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

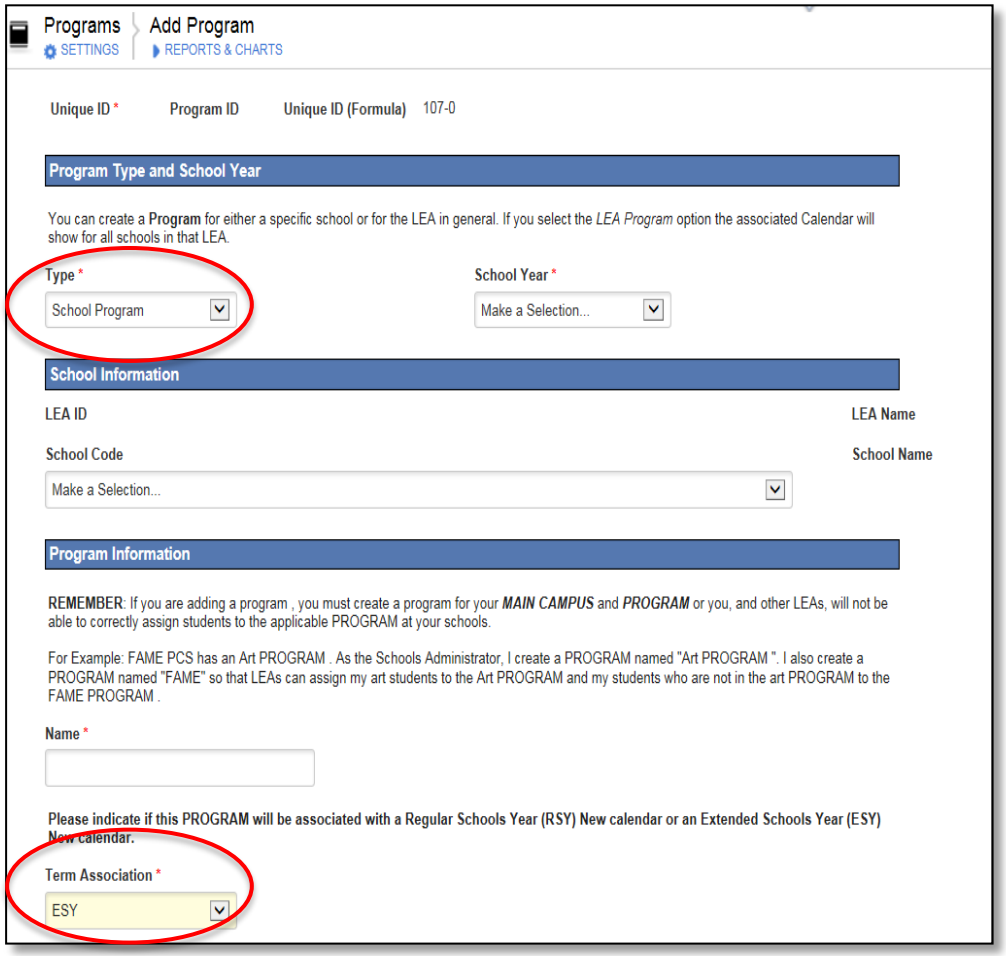
OSSE Enterprise Calendar

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.”



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 .
- 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.

