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

Module II: ESY Documentation in the Special Education Data System (SEDS)

Spring 2016

Agenda

A. IEP Team Process in SEDS for ESY
B. ESY Transportation in SEDS
C. Out-of-State Transfer Students in SEDS
D. SEDS and TOTE for ESY
E. SEDS and SLED for ESY
F. Additional Resources

IEP Team Process in SEDS for ESY

IEP Team Process in SEDS for ESY

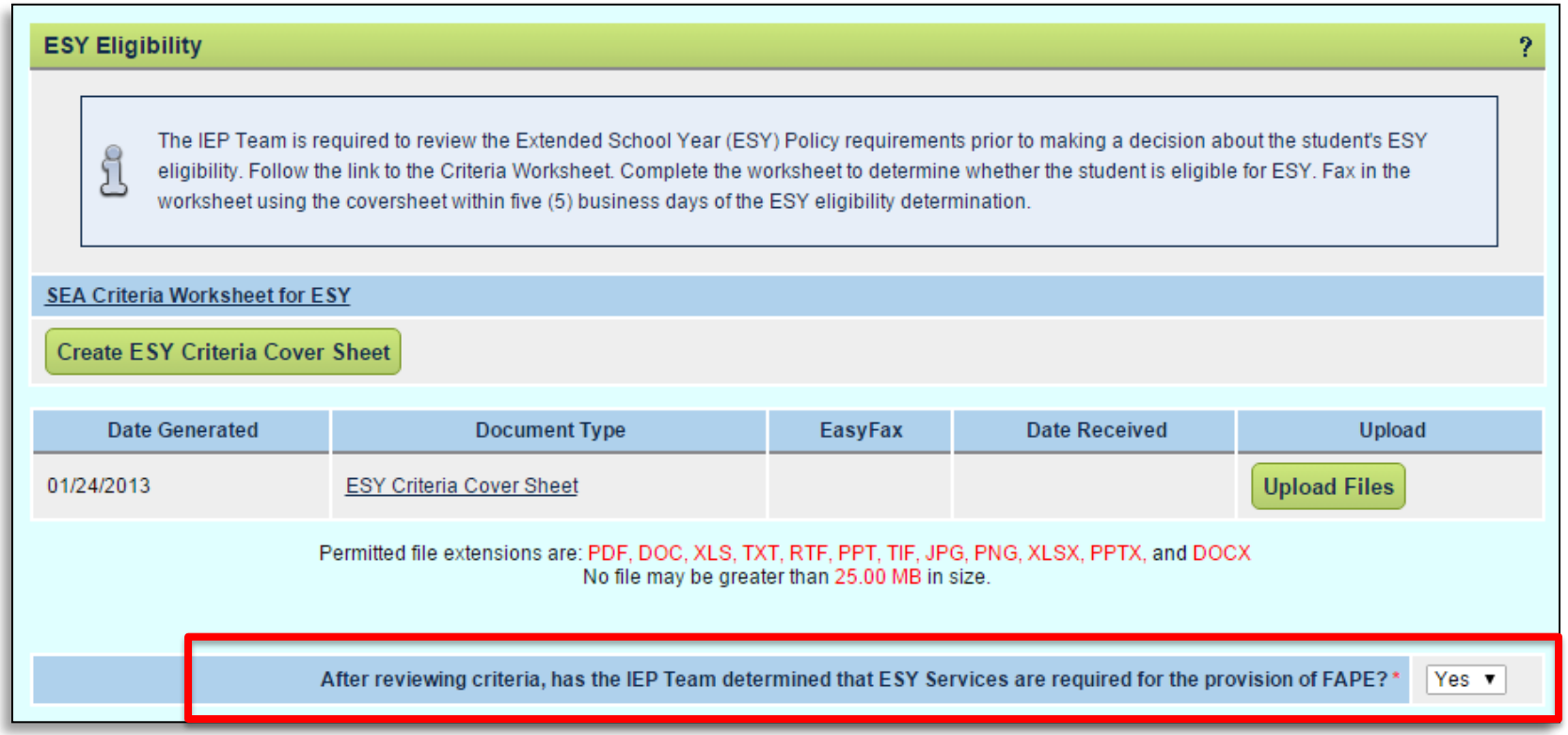
- IEP teams must follow state-level standards and criteria for determining ESY eligibility on a student-level basis.
  - Includes the ESY criteria worksheet
  - Includes decisions on ESY transportation eligibility
- Information on ESY eligibility determinations is provided in **Module I of the ESY Training Series.**
- **Module II** (this module) shows how to document this IEP team decision in SEDS (*EasyIEP*).

IEP Team Process in SEDS for ESY

IEP teams must determine ESY eligibility status on an annual basis, as part of the overall IEP process.

