

# Extended School Year (ESY) Training Series Modules

Overview: In order to support LEAs and nonpublic programs in preparing for ESY programming and services, OSSE has created a four-part training series.

- **Module I: ESY Eligibility Determinations**
  - Audience: IEP team members and special education administrators
- **Module II: Documentation of ESY in the Special Education Data System (SEDS)**
  - Audience: IEP team members and special education administrators
- **Module III: ESY and the Transportation Online Tool for Education (TOTE)**
  - Audience: TOTE users and special education administrators
- **Module IV: ESY Module in the Statewide Longitudinal Education Data system (SLED)**
  - Audience: SLED administrators and special education administrators

# Extended School Year (ESY)

Module IV: ESY Module in the Statewide  
Longitudinal Education Data System (SLED)



Spring 2016



# Agenda

- A. Purpose of ESY Module in SLED
- B. Prerequisite ESY Tasks
- C. Accessing the ESY Module in SLED
- D. Required ESY Tasks in SLED
- E. Additional Resources



# Purpose of ESY Module in SLED

# Purpose of ESY Module in SLED

- SLED is an online data system that houses critical information spanning a student's public education experience in the District of Columbia.
- The ESY Module in SLED allows LEAs to view and confirm where students will receive ESY services (ESY School Assignment).
- The ESY Module in SLED allows LEAs to view and confirm whether or not students attended the ESY program (ESY Attendance Status).



# Prerequisite ESY Tasks

OSSE Enterprise Calendar

ESY Determination & Certification

Identifying ESY Points of Contact (POCs) for SLED

# OSSE Enterprise Calendar

- The LEA ESY schedule must be reflected in the OSSE Enterprise Calendar QuickBase application by Monday, May 2, 2016.
- The ESY Calendar should be created as a separate “School Program” calendar in the application. The Term Association should be “ESY.”

The screenshot shows the 'Add Program' form in the OSSE Enterprise Calendar application. The form is titled 'Programs > Add Program' and includes navigation links for 'SETTINGS' and 'REPORTS & CHARTS'. The form fields are organized into sections: 'Program Type and School Year', 'School Information', and 'Program Information'. The 'Type' dropdown menu is set to 'School Program' and is circled in red. The 'School Year' dropdown menu is set to 'Make a Selection...'. The 'School Information' section includes fields for 'LEA ID', 'School Code', 'LEA Name', and 'School Name'. The 'Program Information' section includes a 'Name' field and a 'Term Association' dropdown menu set to 'ESY', which is also circled in red. A note below the 'Name' field states: 'Please indicate if this PROGRAM will be associated with a Regular Schools Year (RSY) New calendar or an Extended Schools Year (ESY) New calendar.'

Unique ID \*    Program ID    Unique ID (Formula) 107-0

### Program Type and School Year

You can create a Program for either a specific school or for the LEA in general. If you select the LEA Program option the associated Calendar will show for all schools in that LEA.

Type \*    School Year \*

School Program    Make a Selection...

### School Information

LEA ID    LEA Name

School Code    School Name

Make a Selection...

### Program Information

**REMEMBER:** If you are adding a program, you must create a program for your *MAIN CAMPUS* and *PROGRAM* or you, and other LEAs, will not be able to correctly assign students to the applicable PROGRAM at your schools.

For Example: FAME PCS has an Art PROGRAM. As the Schools Administrator, I create a PROGRAM named "Art PROGRAM". I also create a PROGRAM named "FAME" so that LEAs can assign my art students to the Art PROGRAM and my students who are not in the art PROGRAM to the FAME PROGRAM.

Name \*

Please indicate if this PROGRAM will be associated with a Regular Schools Year (RSY) New calendar or an Extended Schools Year (ESY) New calendar.

Term Association \*

ESY

# ESY Determination and Certification

- As a reminder, all ESY determinations in SEDS\* and ESY certifications in TOTE\*\* must be completed by **Monday, May 2, 2016**.
- This information will feed to the SLED ESY Roster.
- For any questions regarding ESY policy, please reach out to [OSSE.DSEPolicy@dc.gov](mailto:OSSE.DSEPolicy@dc.gov) .
- Requests for support with ESY in SEDS and in TOTE can be submitted to the [OSSE Support Tool](#).