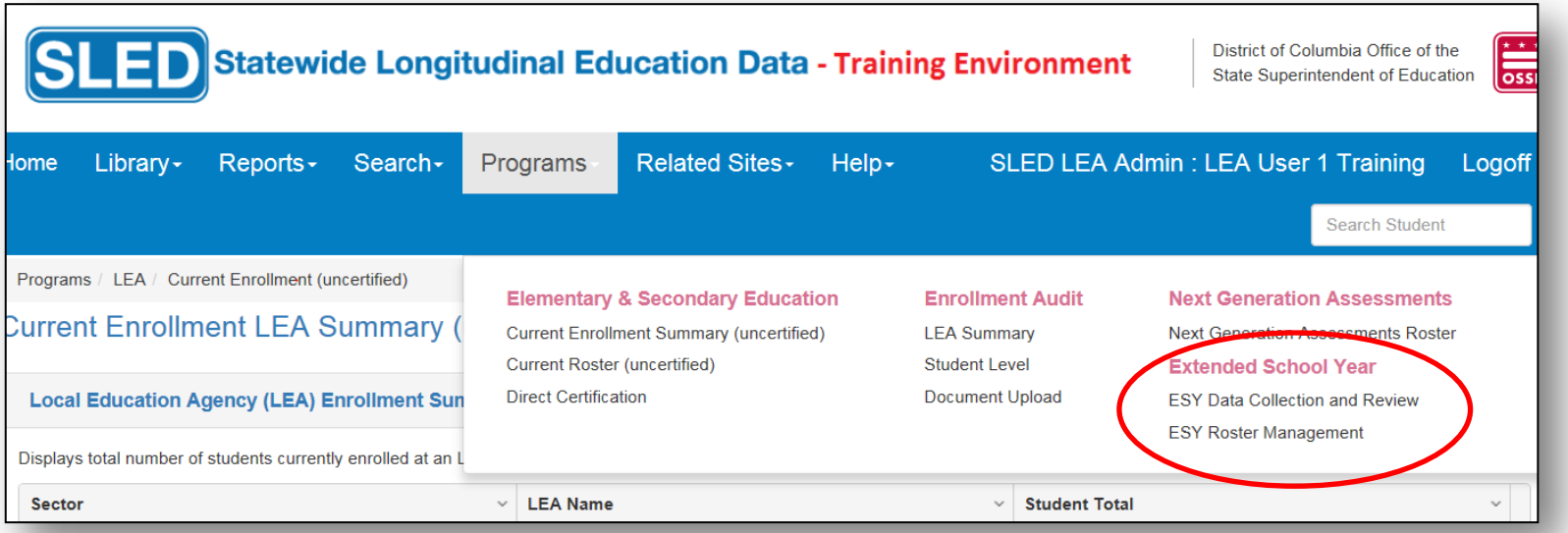
Accessing the SLED ESY Module

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 SLED.Info@dc.gov

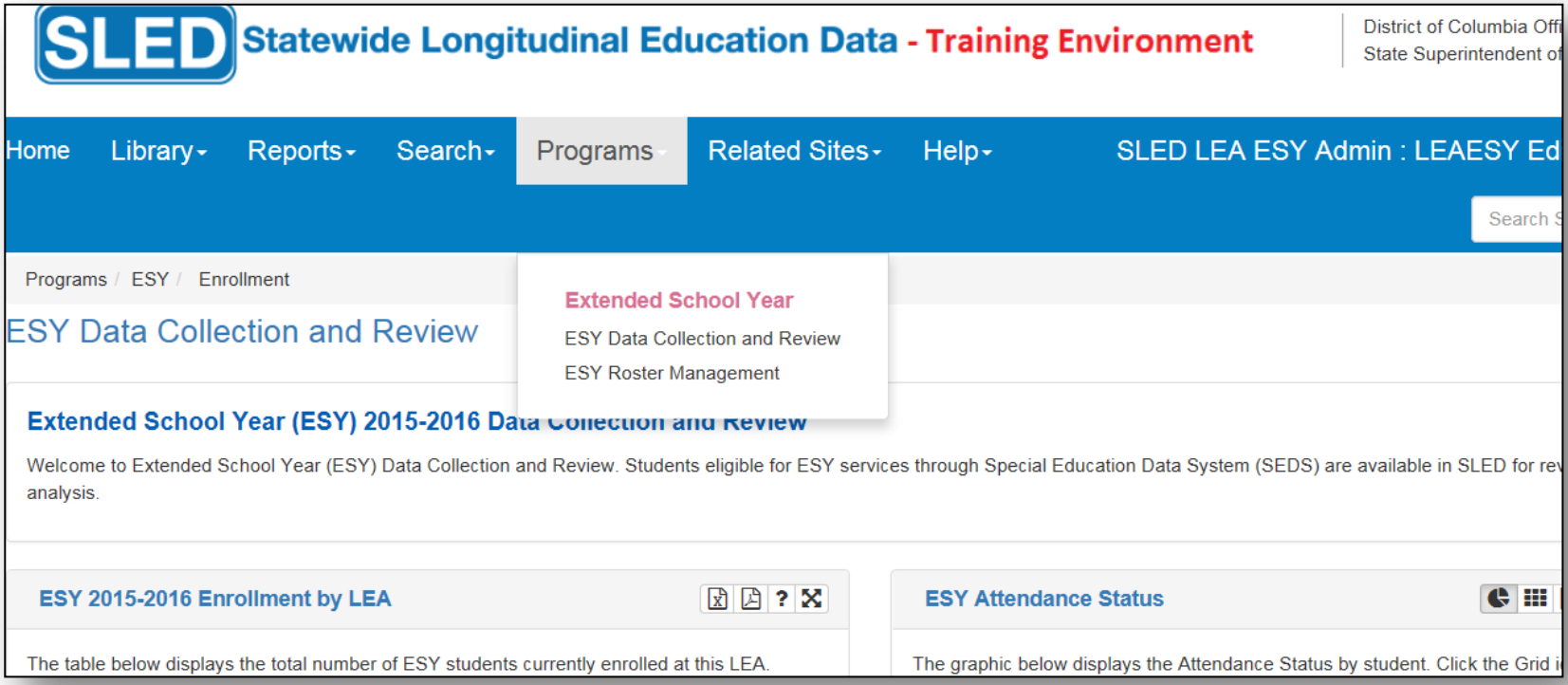
Accessing the SLED ESY Module

- 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.



