

# 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.


The screenshot displays the 'IEP Process' interface for user 'Gina General63'. The interface features a navigation bar at the top with various menu items. Below the navigation bar, the 'IEP Process' section is shown, containing 14 items arranged in two columns. Each item is represented by a blue rounded rectangle with an icon, a text label, and a status icon (either a green checkmark or a red X). The 'Extended School Year' item is highlighted with a red border and has a red X icon, indicating it is incomplete or requires attention.

Item	Status
IEP Team	Complete (✓)
Meeting Invitation/Notice	Incomplete (✗)
Special Considerations	Complete (✓)
Present Levels of Performance	Complete (✓)
Goals	Complete (✓)
Services and Supplemental Aids	Complete (✓)
Least Restrictive Environment	Complete (✓)
Special Education Transportation	Complete (✓)
Extended School Year	Incomplete (✗)
Classroom Accommodations and Testing Participation	Complete (✓)
Post-Secondary Transition Plan	Incomplete (✗)
Graduation Planning	Complete (✓)
Create IEP Document	Complete (✓)

# 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.

### ESY Eligibility ?

 The IEP Team is required to review the Extended School Year (ESY) Policy requirements prior to making a decision about the student's ESY eligibility. Follow the link to the Criteria Worksheet. Complete the worksheet to determine whether the student is eligible for ESY. Fax in the worksheet using the coversheet within five (5) business days of the ESY eligibility determination.

[SEA Criteria Worksheet for ESY](#)

[Create ESY Criteria Cover Sheet](#)

Date Generated	Document Type	EasyFax	Date Received	Upload
01/24/2013	<a href="#">ESY Criteria Cover Sheet</a>			<a href="#">Upload Files</a>

Permitted file extensions are: **PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX**  
No file may be greater than **25.00 MB** in size.

After reviewing criteria, has the IEP Team determined that ESY Services are required for the provision of FAPE? \*

# 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 Goals					?
Del	Position	Goal*	Functional Area(s)*	Critical Skill*	Details
<input type="checkbox"/>	1 of 1	Student will produce the target sound /s/ and /z/ in initial, medial, and final word positions with 80% accuracy,	Academic-Reading	Reading and speech	<a href="#">Details</a>

[Denote ESY Goals](#) [Add New ESY Goals](#) **Goals to focus on during ESY**

ESY Special Education Services		?
<a href="#">Denote ESY Special Education Service</a>	<a href="#">Add ESY Special Education Service</a>	<b>Hours of Specialized Instruction</b>

ESY Related Services							?
Del	Service	Setting*	Amount of Time*	Provider*	Begin Date*	End Date*	Details
<input type="checkbox"/>	Speech-Language Pathology	General Education	15 min per day	Art Articulate	01/28/2016	03/24/2016	<a href="#">Details</a>

[Denote ESY Related Service](#) [Add ESY Related Service](#) **Related Services required during ESY**






# 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.

 Complete the ESY-Related Transportation Eligibility Form provided above. If the IEP Team determines that the student is eligible for ESY-related transportation services, the completed eligibility form must be faxed into SEDS, within five (5) business days of finalizing the IEP, using the cover sheet below.

## ESY-Related Transportation

[ESY -- Related Transportation Eligibility Form](#)

[Create ESY Transportation Form Cover Sheet](#)

 No Documents have been generated for this student.

After completing the appropriate form, has the IEP team determined that the student is eligible for ESY related Special Education Transportation Services?\*

Yes ▾




Users must complete and submit the ESY-related transportation request form in the [Transportation Online Tool for Education \(TOTE\)](#) in order for the student to receive transportation services.

**Reminder to also verify info in TOTE**

# ESY Transportation in SEDS

After completing the appropriate form, has the IEP team determined that the student is eligible for ESY related Special Education Transportation Services?\* Yes ▾

Is the ESY Transportation identical to the regular school year transportation?\* Yes ▾

 Users must complete and submit the ESY-related transportation request form in the [Transportation Online Tool for Education \(TOTE\)](#) in order for the student to receive transportation services.

## 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

Is the ESY Transportation identical to the regular school year transportation?\* Yes ▾


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

Is the ESY Transportation identical to the regular school year transportation?\* No ▾

- 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.

### IEP Team Transportation Decisions

On what basis is the student eligible or qualified for special education transportation services?\* ASP ▾