\*See Module II of this webinar series for more on ESY in SEDS

\*\*See Module III of this webinar series for more on ESY in TOTE

# Identifying ESY POCs for SLED

The following roles exist for LEA and school staff within the SLED ESY Module:

- LEA ESY Admin
  - LEA level access to ESY roster with editing permissions
- ESY Admin
  - School level access to ESY roster with editing permissions
- LEA ESY Viewer
  - LEA level access to ESY roster with read-only permissions

# Identifying ESY POCs for SLED

- OSSE will reach out to LEAs to collect the name, title, and contact information for the following:
  - **ESY Point of Contact** (due May 2)
    - This should be one individual, who will have LEA ESY Admin permissions.
  - **ESY Module Users** (due June 1)
    - These may be school level ESY administrators who will have ESY Admin permissions, or other LEA level staff members who require LEA ESY Viewer permissions.



# Accessing the SLED ESY Module

# Accessing the SLED ESY Module

- Users must have SLED credentials in order to access the SLED ESY Module.
- User access in SLED is limited by the staff member's position at the LEA and program affiliation.
- To obtain SLED training and credentials, please contact [OSSE.SLEDInfo@dc.gov](mailto:OSSE.SLEDInfo@dc.gov)

# Accessing the SLED ESY Module

- Upon logging in, users with full SLED access should navigate to the Programs tab on the upper right hand side of the page.
- The ESY module is listed under Programs.

The screenshot displays the SLED (Statewide Longitudinal Education Data - Training Environment) web application. The header includes the SLED logo and the text "Statewide Longitudinal Education Data - Training Environment". On the right, it identifies the user as "SLED LEA Admin : LEA User 1 Training" and provides a "Logoff" link. The navigation bar contains tabs for "Home", "Library", "Reports", "Search", "Programs", "Related Sites", and "Help". The "Programs" tab is active, showing a dropdown menu with the following items:

- Elementary & Secondary Education
  - Current Enrollment Summary (uncertified)
  - Current Roster (uncertified)
  - Direct Certification
- Enrollment Audit
  - LEA Summary
  - Student Level
  - Document Upload
- Next Generation Assessments
  - Next Generation Assessments Roster
  - Extended School Year** (circled in red)
    - ESY Data Collection and Review
    - ESY Roster Management

At the bottom of the page, there are filters for "Sector", "LEA Name", and "Student Total".

# Accessing the ESY Module in SLED

- Upon logging in, users who **ONLY** have access to SLED for ESY will land directly on the ESY module page.

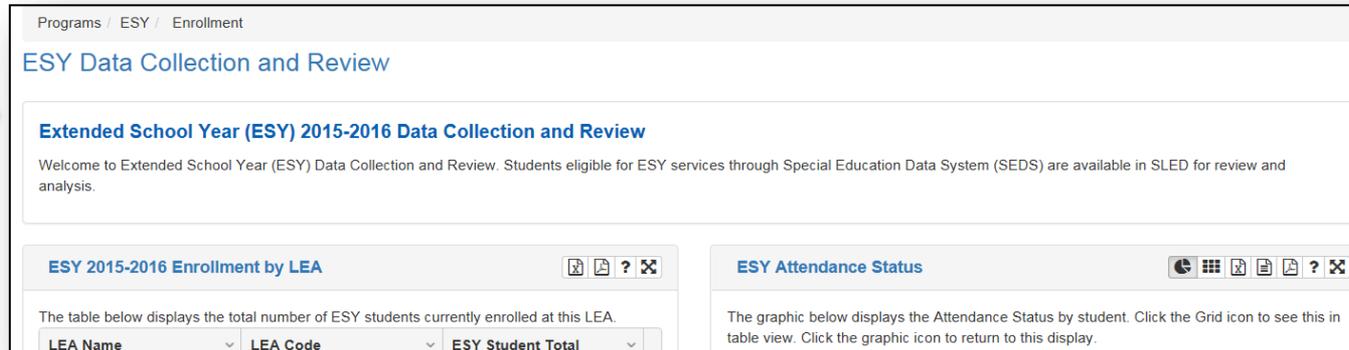
The screenshot displays the SLED website interface. At the top left is the SLED logo and the text "Statewide Longitudinal Education Data - Training Environment". To the right, it says "District of Columbia Office of State Superintendent of Education". The navigation menu includes "Home", "Library", "Reports", "Search", "Programs", "Related Sites", and "Help". The user is logged in as "SLED LEA ESY Admin : LEAESY Ed".