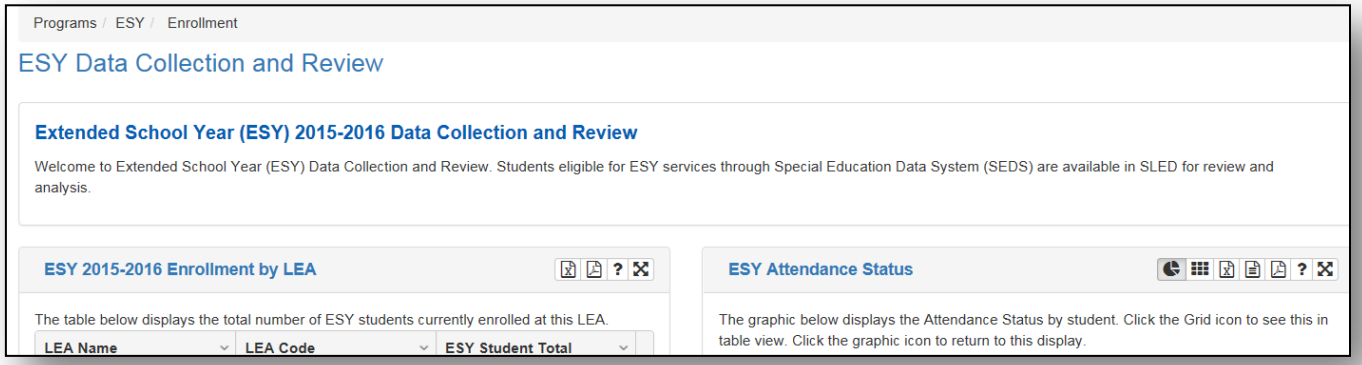
Accessing the ESY Module in SLED

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

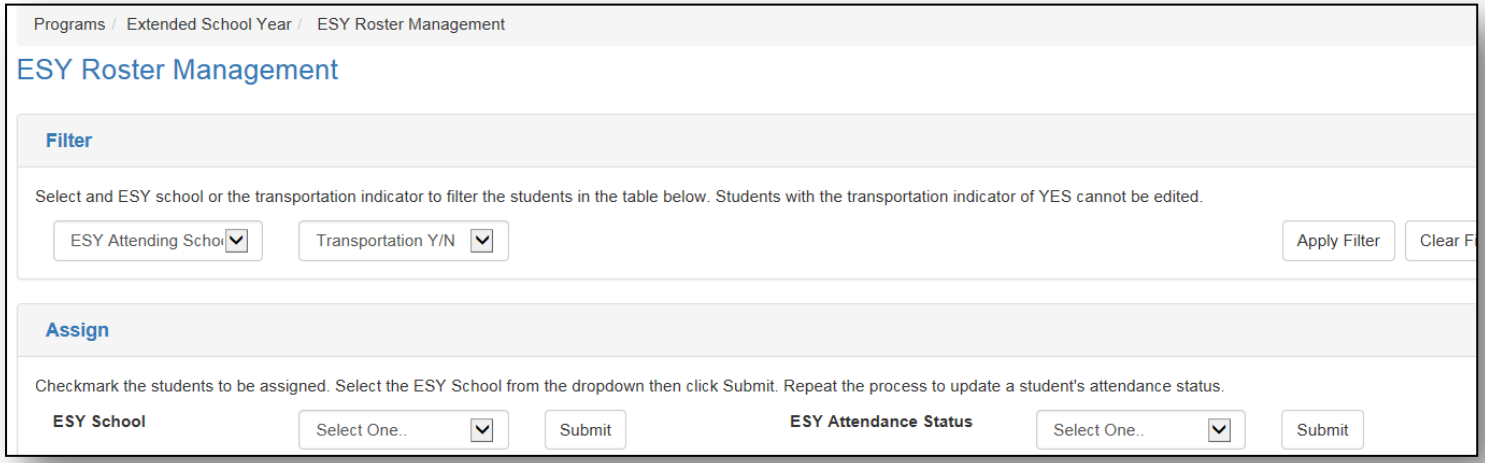


Accessing the ESY Module in SLED