IEP Team Process in SEDS for ESY

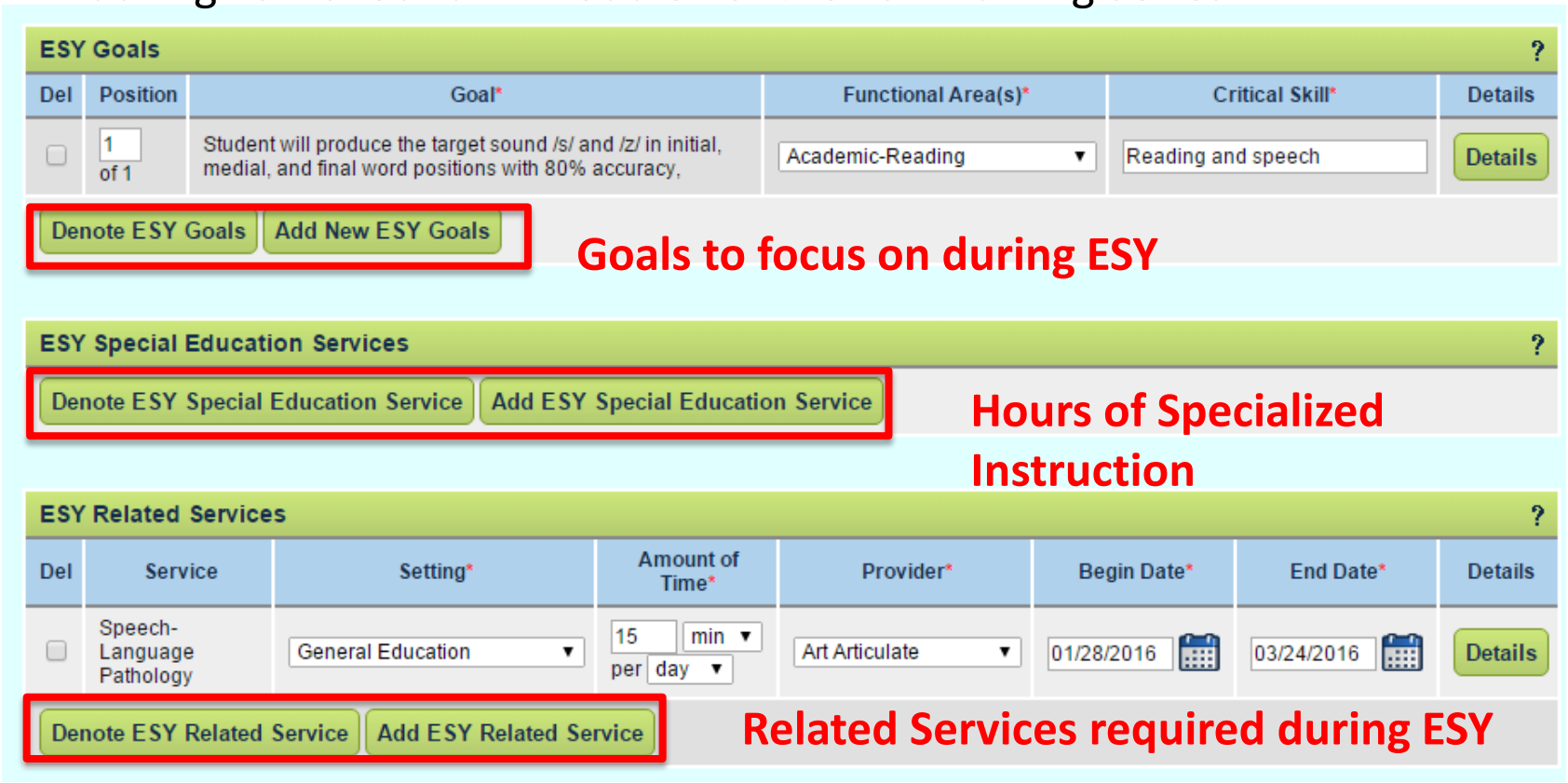
- Once the IEP team has determined ESY eligibility, **the ESY criteria worksheet** should be uploaded (or faxed) to SEDS using the link shown below.
- The IEP team marks the **Yes/No box** to document its decision.



IEP Team Process in SEDS for ESY

Document appropriate ESY goals and services for the student.

- **NOTE:** Information on how to develop appropriate goals and services during ESY is found in Module I of the ESY Training Series.



