

## EXTENDED SCHOOL YEAR (ESY) 2023 - PROCEDURES AND GUIDELINES

### Complete the Following Procedures for Students Eligible for ESY:

#### PROGRAMS:

- Use the [Table of Summer Offerings.pdf](#) to assist in determining what summer program may be best for students at your school site.

#### REGISTRATION:

1. To determine who is eligible to attend ESY, download the [ESY Eligibility Report from ESE-EMS.pdf](#)
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 closing of the school year. ESY school sites will implement students' IEP goals identified for ESY.
3. Distribute the required [2023 ESY Transportation Reservation Letter.docx](#) to parents of students who are **eligible** for ESY.
4. Letters received are to be emailed to [ese@dadeschools.net](mailto:ese@dadeschools.net). Send with Subject line: Reservation Letters Region Name ESY School Name" (Example "Reservation Letters - North Bunche Park") These letters should be sent in bulk as they are received, not one by one.
5. Based on parent response, enter the assigned ESY location in DSIS for all eligible students through Friday, June 9, 2023. After June 9, 2023, students who are eligible for ESY may register for services at their designated ESY location that corresponds to their homeschool.
6. Utilize the [2023 ESY Feeder Pattern List 5\\_2\\_23 \(2\).pdf](#) to assign students to their ESY location. This includes students who are on the approved Public Family Empowerment Scholarship based on the location that corresponds to their homeschool.
7. Rising 6th graders should be assigned to their Middle School ESY feeder pattern location.
8. Identify any students that require ESY services beyond the typical 25-day summer services calendar, as 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.
  - North ESE Service Center- (305) 430-1055
  - 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

#### TRANSPORTATION:

- If a parent submits the required ESY and Transportation Reservation letter indicating a need for ESY bus transportation for an eligible student, add the name of the student to the [ESY-SST Transportation Request log](#), no later than **Friday, June 9, 2023**. Instructions for eligibility and to request ESY and SST transportation are available at [2023 ESY TRANSPORTATION ELIGIBILITY and Instructions.pdf](#)
- [ESY-SST Transportation Request log](#) is used for initial routing requests and any subsequent additions, deletions, or revisions.
- If the parent does not return the ESY and Transportation Reservation letter, please contact the parent to verify that the student will need transportation to access ESY prior to adding the name of the student to the ESY-SST Transportation Request Log.
- If a parent returns the ESY and Transportation Reservation letter indicating that the student does not need bus transportation, please **do not** add the student's information to the ESY-SST Transportation Request Log.

#### SUMMER SERVICES AND SUPPORTS INFORMATION:

9. Extended School Year Summer Services Information Worksheet (attached to Weekly Briefing)

- Submit the **2023 Extended School Year Summer Service Information Excel Worksheet (attached to Weekly Briefing)** through the [2023 ESY and Sending Schools Information Form](#) no later than **Friday, May 19, 2023**.
- Please refer to the PPT [ESY Summer Information Worksheet Submission Process.pdf](#). This worksheet must be completed only if a student requires one or more of the following supplementary aids and services: In-school nursing, Itinerant teacher services, Specialized food preparation, Adaptive Equipment, Assistive technology.

All ESY forms and information referenced above are available at the [2023 ESY Webpage](#).

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

ESY/General Information  
Elementary/K-8

Ms. Carla Magluta  
Ms. Emely Suarez  
Ms. Celeste Listhrop  
Ms. Yvette Lavista  
Ms. Adrian Alexander  
Ms. Lisa Cadet  
Ms. Kiyata Branker

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Middle School

Senior High School