

EXTENDED SCHOOL YEAR (ESY) 2022 - PROCEDURES AND GUIDELINES

Complete the Following Procedures for Students Eligible for ESY:

REGISTRATION:

1. Download the ESY- Report, following the [Frontline IEP Instructions](#), to determine current students who are **eligible** for ESY.
2. 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. IEP Status of goals must be completed prior to the close of the school year. ESY school sites will implement students' IEP goals identified for ESY.
3. Distribute the [Extended School Year \(ESY\) and Transportation Reservation letter](#) to parents of students who are **eligible** for ESY.
4. Based on parent response, enter the assigned ESY location in DSIS for all eligible students through Friday, June 10, 2022. After June 10, 2022, students who are eligible for ESY may register for services at their designated ESY location that corresponds to their homeschool.
5. Utilize the [2022 ESY Feeder Pattern Chart](#) to assign students to their ESY location. This includes students who are on an approved District McKay Scholarship.
6. Identify any students that require ESY services beyond the typical 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.

TRANSPORTATION:

7. If a parent submits the ESY and Transportation Reservation letter indicating a need for ESY bus transportation for the student, add the name of the student to the [ESY-SST Transportation Request log](#) no later than **Friday, May 20, 2022**. Instructions for eligibility and to request ESY and SST transportation are available at [Transportation Instructions](#).
 - [ESY Transportation Request Log](#) is used for initial routing requests and any subsequent additions, deletions, or revisions.

PRE-PLANNING:

8. [Extended School Year and Summer School Program Services Information Worksheet \(FM 7696\)](#)
 - Complete FM7696 and email the form to the District ESE Office at ese@dadeschools.net. The 2022 ESY and Summer School Program Services Information Worksheet is applicable **only** for students who require nursing services, specialized food preparation, itinerant teaching services, adaptive equipment, assistive technology, or any other unique service that requires pre-planning.

All ESY forms and information referenced above are available at [Extended School Year Services](#).

For additional information or support, please email the following District ESE Staffing Specialists:

ESY/General Information
Elementary/K-8
Middle School
Senior High School

Ms. Carla Magluta
Ms. Emely Suarez
Ms. Yvette Lavista
Ms. Lisa Cadet

cmagluta@dadeschools.net
esuarez95@dadeschools.net
ylavista1@dadeschools.net
Lcadet@dadeschools.net