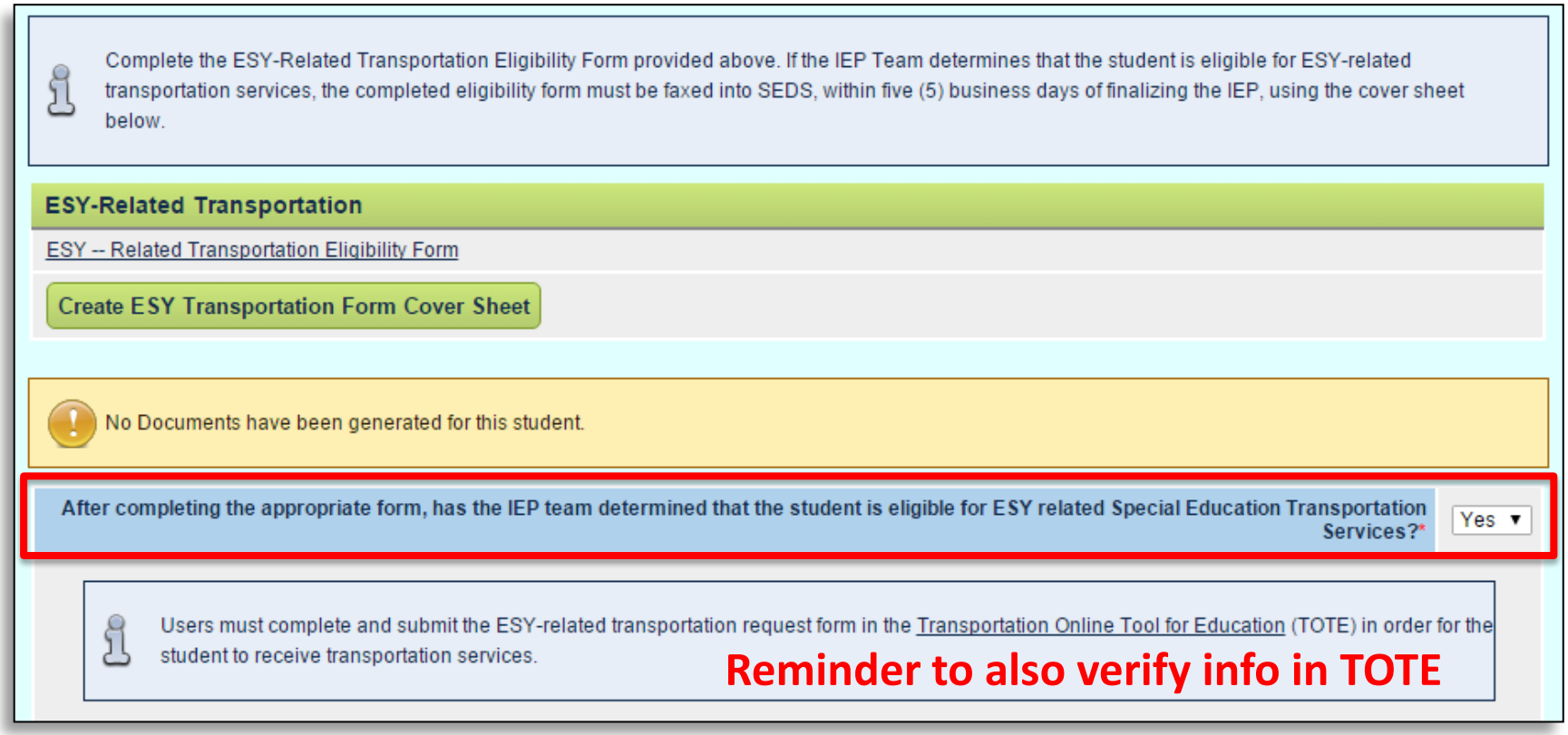
ESY Transportation in SEDS

ESY Transportation in SEDS

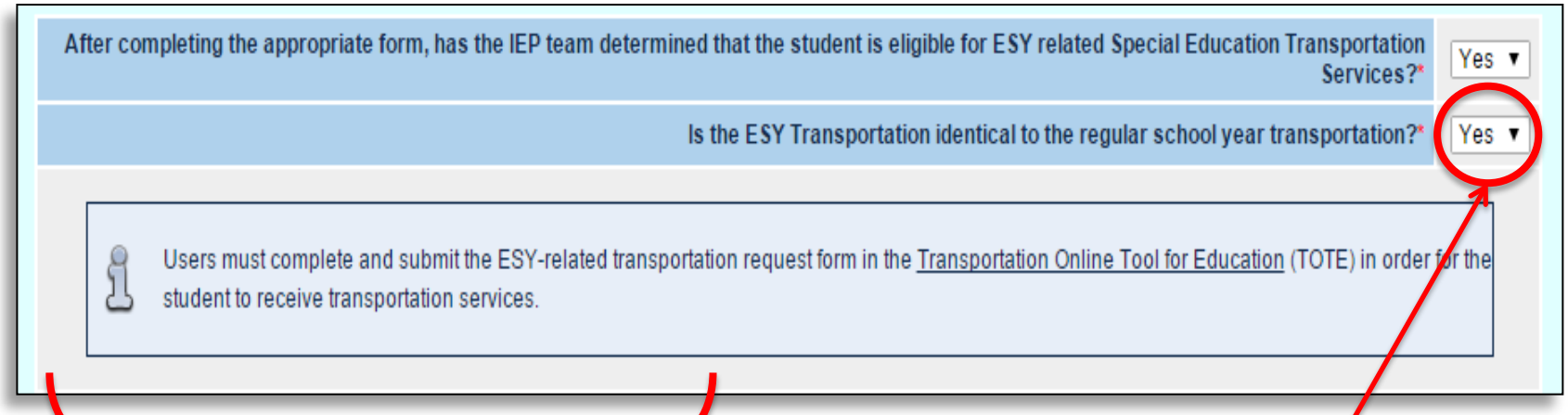
- IEP teams must follow state-level standards and criteria for determining ESY transportation eligibility on a student-level basis.
  - This includes the ESY transportation worksheet
- Information on determining ESY transportation is provided in **Module I of the ESY Training Series.**
- **Module II** (this module) shows how to document this IEP team decision in SEDS (*EasyIEP*).

ESY Transportation in SEDS

- Once the IEP team has determined transportation eligibility, the worksheet should be uploaded (or faxed) to SEDS.
