

EXTENDED SCHOOL YEAR (ESY) SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities, ages 3-21, may be considered for ESY services that include special education and related services that are provided beyond the 180-day school year through the Individual Educational Plan (IEP) process. The determination of whether a student receives ESY services, the type of services, and the duration and frequency of services is an individual decision made by the IEP team. Services should be provided using the same time allotted for basic summer program.

To prepare for the registration, scheduling, and delivery of services, the current school is to verify that ESY services are documented on the corresponding student's IEP utilizing the ESY Services Form (FM-6313) and that services are entered in ISIS "R" screen. Schools not designated as ESY sites are to provide the Regional Center Instructional Supervisor for SPED with a copy of the full IEP for each student with ESY services. **The IEP copies must include the end of year status reports on IEP goals.**

Periodic updates and additional information including enrichment activities are available through the special education website at <http://ese.dadeschools.net>; select "Site Directory/Services and Programs," then scroll down to find "ESY."

ESY REPORT

The list of students to receive ESY services is accessed through the **ESY report**, product #T0543E10. This report is available through CTRL-D Web Viewer. A comprehensive listing of the students designated for ESY services and the corresponding services are listed utilizing the data entered on the ESY ISIS "R" screen. This report is helpful for completing the student request lists for special transportation, planning for the delivery of services, and scheduling the required services.

All schools are encouraged to keep their copy of the ESY reports generated for the month of April. In May, only the ESY sites will generate an ESY report and it will include all students in the District assigned to that site as designated on the ISIS "R" screen. Therefore, schools that are not ESY sites will not receive a report after the month of April. Schools not designated as ESY sites that still generate a report must update the ESY "R" screen with the correct ESY site work location number for each student listed.

Projected staff allocations will be calculated based on the data in the ESY report. Contact your Regional Center for updated information.

REGISTRATION PROCEDURES FOR STUDENTS RECEIVING ESY SERVICES

Specific courses were created for ESY in order to identify students with disabilities receiving ESY services versus those in the Summer Services Program. The following is provided to assist in the completion of the registration of students receiving ESY services.

The current school is to future into summer all ESY students receiving school based services. For students receiving only one (1) – three (3) days per week, including walk-in, registration is to be completed at the ESY site on the first day the student is present. All other students should be pre-registered.

Pre-Kindergarten

The Summer ESE Courses screen (PF21) is programmatically entered by the ISIS system from data on the Current ESE Courses screen (PF4). Schools must review and update each Pre-kindergarten student to ensure that the correct School, Employee Number, Course Number, and Hours/Week are entered on PF21. This is the same procedure as was used for ESY 2008.

Grades KG – 5 and 6 (elementary)

Beginning with the 2008 Summer Session, elementary school courses must be reported to the Florida Department of Education from the students' schedules, with the exception of Pre-K. The ESY and homeroom courses must be entered on the Student Record/Subject screen (PF1).

ESY sites (K-6) are to create a Master Schedule with the "EY" and homeroom courses listed below; then enter them on the PF1 student schedule screen in accordance with the IEP. This schedule must include a homeroom course as this course will be used to take Electronic Gradebook attendance.

1. Use the specific subject course number for grades KG – 5 and 6 (elementary) to schedule all students into the corresponding homeroom course.

Homeroom Course #	Grade	Sequence
5400000B000	KG	0001
5400000C000	1 st	1001
5400000D000	2 nd	2001
5400000E000	3 rd	3001

Homeroom Course #	Grade	Sequence
5400000F000	4 th	4001
5400000G000	5 th	5001
5400120EM00	6 th (elem)	6001

2. Use the following course numbers for grades KG – 5 to create a master schedule and schedule students based on the ESY Report (product #T0543E10). This report provides the list of appropriate courses for each student. The course schedule must be verified with the actual IEP. For grade 6, use the secondary level ESY course numbers. Please note the various delivery models listed on the ESY report. For registration purposes, target the students receiving school based services (“S”). All courses are to be cross-referenced with the ESY IEP insert (FM-6313). Note that all academic services (ACS) are provided through the Therapeutic Instructional Support course.

ESY Course Names & Numbers	KG-5
Therapeutic Instructional Support <i>(Create this course as an all day course)</i>	7700010EY00
Speech Therapy (F)	7763030EY00
Language Therapy (G)	7763040EY00
Occupational Therapy (D)	7763050EY00
Physical Therapy (E)	7763070EY00

ITS will programmatically update the PF21 screen with the ESE course information from the Master Schedule and student schedule. *The ESE academic course (7755010) and therapy courses are no longer manually entered on PF21 as they have been in the past.*

Additional instructions for the new elementary procedures will be available from the **Summer Session Informational Bulletin for Elementary Schools** available through e-Handbooks at <http://ehandbooks.dadeschools.net>.

Secondary

ESY sites are to create a Master Schedule with the “EY” courses listed in the following chart; then enter the courses on the PF1 student schedule screen in accordance with the IEP. ITS will programmatically update the PF21 screen, the Summer ESE Courses screen, with the course information from the Master Schedule and student schedules (PF1). This is the same procedure as was used for ESY 2007.

The ESY Report (product #T0543E10) is a valuable resource in this process. Please note the various delivery models listed on the ESY report. For registration purposes, target the students receiving school based services (“S”).

ESY Course Names & Numbers	6-8	9-12
Therapeutic Instructional Support <i>(Create this course as an all day course)</i>	7800010EY00	7900010EY00
Speech Therapy (F)	7866030EY00	7966030EY00
Language Therapy (G)	7866040EY00	7966040EY00
Occupational Therapy (D)	7866050EY00	7966020EY00
Physical Therapy (E)	7866070EY00	7966010EY00

Additional instructions for the new elementary procedures will be available from the **Summer Session Informational Bulletin for Secondary Schools** available through e-Handbooks at <http://ehandbooks.dadeschools.net>.

SPECIAL TRANSPORTATION

Two forms have been developed to communicate information regarding students who require special transportation to access school based ESY services. The forms may be accessed through the SPED website at <http://ese.dadeschools.net>; select "Site Directory/Services and Programs" then scroll down to find "ESY."

The current school is to complete and submit the 2009 ESY TRANSPORTATION LIST by Friday, May 8, 2009, to Ms. Robin Bentley via fax at 305-234-9053 or 305-232-2679 and to the appropriate Regional Center Instructional Supervisor for SPED. This form is to be completed and submitted only ONE time.

Any additions or revisions occurring after the original 2009 ESY TRANSPORTATION LIST is submitted, are to be communicated to Ms. Robin Bentley via fax at 305-232-2679, utilizing the form entitled ADDITIONS AND REVISIONS 2009 ESY TRANSPORTATION LIST.

DELIVERY OF ESY SERVICES

Teachers providing ESY services are to maintain attendance and participation logs utilizing the **School Based ESY Services Log (FM-6574)**. Teachers must have a copy of each student's IEP and utilize it to provide the designated services. Recommended activities and support materials are available through the ESY website at <http://ese.dadeschools.net>. Select "Site Directory/Services and Programs" then scroll down to find "ESY."

At the close of ESY services, the original ESY Services Logs are to be filed in the students' record folders, if the cumulative file is available, and a copy is to be sent to the Regional Center SPED Instructional Supervisor. If the cumulative file is **not** available, both the original and the copy are to be sent to the Regional Center and forwarded to the student's record folder.

ESY materials and supplies remaining at the end of the services are to be boxed and labeled. Inform the Regional Center as to the location of the materials and supplies so that they may be available for future use.



2009 Summer Implementation Document