

## EXTENDED SCHOOL YEAR (ESY) 2019 - PROCEDURES AND GUIDELINES

### 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 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.
3. Identify students that are on an approved District McKay Scholarship and assign the students to an ESY location based on their *home school*.
4. Future eligible students to the assigned ESY location *in DSIS* utilizing the ESY 2019 Feeder Pattern chart available at <http://esy.dadeschools.net>.

#### TRANSPORTATION:

5. ESY & Transportation Reservation letter - Complete the top portion of the ESY & Transportation Reservation letter and distribute to parents of students that are eligible for ESY.
  - Enter information on the 2019 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://esy.dadeschools.net>.
7. Summer School Transportation (SST) – SST screens will be available on the M-DCPS intranet beginning Tuesday, May 28, 2019. 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 2019 Extended School Year & Summer School Program Services Information Worksheet, available at <http://esy.dadeschools.net> is **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  
Elementary/K-8  
Middle School  
Senior High School

Ms. AnSeing Partridge, [a\\_partridge@dadeschools.net](mailto:a_partridge@dadeschools.net)  
Ms. Carla Magluta, [cmagluta@dadeschools.net](mailto:cmagluta@dadeschools.net)  
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