- The IEP team marks the **Yes/No box** to document their decision.



ESY Transportation in SEDS



Reminder:

If a student is eligible for ESY transportation, the LEA must still complete the request in TOTE.

SEDS only documents the eligibility decision, while TOTE captures logistical and routing information.

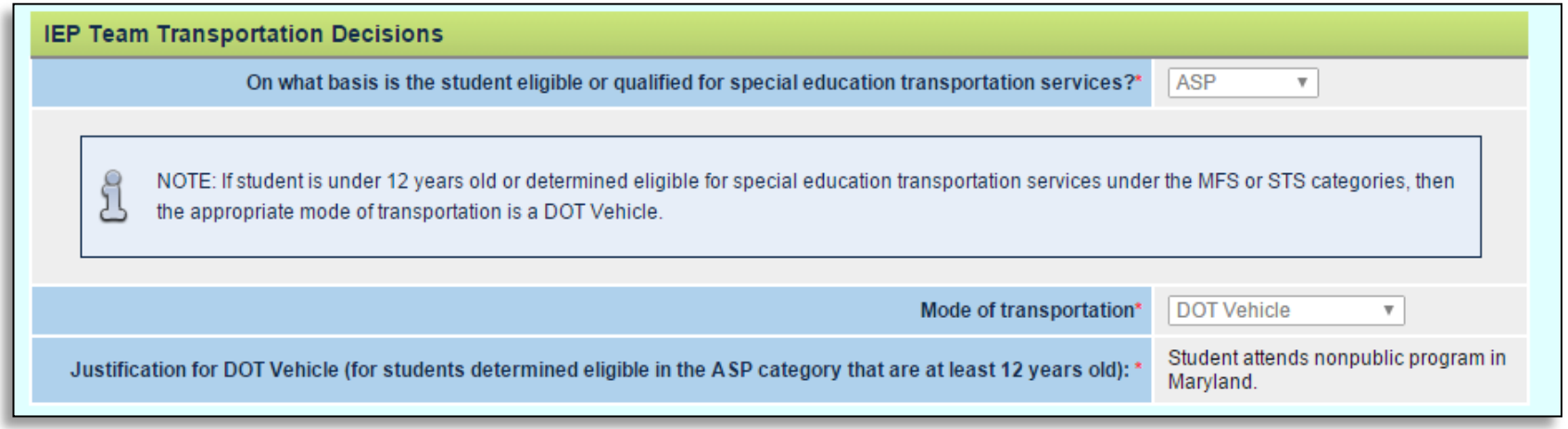
If **'Yes'** is selected, then the student's school year transportation information will pre-populate the page.

If **'No'** is selected, then the user will be prompted to manually fill in the student's transportation eligibility information.

