

Procedural Checklist for Extended School Year Services (ESY)

Please complete the following steps, which are listed in sequential order, to ensure compliance with ESY Eligibility requirements and appropriate delivery of ESY services:

- _____ 1. Evaluate the student's progress toward his/her current IEP goals. (Do not create new goals for ESY services).
- _____ 2. During the fall and winter, administer a variety of informal measures to predict student levels of regression. Do the measures predict that recoupment will take longer than 6-8 weeks of instruction? The most common methods for determining the need for ESY services include:
- _____ 3. Complete the ESY Worksheet for Consideration of Services. This can be done at the annual IEP meeting or at a later date.
- _____ 4. Complete the IEP Team Eligibility Determination Form for ESY Services. This can be done at the annual IEP meeting or at a later date.
- _____ 5. Conduct an IEP meeting and document ESY services on the IEP.
- _____ 6. Four weeks prior to the end of the school year, send parent/guardian the letter outlining their child's services and the ESY Participation Form to sign and return.
- _____ 7. Make copies of the parent/guardian letter and ESY Participation Form and submit to Cooperative.
- _____ 8. Make follow-up phone call(s) to parents/guardian who **did not** return the Extended School Year Participation Form. Document follow-up calls on the Extended School Year Phone Log.
- _____ 9. Submit Extended School Year Phone Log to the Cooperative or district coordinator of ESY services.
- _____ 10. Three weeks prior to the end of the school year, submit final ESY caseload to Cooperative

Extended School Year Resources

- ESY Technical Assistance Guide
- ESY Video Part 1
- ESY Video Part 2