The main content area shows the breadcrumb "Programs / ESY / Enrollment" and the title "ESY Data Collection and Review". A dropdown menu is open under "Programs", showing "Extended School Year" with sub-items "ESY Data Collection and Review" and "ESY Roster Management". Below this is the heading "Extended School Year (ESY) 2015-2016 Data Collection and Review" and a welcome message: "Welcome to Extended School Year (ESY) Data Collection and Review. Students eligible for ESY services through Special Education Data System (SEDS) are available in SLED for review and analysis."

At the bottom, there are two panels: "ESY 2015-2016 Enrollment by LEA" and "ESY Attendance Status". The enrollment panel includes a table with the text "The table below displays the total number of ESY students currently enrolled at this LEA." The attendance panel includes a graphic with the text "The graphic below displays the Attendance Status by student. Click the Grid icon to view the data." The interface also features a search bar and various utility icons.

# Accessing the ESY Module in SLED

**ESY Data Collection and Review** is where users can review the ESY roster data.



Programs / ESY / Enrollment

## ESY Data Collection and Review

### Extended School Year (ESY) 2015-2016 Data Collection and Review

Welcome to Extended School Year (ESY) Data Collection and Review. Students eligible for ESY services through Special Education Data System (SEDS) are available in SLED for review and analysis.

#### ESY 2015-2016 Enrollment by LEA

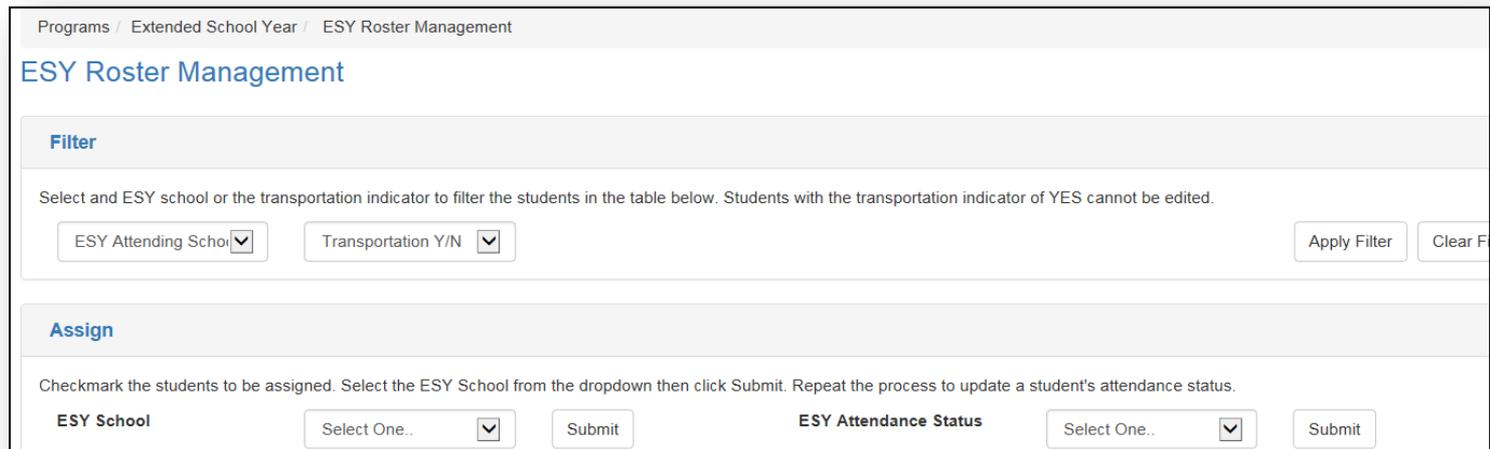
The table below displays the total number of ESY students currently enrolled at this LEA.