ESY Transportation in SEDS

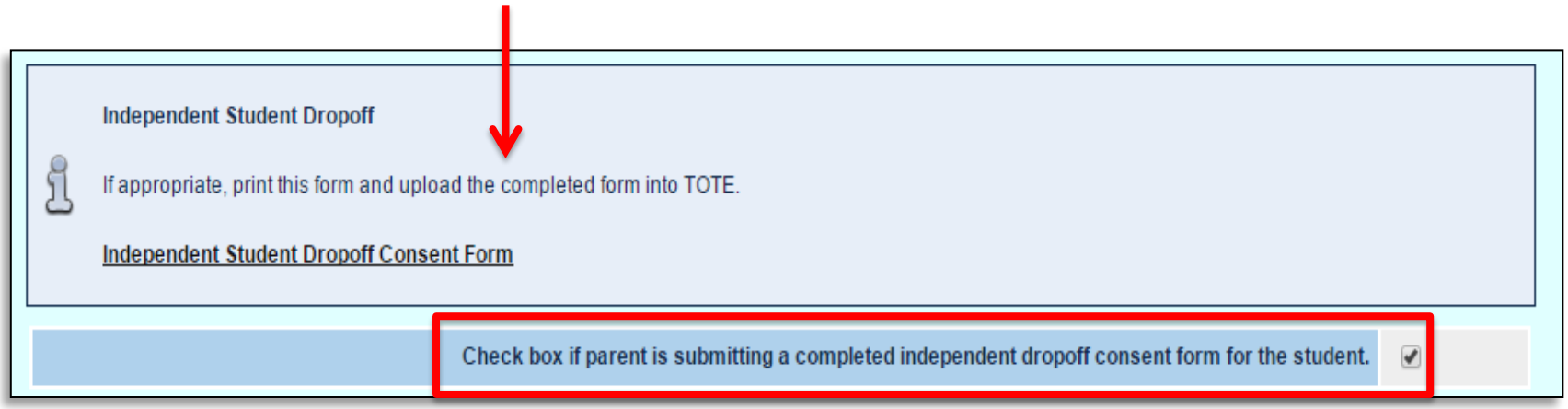
- If yes, regular school year transportation eligibility status, category, and justification statement will pre-populate from the transportation section of the IEP process.

- If the ESY location is different than the school year, then the IEP team must re-determine if transportation is still appropriate, and document the decision below.



ESY Transportation in SEDS

- Some students may be eligible for independent drop-off
  - Ages 12 and older
  - Eligibility category is “Accessing Special Programs” (ASP)
- Two steps to ensure independent drop-off is authorized:
  - Box is checked in SEDS as part of a finalized current IEP
  - Consent form is downloaded from SEDS, signed by parent, and **uploaded into TOTE** (not uploaded into SEDS)

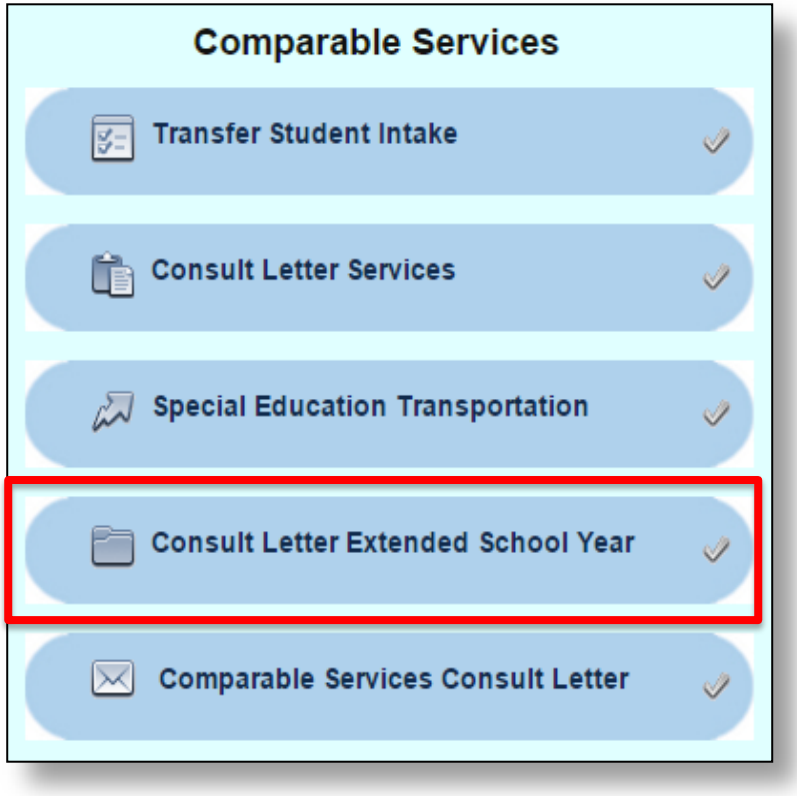


Out-of-State Transfer Students in SEDS

Out-of-State Transfer Students in SEDS

SEDS has a special intake process for out-of-state transfer students to ensure they receive services in the interim while a full IEP is being developed.

