

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](#)

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

☒ ESY

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	Frequency	Indirect Min	Direct Min	Anticipated duration	Start Date	End Date
3	---Select Service---	---Select Location---	---Select service specific---			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.

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	Frequency	Indirect Min	Direct Min	Anticipated duration	Start Date	End Date
1	Autism Spectrum Disorder	Special Education Classroom	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

Don't worry about the order number

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.**

Go to...

Extended School Year (ESY) Services Student: Donald Duck

The student is eligible for ESY services if he or she meets the requirements under items A, B and/or C.

☐ A. **Regression/Recoupment:** There will be a significant regression of a skill or acquired knowledge from the pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup - unless the IEP team determines a shorter time for recoupment is more appropriate.
Identify the ongoing data collection (i.e., pre/post break testing, progress reports, grades, observations, etc.) that documents a problem with regression/recoupment:

☐ B. **Self Sufficiency:** The pupil, who is in a functional curriculum, has the following functional skills identified as goals in his/her current IEP: (check all that apply):

☐ Basic communication ☐ Impulse control ☐ Muscular control
☐ Personal hygiene ☐ Physical mobility
☐ Basic self-help, including toileting, eating/feeding and dressing
☐ Development of stable relationships with peers and adults
☐ Functional academic competency, including basic reading, writing, concepts of time and money, and numerical or temporal relationships

Taking into consideration the pupil's age, level of development, the nature and degree of the disability, the timeliness for teaching the skill and the critical nature of the functional skill(s) identified above, *identify the longitudinal data (i.e., ongoing data collection, test scores, progress reports, observations, etc.) that indicates the student is not making reasonable progress toward self-sufficiency as identified in one or more goals from the current IEP:*

☐ C. **Unique Need:** Given the student's unique need(s), the Team determines ESY services are necessary to insure the student received a Free Appropriate Public Education.
Describe the student's unique need and explain why ESY services are needed:

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.

ESY Services

For students who are eligible for ESY services, identify the IEP goal(s) to be worked on during the break in instruction, and determine the type and amount of services necessary to maintain the skill or address the self-sufficiency concern:

If the Number Sessions and Session Length fields are left blank that goal will not print.

IEP Goal		Number Sessions	Session Length
Measurable Annual Goal 1 - Automatically pulled from goal page		6	45
Measurable Annual Goal 2 - Automatically pulled from goal pages			

Service		Frequency	Time in Minutes	Start Date	Duration
Goal	Location		Indirect	Direct	
12\$\$Developmental Delay		Other service:			<input type="button" value="Remove"/>
# 1	Home	1 x week	15	45	07/01/2015
Multiplier to Calculate Total Minutes: Frequency x Minutes Per Session x <input type="text"/>					
<input type="button" value="Click Here to Add New Service"/> Provider #: <input type="text"/>					

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.

[Click Here to Add New Service](#)

Child Specific Paraprofessional Support

Order #

1

Type of Paraprofessional Support

Service: ---Select Option---

Behavioral support

Location

Special Education Classroom

Frequency

5 x week

Direct Min

240

Anticipated duration

1 year

Start Date

03/23/2018

End Date

03/22/2019

Statement of student's need for and the specific responsibilities of the paraprofessional(s):

---Select Option---

Daily needs observation and redirection of behavior

Not applicable for ESY: ☒

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.

ESY Services

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IEP Goal	Number Sessions	Session Length
Measurable Annual Goal 1 - Automatically pulled from goal page	6	45
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Service		Frequency	Time in Minutes		Start Date	Duration
Goal	Location		Indirect	Direct		
12\$\$Developmental Delay	Home	1 x week	15	45	07/01/2015	6 weeks
Other service:						

Remove

Multiplier to Calculate Total Minutes: Frequency x Minutes Per Session x

Provider #:

[Click Here to Add New Service](#)

Briefly describe Mickey's ESY program:

- Give a description of the ESY program (classroom, consultation, home programs, home services, etc).
- Include paraprofessional needs if appropriate (include description of para duties).
- Include assistive technology needs (communication devices, FM systems, etc)
- Include equipment needs (Hoyer lifts, changing table, etc).
- Include description of need for transportation for ESY program and any special accommodations (w/c lift)

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.