LEA Name	LEA Code	ESY Student Total
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#### ESY Attendance Status

The graphic below displays the Attendance Status by student. Click the Grid icon to see this in table view. Click the graphic icon to return to this display.

**ESY Roster Management** is where users confirm the ESY school and attendance.



Programs / Extended School Year / ESY Roster Management

## ESY Roster Management

### Filter

Select an ESY school or the transportation indicator to filter the students in the table below. Students with the transportation indicator of YES cannot be edited.

ESY Attending School:  Transportation Y/N:

Apply Filter Clear Filter

### Assign

Checkmark the students to be assigned. Select the ESY School from the dropdown then click Submit. Repeat the process to update a student's attendance status.

ESY School:  Submit ESY Attendance Status:  Submit

# Accessing the ESY Module in SLED

- Users with read-only permissions will **ONLY** have access to the ESY Data Collection and Review page
- Users with edit permissions (at the LEA or School ESY roster level) will have access to both the ESY Data Collection and Review page **AND** the ESY Data Management page.



# Required ESY Tasks in SLED

ESY School Assignment

ESY Attendance Status

ESY Roster Management

# Required ESY Tasks in SLED

- ESY School Assignments must be completed in SLED no later than **June 1, 2016**.
- ESY Attendance Status must be submitted in SLED no later than **Aug. 12, 2016**.
  - ESY Attendance Status must be completed after ESY ends.
  - If a student stops attending before the end of ESY, then the ESY Attendance Status can be submitted prior to Aug. 12, 2016.

# ESY School Assignment

- Users assign the ESY School from the ESY Roster Management page.

**ESY Roster Management**

**Filter**

Select and ESY school or the transportation indicator to filter the students in the table below. Students with the transportation indicator of YES cannot be edited.

ESY Attending School  Transportation Y/N

Apply Filter Clear Filter

**Assign**

Checkmark the students to be assigned. Select the ESY School from the dropdown then click Submit. Repeat the process to update a student's attendance status.

**ESY School**  Select One..  Submit **ESY Attendance Status**  Select One..  Submit

**ESY 2015-2016 School Roster**

Select	USI	Local ID	First Name	Last Name	DOB	ESY School ID	ESY School
<input type="checkbox"/>	7527884175	9300056	Seth	Terpstra	01/18/2009		
<input type="checkbox"/>	8003380265	9261504	Paige	Dorgan	05/15/2003	3068	Basis DC PCS
<input type="checkbox"/>	8857949310	9272056	Evangeline	Noffsinger	12/08/2004	3068	Basis DC PCS
<input type="checkbox"/>	1133279421	9272308	Johnathon	Downs	07/01/2005	3068	Basis DC PCS

# ESY School Assignment

- To assign an ESY school
  - Select one or more student(s) from the **ESY 2015-16 School Roster** section
  - Under the **Assign** section, select the **ESY School**
  - Click the **Submit** button

ESY Roster Management

**Filter**

Select an ESY school or the transportation indicator to filter the students in the table below. Students with the transportation indicator of YES cannot be edited.

ESY Attending School  Transportation Y/N

**Assign**

Checkmark the students to be assigned. Select the ESY School from the dropdown then click Submit. Repeat the process to update a student's attendance status.