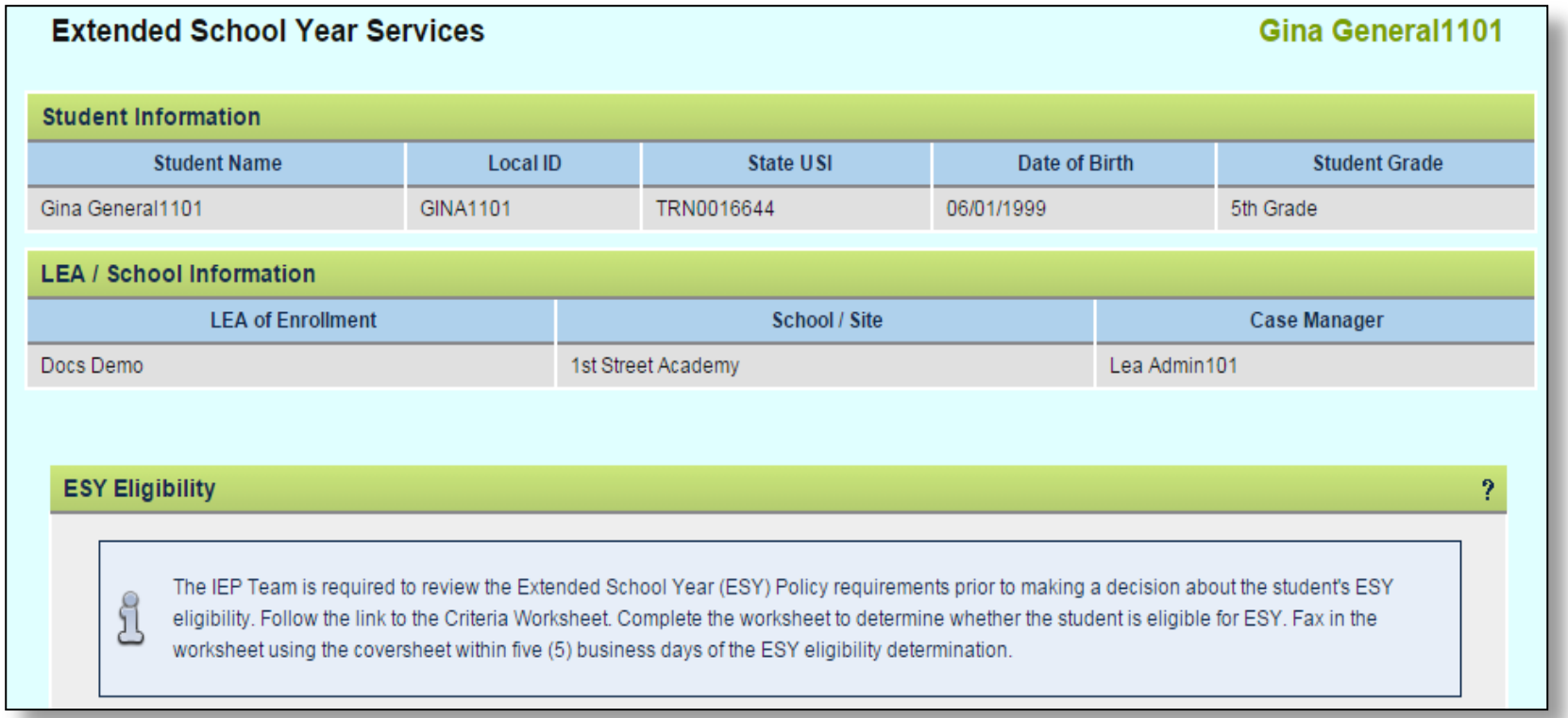
- Interim or temporary services are called “comparable services”
- These are equivalent or similar to services that a student received in another state
- Determining ESY eligibility is an important step in creating comparable services
- Temporary IEP is then created and called a “Consult Letter”



Out-of-State Transfer Students in SEDS

Extended School Year (ESY) Services: This page allows an IEP team to quickly determine if an out-of-state transfer student qualifies for ESY services.

- This page will look familiar as it replicates the ESY page in the regular IEP process and requires all of the same information, including the ESY eligibility worksheet.



