there is doubt or question, to err on the side of sending it. Ensure that the materials, devices, visuals and/or instructional materials are labeled. This is to help with keeping track of tools or other materials, especially those that need to be returned before the start of next school year. General technology tools such as laptops or iPads don't need to be sent unless the technology tool has something specific that the student requires that can only be accessed on a specific device.

Question 24 – What are the 2023 Special Education ESY sites?

- The Summer 2023 Special Education ESY sites are linked [HERE](#). One must be logged into Google with current USD 259 Google credentials to access the document.

Question 25 – What are the 2023 Special Education ESY session times?

- The amount of time in Special Education ESY time in service for each student is to be individually determined. The decision about how much Special Education ESY time in service is not to be made based on building schedules, but rather the specific and individual amount of time in service that has been determined. The Summer 2023 Special Education ESY sites are linked [HERE](#).

Questions 26 – What are the 2023 Special Education ESY dates?

- The Summer 2023 Special Education anticipated ESY dates are linked [HERE](#). One must be logged into Google with current USD 259 Google credentials to access the document.