

# Special Education Extended School Year (ESY) Procedures

## Adding ESY during an ANNUAL IEP:

- **Documents needed:** COE-ESY(Ad Hoc Docs), Notice of Meeting(Process Docs), PWNP(Process Docs).
- Complete the ESY Certificate of Eligibility. The ESY-COE can be found in Ad Hoc Documents.
- Complete the annual IEP. On the *Supplemental Aids and Services* tab, choose **“ESY has been considered and student IS eligible for ESY services”** from the pull-down menu and answer the other two statements. Enter the ESY services here (not under the *Services* tab). Please acknowledge which goals need to be addressed during ESY by going to the *Goals* tab and clicking the box “Applies to ESY”.

## Goals tab:

- Open the PWNP in Process Documents. ESY services will be shown as a narrative statement in section E: Other IEP Changes/Notices.
- Once parent signs consent for the proposed services, finalize the PWNP. The IEP will be finalized last.
- Send IEP Support the following copies: entire Certificate of Eligibility, the PWNP signature page, the IEP signature page, etc.

## Adding ESY through the AMENDMENT Process:

- **Documents needed:** COE-ESY(Ad Hoc Docs), IEP Amendment Form (Ad Hoc Docs), PWNP (Ad Hoc Docs).
- Complete the ESY Certificate of Eligibility. The ESY-COE can be found in Ad Hoc Documents.
- Complete the IEP Amendment form found in Ad Hoc Documents. **Two signatures are required on this form.**
- Open the PWNP in **Ad Hoc Documents**. ESY services will be shown as a narrative statement in section E: Other IEP Changes/Notices. Once parent signs consent for the proposed ESY services, finalize the PWNP.
- **AFTER FINALIZING PWNP in Ad Hoc Docs**, click the Make Amendment button on the IEP. On the Cover screen, be sure to enter the Amendment date along with an Administrator role under Staff Participants. Choose Participated, Consulted or Not Present for the Administrator.
- On the *Supplemental Aids and Services* tab, choose **“ESY has been considered and student IS eligible for ESY services”** from the pull-down menu and answer the other two statements. Enter the ESY services here (not under the *Services* tab). Please acknowledge which goals need to be addressed during ESY by going to the *Goals* tab and clicking the box “Applies to ESY”. See screenshots above.
- Finalize the IEP last. Send IEP Support the following copies: Amendment form, the entire Certificate of Eligibility and the PWNP signature page.

**\*Once documents for ESY have been finalized, ESY coordinator will make assignments and ESY building administrator will communicate transportation pickup/drop off times with student’s family closer to the start date of ESY.**

**\*Special Education ESY site assignment letters will be emailed to IEP Manager and LEA Representative of the IEP Team. Assignment letters will be postal mailed to parents/guardians.**

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