

EXTENDED SCHOOL YEAR (ESY) 2024 - PROCEDURES AND GUIDELINES

Complete the Following Procedures for Students Eligible for ESY:

PROGRAMS:

- ESY is offered to all Students with Disabilities (SWD) who have ESY services on their IEP.
 - Third grade retained students and students in need of credit recovery are to be scheduled as delineated in the 2024 Summer Implementation Guide.

REGISTRATION:

1. To determine who is eligible to attend ESY, download the [ESY Eligibility Report from ESE-EMS](#)
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 [2024 ESY Transportation and Reservation Letter](#) to parents of students who are **eligible** for ESY.
4. The sending School must review the IEP and complete the Transportation Eligibility Verification section on the reservation letter, verifying transportation eligibility.
5. Letters received are to be emailed to 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.
6. Based on parent response, enter the assigned ESY location in DSIS for all eligible students through Friday, June 7, 2024. After June 7, 2024, students who are eligible for ESY may register for services at their designated ESY location that corresponds to their homeschool.
7. Utilize the [2024 ESY Feeder Pattern Final 4 24 24](#) 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.
8. Rising 6th graders should be assigned to their Middle School ESY feeder pattern location.
9. Identify any students that require ESY services beyond the typical 24-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 ESY and Transportation Reservation letter indicating a need for ESY bus transportation for the student, review the ESY transportation section on the IEP and complete the process for one of the following as per the 2024 Summer Implementation Guide:
 - If ESY Transportation is indicated on the IEP:
 - add the name of the student to the **ESY-SST Transportation Request log** no later than Friday, May 17, 2024. Instructions for eligibility and to request ESY and SST transportation are available on the 2024 Summer Implementation Guide.
 - **ESY - SST Transportation Request Log** is used for initial routing requests and any subsequent additions, deletions, or revisions. Or,
 - If ESY Transportation is **NOT indicated** on the IEP:
 - Add the student information through BusPlannerWeb.
 - Instructions for eligibility and to request ESY and regular transportation are available on the 2024 Summer Implementation Guide.
- 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 or BusPlannerWeb.

SUMMER SERVICES AND SUPPORTS INFORMATION:

1. Please refer to the PPT [ESY Summer Information Worksheet Submission Process.pdf](#). This [2024 ESY Summer Information Worksheet](#) must be completed only if a student requires one or more of the following supplementary aids and services:
 - a. In-school nursing
 - b. Itinerant teacher services
 - c. Specialized food preparation
 - d. Adaptive Equipment, Assistive technology

2. Submit the [2024 ESY Summer Information Worksheet](#) through the [2024 ESY and Sending Schools Information Form](#) no later than **Friday, May 17, 2024**.

All ESY forms and information referenced above are available at the [2024 ESY Webpage](#).

For additional information or support, please email the following District ESE Placement Specialist

ESY/General Information	Ms. Emely Suarez	esuarez95@dadeschools.net
Elementary/K-8	Ms. Tracy John	314597@dadeschools.net
Elementary/K-8	Ms. Celeste Listhrop	clisthrop@dadeschools.net
Middle School	Ms. Yvette Lavista	ylavista1@dadeschools.net
Middle School	Mr. Floyd Knight	fknight@dadeschools.net
Senior High School	Ms. Lisa Cadet	Lcadet@dadeschools.net
Senior High School	Dr. Carolyn Moss	kidsfirst@dadechools.net