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



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



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

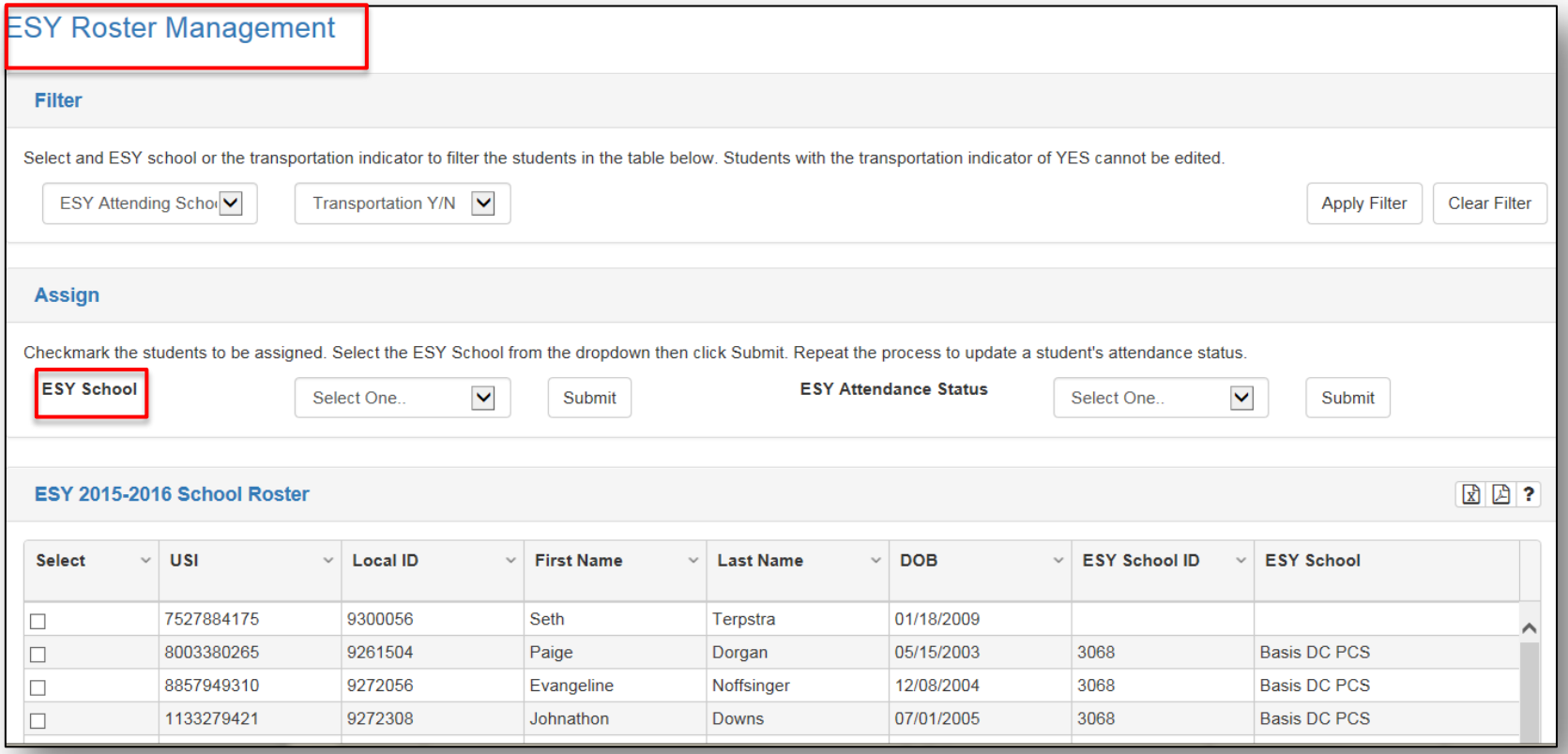