Using SEDS, TOTE, and SLED for ESY

SEDS and TOTE for ESY

- Once an IEP is finalized in SEDS, the information will be reflected in TOTE the next business day.
- Only information from finalized IEPs are reflected in TOTE. Information from IEPs that are left in draft mode or in the workspace of SEDS, are not transferred to TOTE.
- More on what is expected for ESY in the TOTE system is provided in **Module III of the ESY Training Series.**

SEDS and SLED for ESY

- The ESY roster from SEDS will be sent to SLED; if a student has an ESY school assignment in TOTE, this information will be sent to SLED as well.
- The ESY Module in SLED is where LEAs will confirm ESY school assignments and ESY attendance status for all students receiving ESY services.
- More on what is expected for ESY in SLED is provided in **Module IV of the ESY Training Series.**

Additional Resources

ESY Calendar in SEDS

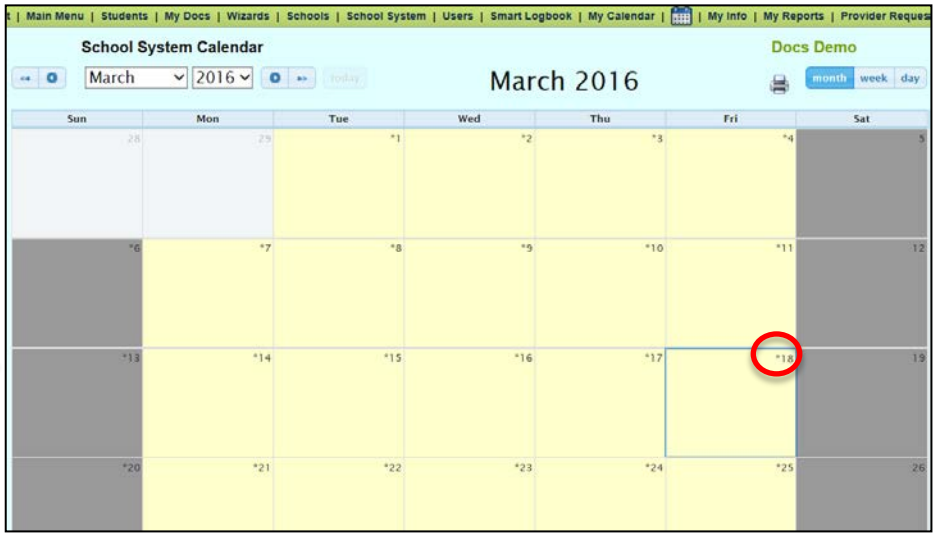
ESY Report

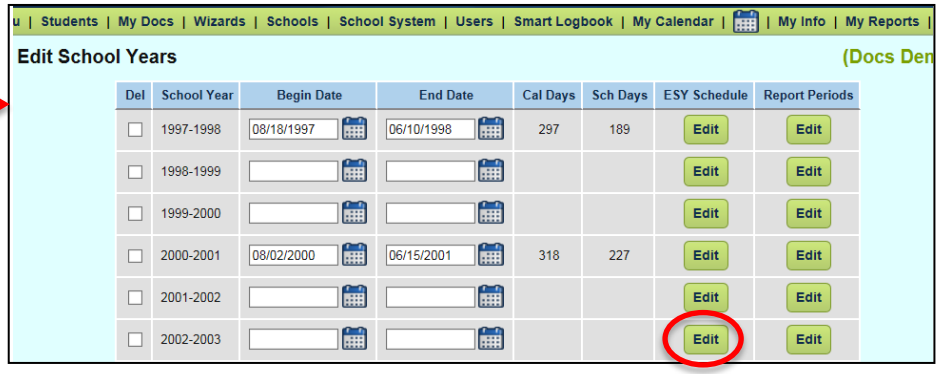
Updating ESY Calendars in SEDS

SEDS LEA Data Administrators must enter ESY calendars in SEDS in order to ensure data alignment in the system (e.g., accuracy of SEDS Reports).

- ESY calendars in SEDS can be entered two ways:
  - By selecting the dates on the calendar image