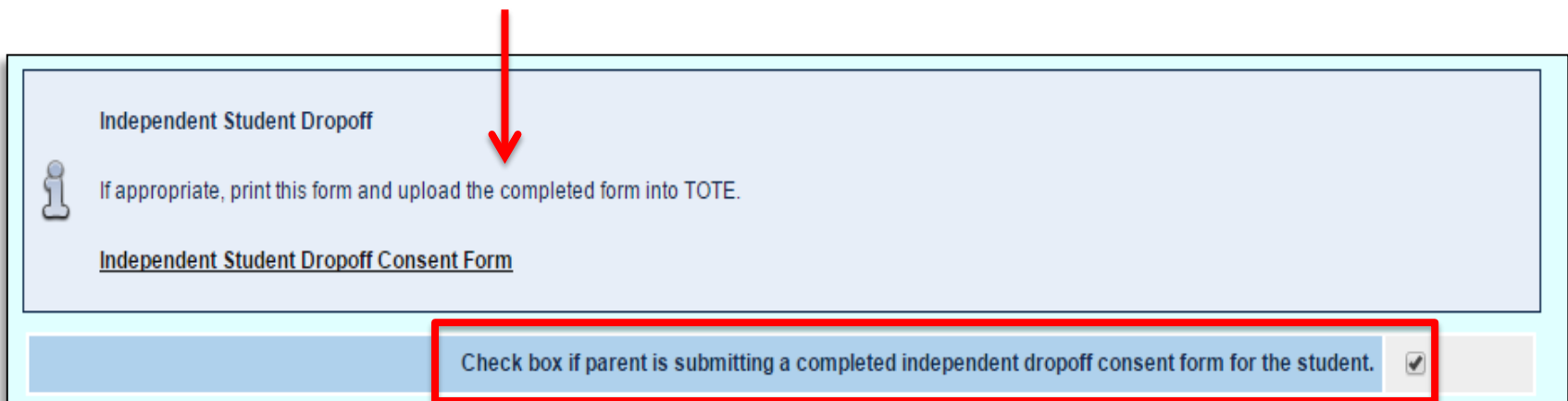
 NOTE: If student is under 12 years old or determined eligible for special education transportation services under the MFS or STS categories, then the appropriate mode of transportation is a DOT Vehicle.

Mode of transportation\* DOT Vehicle ▾


Justification for DOT Vehicle (for students determined eligible in the ASP category that are at least 12 years old):\* Student attends nonpublic program in Maryland.

# 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)



Independent Student Dropoff

 If appropriate, print this form and upload the completed form into TOTE.

[Independent Student Dropoff Consent Form](#)

Check box if parent is submitting a completed independent dropoff consent form for the student.

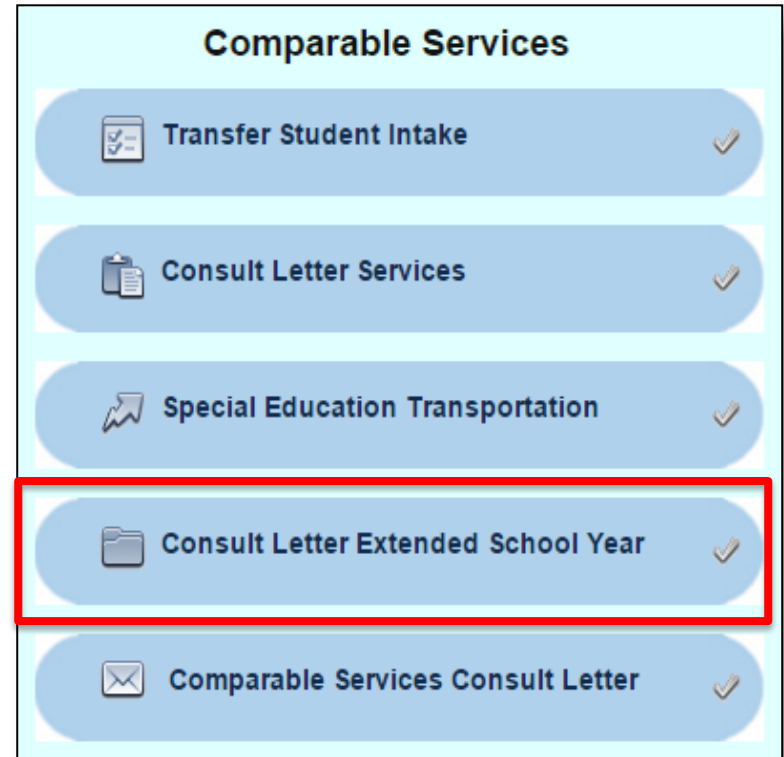


# **Out-of-State Transfer Students in SEDS**

# 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.

Extended School Year Services				Gina General1101
Student Information				
Student Name	Local ID	State USI	Date of Birth	Student Grade
Gina General1101	GINA1101	TRN0016644	06/01/1999	5th Grade
LEA / School Information				
LEA of Enrollment	School / Site		Case Manager	
Docs Demo	1st Street Academy		Lea Admin101	
ESY Eligibility				?
 The IEP Team is required to review the Extended School Year (ESY) Policy requirements prior to making a decision about the student's ESY eligibility. Follow the link to the Criteria Worksheet. Complete the worksheet to determine whether the student is eligible for ESY. Fax in the worksheet using the coversheet within five (5) business days of the ESY eligibility determination.				