ESY School   ESY Attendance Status

**ESY 2015-2016 School Roster**

Select	USI	Local ID	First Name	Last Name	DOB	ESY School ID	ESY School
<input type="checkbox"/>	7527884175	9300056	Seth	Terpstra	01/18/2009		
<input type="checkbox"/>	8003380265	9261504	Paige	Dorgan	05/15/2003	3068	Basis DC PCS
<input type="checkbox"/>	8857949310	9272056	Evangeline	Noffsinger	12/08/2004	3068	Basis DC PCS
<input type="checkbox"/>	1133279421	9272308	Johnathon	Downs	07/01/2005	3068	Basis DC PCS

# ESY Attendance Status

- Users assign the ESY Attendance Status from the ESY Roster Management page.

**ESY Roster Management**

**Filter**

Select and ESY school or the transportation indicator to filter the students in the table below. Students with the transportation indicator of YES cannot be edited.

ESY Attending School  Transportation Y/N

Apply Filter Clear Filter

**Assign**

Checkmark the students to be assigned. Select the ESY School from the dropdown then click Submit. Repeat the process to update a student's attendance status.

ESY School  Submit **ESY Attendance Status**  Submit

**ESY 2015-2016 School Roster**

Select	USI	Local ID	First Name	Last Name	DOB	ESY School ID	ESY School
<input type="checkbox"/>	7527884175	9300056	Seth	Terpstra	01/18/2009		
<input type="checkbox"/>	8003380265	9261504	Paige	Dorgan	05/15/2003	3068	Basis DC PCS
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<input type="checkbox"/>	1133279421	9272308	Johnathon	Downs	07/01/2005	3068	Basis DC PCS

# ESY Attendance Status

- To submit the ESY Attendance Status
  - Select one or more student(s) from the **ESY 2015-2016 School Roster** section
  - Under the **Assign** section, select an **ESY Attendance Status**
  - Click the **Submit** button

ESY Roster Management

**Filter**

Select and ESY school or the transportation indicator to filter the students in the table below. Students with the transportation indicator of YES cannot be edited.

ESY Attending School  Transportation Y/N

**Assign**

Checkmark the students to be assigned. Select the ESY School from the dropdown then click Submit. Repeat the process to update a student's attendance status.

ESY School   **ESY Attendance Status**

**ESY 2015-2016 School Roster**

Select	USI	Local ID	First Name	Last Name	DOB	ESY School ID	ESY School
<input type="checkbox"/>	7527884175	9300056	Seth	Terpstra	01/18/2009		
<input type="checkbox"/>	8003380265	9261504	Paige	Dorgan	05/15/2003	3068	Basis DC PCS
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# ESY Roster Management

- Users are able to filter and sort the data to identify students and update their ESY School Assignment and ESY Attendance Status.
- Users **must not** assign the school and assign the attendance status at the same time. Submit one and then the other.
  - ESY School Assignment must be completed before ESY begins.
  - ESY Attendance Status must be completed after ESY ends.



# Additional Resources

Key ESY Dates

Technical Assistance for ESY

# Key ESY Dates

Date	Action Required	Responsible
Mon. 5/2	Deadline for ESY program schedule added in the Enterprise Calendar	LEA Data Managers
Mon. 5/2	Deadline for all ESY Determinations completed in SEDS and certified in TOTE	LEA SPED POCs
Mon. 5/2	ESY Point of Contact (admin) confirmation due to OSSE	Heads of School or LEA SPED POCs to confirm
Wed. 6/1	Deadline for ESY School Assignment completed in SLED	ESY POCs
Wed. 6/1	List of additional ESY Module users due to OSSE	ESY POCs
Fri. 8/12	Deadline for ESY Attendance Status submitted in SLED	ESY POCs (if student leaves early can be done before Aug. 12)

# Technical Assistance for ESY

Topic Area	Contact
ESY Policy Issues and Questions	<a href="mailto:OSSE.DSEPolicy@dc.gov">OSSE.DSEPolicy@dc.gov</a>
TOTE Issues and Questions	<a href="#">OSSE Support Tool</a>
SEDS Issues and Questions	<a href="#">OSSE Support Tool</a>
SLED ESY Module Issues and Questions	<a href="#">OSSE Support Tool</a>