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, ESY 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.

TRANSPORTATION:

5. ESY & Transportation Reservation letter - Complete the top portion of the ESY & Transportation Reservation letter and distribute to parents of students eligible for ESY.
   • Enter information on the 2018 ESY Transportation List (FM 7042) for eligible students whose parents have submitted the Transportation Reservation letter indicating ESY attendance and a need for a bus
     ➢ If the parent does not return the Transportation Reservation letter, the student information must be submitted for routing
6. 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 corresponding 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 4, 2018. Access to the SST screens must be provided by the site administrator with AAAA authority. SST screens will be updated daily.

PRE-PLANNING:

8. Extended School Year & Summer School Program Services Information Worksheet (FM 7696) - Complete and fax (FM 7696) to the ESE Service Center and the Exceptional Student Education office, the 2018 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 the 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 email the following District ESE Staffing Specialists:

ESY/ General Information Ms. AnSeing Partridge, a_partridge@dadeschools.net
Elementary/K-8 Ms. Carla Magluta, cmagluta@dadeschools.net
Middle School Ms. Yvette Lavista, ylavista1@dadeschools.net
Senior High School Ms. Carolina A. Sotolongo, casotolongo@dadeschools.net