# 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**

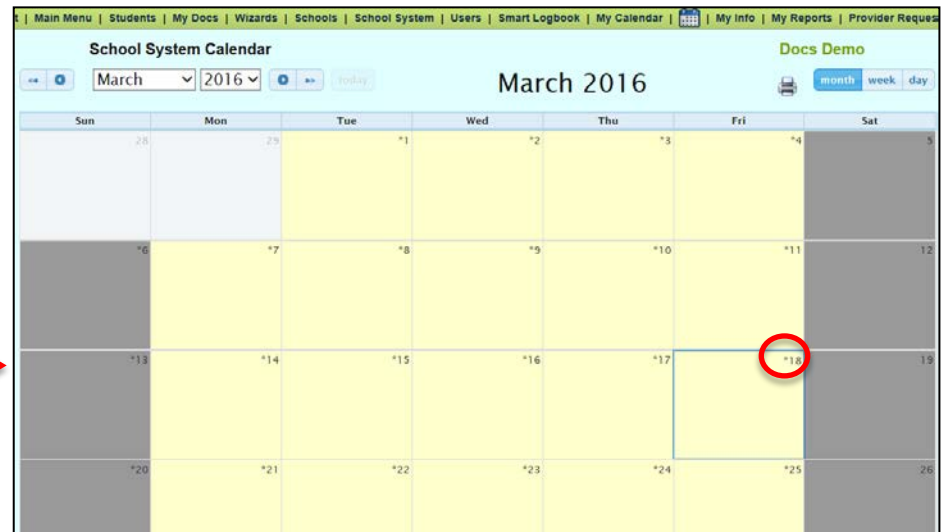
ESY Calendar in SEDS

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 →



Screenshot of the Edit School Years interface. The table below shows the ESY Schedule column for various school years. The 'Edit' button for the 2002-2003 school year is circled in red, and a red arrow points from the text 'Entering a date range under the ESY Schedule column when editing school years' to it.

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	1997-1998	08/18/1997	06/10/1998	297	189	Edit	Edit
<input type="checkbox"/>	1998-1999					Edit	Edit
<input type="checkbox"/>	1999-2000					Edit	Edit
<input type="checkbox"/>	2000-2001	08/02/2000	06/15/2001	318	227	Edit	Edit
<input type="checkbox"/>	2001-2002					Edit	Edit
<input type="checkbox"/>	2002-2003					Edit	Edit

# 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.)

ts | Assign Schools | Inactive Students | User Types | Unr  
| Assign Teachers | Inactive Users | User Type Assign | Man

### Reports - ESY (pdf)

Select Students to Include:

School: -- All Schools --

Sort By: -- None --

**Generate Report**

izards | Schools | **School System** | Users | Smart Logbook | My Calendar | My Info | My Re

System In | **Reports** | Assign Schools | Inactive Students | User Types | Unrecognized Faxes | M  
Summary | Lists | Assign Teachers | Inactive Users | User Type Assign | Manage Service Logs | Use

anced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data, and Ad Ho

### Standard Reports

Drill-Down Reports

- Service Log Reports
- Services Documentation Report

### Scheduled Reports

<a href="#">DC Meeting Status Report</a>	<a href="#">DC State Assessment Accommodations Spreadsheet</a>
<a href="#">Overdue Meetings</a>	<a href="#">DC State Assessment Participation Report</a>
<a href="#">IEP at a Glance</a>	<a href="#">Transportation Changes</a>
<a href="#">Table Verification Report</a>	<a href="#">BJ - Rate of Timeliness Report - IEP</a>
<a href="#">Table Verification Report (TXT)</a>	<a href="#">BJ - Rate of Timeliness Report - IEP (RAW)</a>
<a href="#">DC Message Board</a>	<a href="#">SmartLogbookReportDTLS</a>
<a href="#">User All</a>	<a href="#">Related Services Management Report (excel)</a>
<a href="#">EasyFax Compliance Report</a>	<a href="#">Related Services Management</a>
<a href="#">Usage</a>	<a href="#">Related Services Management (Yearly)</a>
<a href="#">Services Prescribed Vs. Delivered</a>	<a href="#">EasyFax Page Count Report</a>
<a href="#">DC Assessment</a>	<a href="#">Related Service Management ESY (excel)</a>
<a href="#">DC Active Student Report</a>	<a href="#">Related Services Management ESY</a>
<a href="#">All Students Roster</a>	<a href="#">Assessment Timeliness Report (xls)</a>
<a href="#">DC Transportation</a>	<a href="#">Assessment Status Report (PDF/Excel)</a>
<a href="#">ESY (pdf)</a>	<a href="#">Assessment Status Report (xls)</a>
<a href="#">ESY (xls)</a>	<a href="#">Smart Log book Report</a>
<a href="#">EasyFax/Paperclip Compliance Report</a>	

# 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.

Schools | School System | Users | Smart Logbook | My Calendar | [My Reports](#) | Provider Re

Lea Admin100

			Report Level		
Report	Date Created	Created By	System	School	User
<a href="#">ESY (pdf)</a>	03/18/2016	Lea Admin100			

( Reports)



# **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