

## Extended School Year (ESY) Services Certification Process

 **Office of the State Superintendent of  
Education, Division of Special Education**

### State Policy Requirement

The Office of the State Superintendent of Education (OSSE) issued the Extended School Year (ESY) Services Policy on March 10, 2011 to establish state-level standards and criteria for ESY services that are consistent with the Individuals with Disabilities Education Act (IDEA) requirement to provide a free appropriate public education (FAPE) to all students with disabilities.

- The certification process is an administrative requirement designed to ensure compliance with IDEA.

## Purpose of Certification

The certification process serves two main purposes:

1. The certification process serves as an affirmation that LEAs are aware of and participate in all ESY decisions, including those decisions made for students attending nonpublic programs, as required by OSSE's ESY policy.
2. The certification process also produces student data that allows OSSE to anticipate state level expenses related to nonpublic ESY services and ESY-related transportation services, and ensure appropriate planning/staffing.

## Certification Documentation

The following certification forms must be completed via email to [OSSE.ESYCertification@dc.gov](mailto:OSSE.ESYCertification@dc.gov) by **May 7, 2012**:

1. ESY Location Site Information Form (one per school site where ESY services will be provided)
2. SEDS ESY Report (one per LEA, larger LEAs may submit one per school site)
3. ESY Student Listing Spreadsheet (one per LEA, larger LEAs may submit one per school site)
4. ESY Student Transportation Forms (one per student)
5. ESY LEA Certification Signature Form (one per LEA)

**STEP 1: Make basic logistical decisions regarding ESY and update SEDS to set parameters for location**

**TARGET: Completion of OSSE's ESY Location Site Information Form**

### **Update ESY Calendars in SEDS**

- SEDS LEA Data Administrators must enter ESY calendars in SEDS in order for the system to work properly
- ESY calendars in SEDS must match the ESY school calendar information provided on the ESY Location Site Information Form

## ESY Location Site Information Form

- Complete all the information related to the address, coordinator, and calendar/bell times
- REMINDER: Number of students indicated at the bottom of the form must correspond to the ESY Student Listing Spreadsheet and match total number submitted on ESY Certification Signature Form

Office of the  
State Superintendent of Education

**ESY Location Site Information Form**

ESY Location Site Address and Details

School Name \_\_\_\_\_

Address \_\_\_\_\_

Circle One:  Elem.  Middle  Upper  High  \_\_\_\_\_

Principal \_\_\_\_\_ Phone # \_\_\_\_\_

Special Education Transportation Coordinator

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Title \_\_\_\_\_ An \*Required \*

ESY School Calendar and Bell Times for Summer 2012

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

AM Bell Time \_\_\_\_\_ PM Bell Time \_\_\_\_\_

Alternative Service (Any):  
\*\*The term "Alternative Service" refers to all services other than direct instruction that are provided to students who are not eligible for special education services, such as individualized development plans.

Number of students at this location requiring ESY Transportation Services \_\_\_\_\_

10/2009/07/2010  
Office of the State Superintendent of Education  
 1000 North 1st Street, Tallahassee, FL 32304  
 Phone: 904.201.3000 • Fax: 904.201.3007 • [www.doe.state.fl.us](http://www.doe.state.fl.us)

**STEP 2: Use SEDS reporting tool to generate a master list of students who have ESY on their current finalized IEP**

**TARGET: Generation of an accurate SEDS ESY Report**

## Running the Report

- Click School System → Reports → ESY Report
- Enter Report Criteria
  - Select “All Associated Schools”
  - Leave the “ESY Goals” dropdown at the default level
- Click “Generate Report” (Remember: you must have a valid email address in the system to generate a report)

## Reading the Report

- The completed report will display on the “My Reports” page within a few minutes.
- Open the report by clicking on the hyperlink.
- The students displayed will be those who have ESY on their most recent finalized IEPs.
- The students who do not appear should be those that do NOT have ESY on their most recent finalized IEPs.

Student Name	ID	DOB	Grade	Case Manager	ESY Eligibility	IEP Mtg Date	ESY Goals Completed
Therese, Natalie	123456789	08/08/1998	3	Test SEC	Yes	03/29/2011	Yes
Demetrius, Ue	987654321	07/13/1998	7	SEC Test	Yes	11/01/2010	No

## Verifying Accuracy of SEDS Report

LEAs should review the report in conjunction with finalized IEPs in SEDS to ensure that only students who should have ESY are listed on the report.