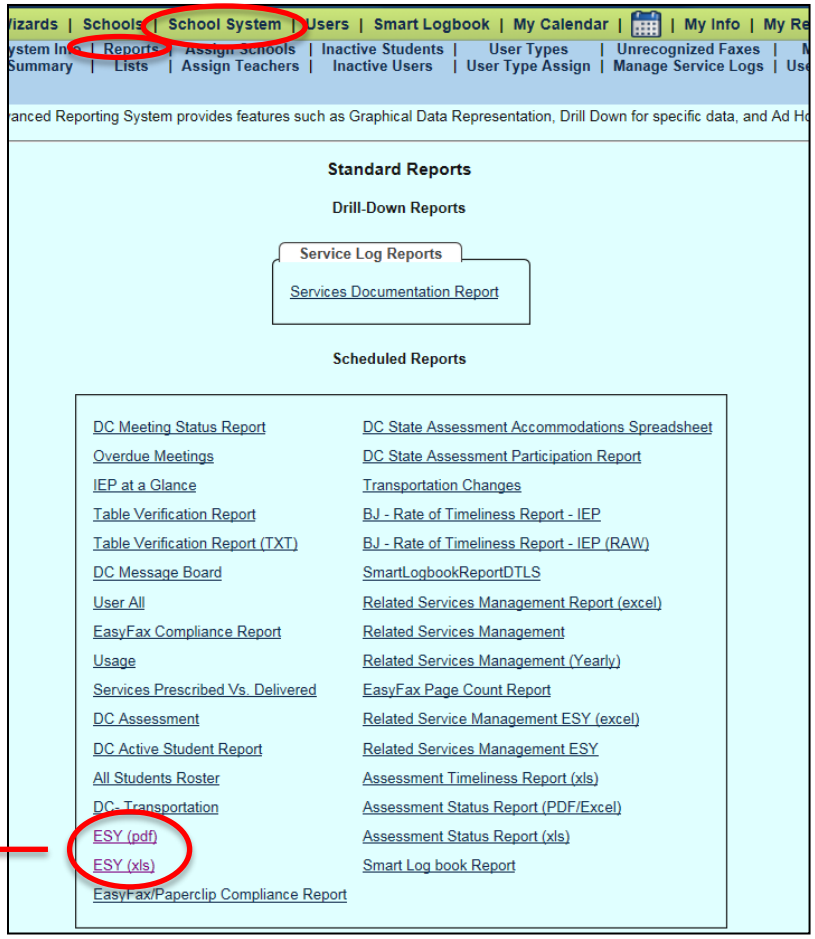
    OR
  - Entering a date range under the ESY Schedule column when editing school years

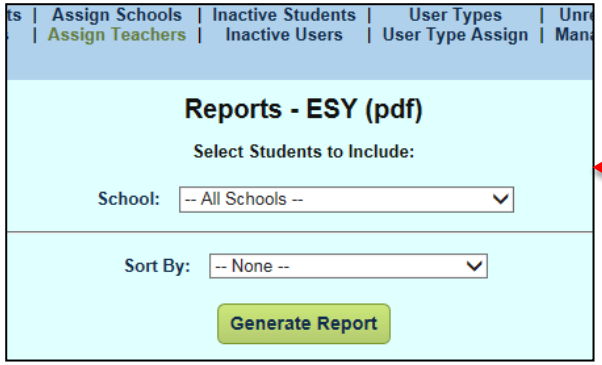




Generating the ESY Report in SEDS

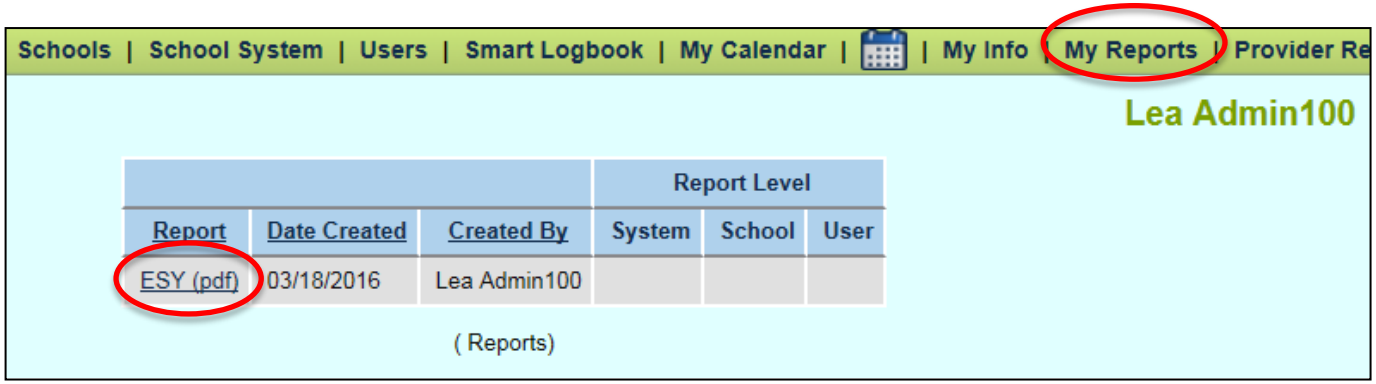
- The SEDS ESY Report is a report generated in SEDS that LEAs can use for internal ESY planning purposes.
  - Click School System → Reports → ESY Report
  - Enter Report Criteria
    - Select "All Associated Schools"
    - Leave the "ESY Goals" dropdown at the default level
- Click "Generate Report" (Reminder: There must be a valid email address in the system to generate a report.)





How to Read the SEDS ESY Report

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



Thank you for your participation!

For questions regarding ESY in SEDS, please submit a ticket to the OSSE Support Tool.

Next Steps

Review the next modules:

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