Adding ESY in SPED Forms (updated 3/2021)

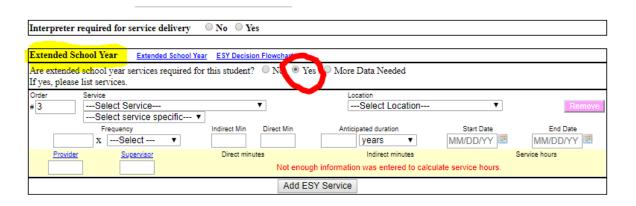There are two primary items to complete on the ESY worksheet – **Services** AND **Documentation of How the Child is Eligible** for ESY
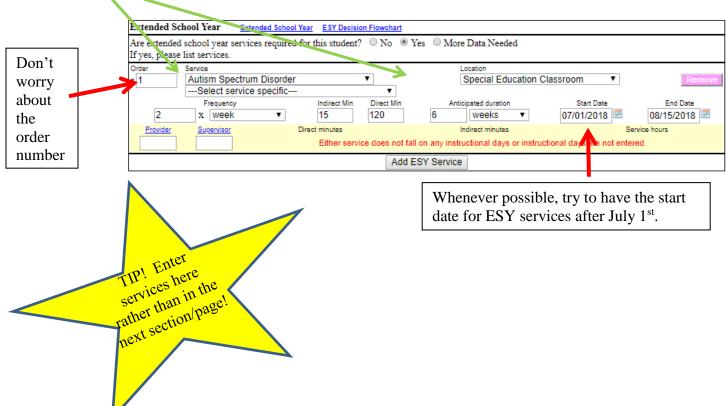
SERVICES:

1. Select which goals will be addressed during ESY by selecting the ESY box by that goal:

Measurable Annual Goal:

Select standards-based need

☑ ESY

Daisy will complete IEPs, Evaluations, Progress Reports and Prior Written Notices with 90% compliance or better as measured by performance on MDE Monitoring Checklist.

2. On the "Services" page, scroll down towards the bottom to the Extended School Year Section.
3. Check the "Yes" button

Interpreter required for service delivery   ○ No ○ Yes

Extended School Year   Extended School Year   ESY Decision Flowchart

Are extended school year services required for this student?   ○ No ⦿ Yes ○ More Data Needed
If yes, please list services.

Order	Service	Location
# 3	---Select Service--- ▼ ---Select service specific--- ▼	---Select Location--- ▼ Remove

	Frequency		Indirect Min	Direct Min	Anticipated duration		Start Date	End Date
	x ---Select--- ▼				years ▼		MM/DD/YY	MM/DD/YY

Provider   Supervisor   Direct minutes   Indirect minutes   Service hours

Not enough information was entered to calculate service hours.

Add ESY Service

4. Enter service, location, frequency, indirect/direct time, frequency, and start and end dates.

Don't worry about the order number

Extended School Year   Extended School Year   ESY Decision Flowchart

Are extended school year services required for this student?   ○ No ⦿ Yes ○ More Data Needed
If yes, please list services.

Order	Service	Location
# 1	Autism Spectrum Disorder ▼ ---Select service specific--- ▼	Special Education Classroom ▼ Remove

	Frequency		Indirect Min	Direct Min	Anticipated duration		Start Date	End Date
	2 x week ▼		15	120	6	weeks ▼	07/01/2018	08/15/2018

Provider   Supervisor   Direct minutes   Indirect minutes   Service hours

Either service does not fall on any instructional days or instructional days are not entered.

Add ESY Service

Whenever possible, try to have the start date for ESY services after July 1st.

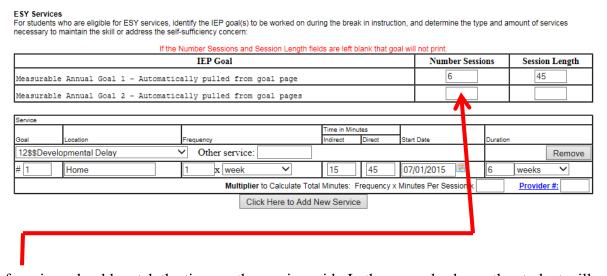TIP! Enter services here rather than in the next section/page!

5. After adding service(s), select **Extended School Year;** this will open up a new page called "Extended School Year Services"

DOCUMENTATION OF HOW THE CHILD IS ELIGIBLE:

6. Identify which area the student qualifies (Regression/Recoupment, Self-Sufficiency **OR** Unique Need) AND address the criteria box associated with it. Include a **thorough** explanation that summarizes information and documentation necessary to qualify for ESY. *Benefiting from summer services is not enough to qualify for ESY. See end of this document for more guidance on these areas.*

7. Indicate which goal(s) will be addressed by writing the number of sessions (if more than one goal is addressed, split the sessions between the goals). Goals are automatically pulled from the IEP.
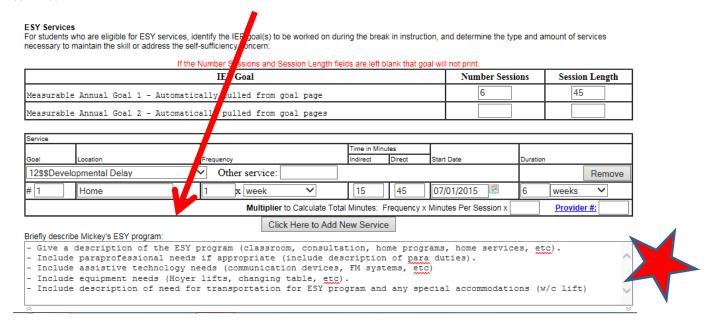

The total number of sessions should match the time on the service grid. In the example above, the student will be seen once a week for six weeks – for a total of 6 sessions. We recommend that services be entered on the

IEP service grid (see above) – rather than in the section you see here. (Entering the session number will make sure the goal prints).

8. If the student has child specific paraprofessional support and does NOT need this support for ESY – check the "Not Applicable for ESY" button. If the student DOES need paraprofessional support for ESY – you will need to add it as a separate service.

9. Describe the student's summer program in enough detail so that the ESY administrator will know the staff, equipment and transportation needs. THIS IS NOT AN EXPLANATION ABOUT WHY A CHILD NEEDS ESY – IT SHOULD DESCRIBE THE PROGRAMMING!! This will help administrators know what they need to hire.

10. Hit Save and Finalize.

11. Send home and include PWN if appropriate.

12. **Inform your administrator that you have a student you feel is eligible for ESY. ESY paperwork is due May 15th, 2021.** Your district may adjust this date.