To provide information to school administrators regarding procedures and guidelines for the implementation of the 2018 Extended School Year (ESY) services program:

School locations that have students who are eligible for ESY must adhere to the procedures outlined in the attached ESY 2018 Procedures and Guidelines.

- Schools shall enter the assigned ESY location in DSIS for all eligible students beginning on Tuesday, May 29, 2018. The 2018 ESY Feeder Pattern chart, available at http://ese.dadeschools.net/ESY/, identifies the ESY locations for each school. Students who are eligible for ESY may register for services throughout the summer session.
- Students that are on an approved McKay public school transfer should be assigned to the ESY location that corresponds to their home school.
- Students who require ESY services before and/or after the 20-day summer school calendar, as indicated on their Individual Educational Plan, may be assigned to a Center School location. Please contact your designated ESE Service Center for an ESY location assignment:
  - North ESE Service Center - (305) 827-3025
  - Central ESE Service Center - (305) 756-2132
  - South ESE Service Center at JRE Lee Educational Center - (786) 268-4757
  - South Satellite ESE Service Center at Homestead SHS - (305) 242-8432

- Please distribute the attached Extended School Year & Transportation Reservation letter to parents of students eligible for ESY.
  - If a parent has submitted the ESY & Transportation Reservation letter indicating a need for ESY bus transportation, add the name of the student to the 2018 ESY Transportation List (FM 7042) and fax it to the Department of Transportation, Attn: Ms. Denise Letourneau at 305-251-8502 or 305-234-8024 and to the designated ESE Service Center. The form must be faxed on or before Thursday, May 10, 2018.
  - If a student is eligible for specialized transportation but the parent does not return the ESY & Transportation Reservation letter, add the name of the student to (FM 7042) and fax it to the Department of Transportation.
  - If a parent returns the ESY & Transportation Reservation letter indicating that the student does not need bus transportation do not add the student to (FM 7042).

- The attached 2018 ESY/Summer Services Information Worksheet must be submitted to the designated ESE Service Center and to the Department of ESE only if a student requires one or more of the supplementary aids and services listed. The worksheet must be submitted by Thursday, May 10, 2018.

Contact: Mary A. Paz (305-995-2707)
Department: Exceptional Student Education