

EXTENDED SCHOOL YEAR (ESY) 2017 - PROCEDURES AND GUIDELINES

I. Complete the Following Procedures for Students Eligible for ESY:

REGISTRATION:

1. Verify that all students eligible for Extended School Year (ESY) services have an Individual Educational Plan (IEP) that includes identified ESY goals, educational services and the frequency of services.
2. Identify any students that require ESY services beyond the 20 day summer services calendar, per the IEP, and whose parents plan on accessing these services. Contact the designated ESE Service Center to identify the assigned center school location and to coordinate the delivery of services for these students.
3. Identify students that are on an approved public McKay Scholarship and assign the students to the ESY location based on their *home school*.
4. Future eligible students to the assigned ESY location *in DSIS* utilizing the ESY 2017 Feeder Pattern chart available at <http://ese.dadeschools.net>.

TRANSPORTATION:

5. School Assignment Notification & Transportation Form: Complete the top portion of the Transportation Reservation form and distribute to parents of students eligible for ESY.
 - Enter information on the *2017 ESY Transportation List* (FM 7042) for eligible students whose parents have submitted the Transportation Reservation form indicating ESY attendance and a need for a bus
 - Although all efforts should be made, if the parent *does not return* the Transportation Reservation form, the student information must be submitted for routing
6. FM 7042 ESY Transportation List: FM 7042 is used for initial routing requests and any subsequent additions, deletions or revisions.
 - Complete a separate form for each ESY school site
 - Fax completed form(s) to Transportation **and** the ESE Service Center
 - FM 7042 is available at <http://ese.dadeschools.net>.
7. Summer School Transportation (SST) – SST screens will be available on the M-DCPS intranet beginning Monday, June 5, 2017. Access to the SST screens must be provided by the site administrator with AAAA authority. SST screens will be updated daily.
 - Notify parents of the transportation routing information utilizing the ESY Parent Information form available at <http://ese.dadeschools.net>.

PRE-PLANNING:

8. Extended School Year & Summer School Program Services Information Worksheet - Complete and fax to the ESE Service Center *and* the Exceptional Student Education office the 2017 Extended School Year & Summer School Program Services Information Worksheet, available at <http://ese.dadeschools.net> **only** for students that require nursing services, specialized food preparation, adaptive equipment, assistive technology, or any other unique service that requires pre-planning.
9. IEP - Verify that IEP Status of goals are completed prior to the close of the school year. ESY school sites will be implementing students' IEP goals identified for ESY.

For additional information or support, please contact:

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