- If a student has "YES" indicated on the IEP but is not listed on the report, contact your SEDS team representative for assistance.
- If the student has "NO" indicated on the IEP but should receive ESY services, follow the procedures for completing an IEP Amendment or Annual Review.
- LEAs must ensure that all IEPs marked "To Be Determined" for the ESY decision are updated through an IEP Amendment or Annual Review.



**STEP 3: Use the SEDS ESY Report to generate a list of students who require ESY-related transportation services and/or nonpublic ESY services**

**TARGET: Completion of OSSE's ESY Student Listing Spreadsheet**



### **ESY Student Listing Spreadsheet** (continued)

**Each student listed on the ESY Student Listing Spreadsheet must have:**

- Current IEP in SEDS with completed ESY Section (determination, designation, terms, and goals)
- Current and completed ESY Criteria Worksheet Uploaded in SEDS
- Participation by both the nonpublic program and LEA indicated on signature page (for students receiving nonpublic ESY services)
- Completed Student Transportation Form (for students in need of ESY-related transportation)

### **STEP 4: Ensure that SEDS accurately reflects all student ESY-related transportation service needs**

**TARGET: Ensure that each student who requires ESY-related transportation services has a Student Transportation Form for ESY**

## Designation of Transportation Requirement in SEDS

- Information on this portion of the Transportation page in SEDS should remain the same
- If changes are necessary, the IEP Team should need to follow the procedures for an annual review or IEP amendment, as appropriate

Transportation

Is special transportation needed: **Yes**

Can the student walk to School? **No**

Justification

- Medical reports document a severe health condition that prevents the student from walking to school
- Medical reports document a physical disability that prevents the students from walking to or getting to school independently
- A documented severe cognitive disability prevents the student from walking to school or getting to school independently
- A visual and/or hearing disability interferes with the student's ability to arrive at school independently
- A severe communication disability prevents the student from communicating for his/her own safety
- A behavioral/emotional disability is so severe or erratic that there is concern for the safety of the student and/or others (note: if selected, the student's IEP must also include BIP)
- The student is eligible for the preschool special education program and could not participate without special transportation
- The student will attend a distant school because the IEP cannot be implemented at the zone school
- The student is medically fragile and requires a non-traditional schedule
- Other (Specify and Justify)

## Updating Transportation Forms

When appropriate, LEAs may update student transportation forms for the purposes of documenting ESY-related transportation services for students who have been designated as requiring ESY services by their IEP Teams.

- Select ESY as the reason for request
- Select ESY location as receiving school (if not available, select current school location and enter actual location in "comments")
- Enter ESY begin and end dates (should be consistent with dates submitted on location site info form and dates entered in SEDS calendar)
- Confirm accuracy of remaining information

Part 1 - Information

Reason for Transportation Request: [Dropdown]

Receiving School: [Dropdown]

Begin Date of the Transportation Service: [Date Picker]

End Date of the Transportation Service: [Date Picker]

Emergency Contact: [Dropdown]

Mode of Transportation: Bus

Medical Needs

- Seizures
- Tracheotomy tube
- Heart conditions
- Hearing aid
- Feeding tube
- Asthma
- Allergy
- Oxygen
- Epi pen

Other Special Needs

- Behavioral issues
- Hand-to-hand transfer
- One-to-one bus aid

Devices

- Helmet
- Crutches
- Harness
- Car seat
- Wheelchair
- Cane
- Walker
- Booster Seat
- Stroller
- Other

## Updating Transportation Forms

1. Confirm accuracy of pick up and drop off
2. Create a draft to review all information
3. Once accuracy is confirmed, create final form
4. Click hyperlink to open form

**Part 2: Pick Up and Drop Off Locations**

**AM Pick Up**

Address	City	State	Zip Code	Address Type	M	T	W	T	F	S	S

**PM Drop Off**

Address	City	State	Zip Code	Address Type	M	T	W	T	F	S	S

Transportation Form:

Date Generated	Document Type	Type
07/02/2009	Transportation Form	Final

## Updating Transportation Forms

1. Save individual Transportation forms to a secure, password protected computer to prepare for easy submission
2. Print one (1) form for each student who is eligible for ESY-related transportation services

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**  
Office of Student Services

**STUDENT TRANSPORTATION FORM**

**Student Information**

Student Name: Eric Fernandez	Student ID: 087040120	Grade: 7th Grade	Date of Birth: 02/12/1998
Last Eligible Date: 11/23/2009	Last IEP Date: 06/08/2009	Primary Disability: Autism Spectrum Disorder	Current IEP Date: 02/17/2011

**Parent/Guardian Information**

Name: Miss Fernandez	Address: 123 1st Street, Washington, DC 20004	Home Phone: (202) 555-1234	Work Phone: (202) 555-5678	Mobile Phone: (202) 555-9010
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**Emergency Contact Information**

Name: Miss Fernandez	Address: 123 1st Street, Washington, DC 20004	Home Phone: (202) 555-1234	Work Phone: (202) 555-5678	Mobile Phone: (202) 555-9010	Relationship: Mother
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**Part I: Transportation Request Information**

Reason for Transportation Request: Change in attending school location

Attending School: Cleveland View High Sch.      Existing School: Cleveland View High Sch.

Begin Date: 07/06/2009      End Date: 06/01/2010

Mode of Transportation: Bus

Medical Needs: Autism

Other Special Needs: Technical Issues

Devices: Other

**Part II: Pickup and Drop Off**

**AM Pick Up**

Address	M	T	W	T	F	S	S
101 Madison Street, Washington, DC 20001	X	X	X	X	X		

**PM Drop Off**

Address	M	T	W	T	F	S	S
101 Madison Street, Washington, DC 20001	X	X	X	X	X		

Coordinates: ESAA coordinates form

**STEP 5: Confirm the accuracy of all ESY data before submitting certification materials to OSSE**

**TARGET: Completion of OSSE's ESY LEA Certification Signature Form**

**ESY LEA Certification Signature Form**

- The number of students per LEA who have ESY-related transportation and/or ESY nonpublic services should correspond to the respective totals across multiple site spreadsheets.
- LEAs still need to submit a completed Certification Signature Form and SEDS ESY Report, even if there are no students listed on the spreadsheet.

All ESY Certification materials must be submitted via email to OSSE.ESYCertification@dc.gov by May 7, 2012.

**ESY LEA Certification Signature Form**

At the Head Administrator of \_\_\_\_\_ (Type Education Agency)

I certify that information provided below and in the attached documents are accurate and complete.

Number of students who require ESY-related transportation services:

Number of nonpublic students who require ESY services:

(Note: If a student needs transportation or are attending nonpublic schools for 2012 summer ESY, the number in both boxes should be zero.)

Affirm the accuracy of the documents below by checking the corresponding box.

ESY Location Site Information Form (one per school site where ESY services will be provided)

SEDS ESY Report (one per LEA, larger LEAs may submit one per school site)

ESY Student Listing Spreadsheet (one per LEA, larger LEAs may submit one per school site)

ESY Student Transportation Request Forms (one per student)

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ESY LEA Certification Signature Form – Supporting Documentation**

All students listed on the ESY Listing Student Listing Spreadsheet should have updated supporting documentation in SEDS:

- Completed ESY worksheet, determination, and service designation
- ESY Student Transportation Request Forms for all students receiving ESY-related transportation
- Documented nonpublic and LEA participation for all nonpublic ESY decisions
- Documented DCPS and/or District Charter participation in all ESY decisions

**Submit all certification materials to:**

[OSSE.ESYCertification@dc.gov](mailto:OSSE.ESYCertification@dc.gov)

by May 7, 2012

## Additional Resources

- OSSE ESY Certification Letter (contact list on pg. 2)
- OSSE Nonregulatory Guidance FAQ
- ESY Policy, available online at:

<http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Extended%20School%20Year%20%28ESY%29%20Services%20Policy.pdf>

- ESY Eligibility Framework, available online at:

[http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Extended%20School%20Year%20Services%20Framework%20Guidance%20Tool\\_1.pdf](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Extended%20School%20Year%20Services%20Framework%20Guidance%20Tool_1.pdf)