ESY Roster Management

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.

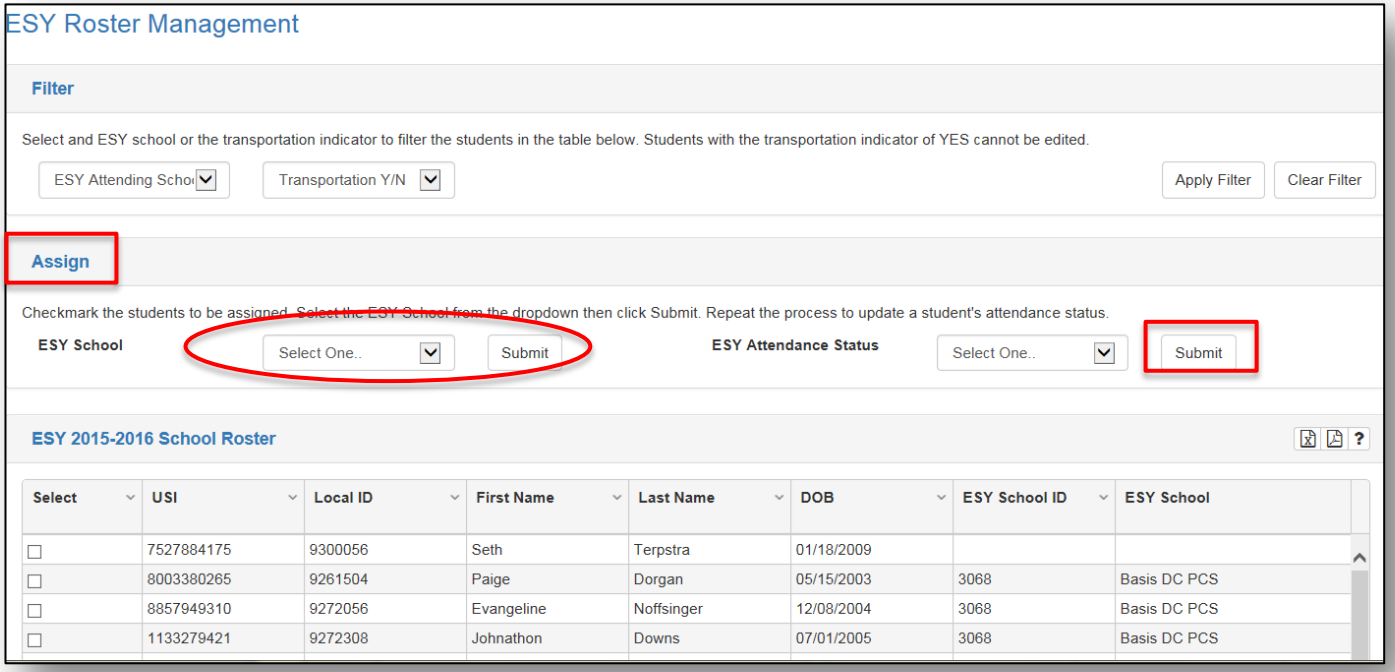
ESY School Assignment

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



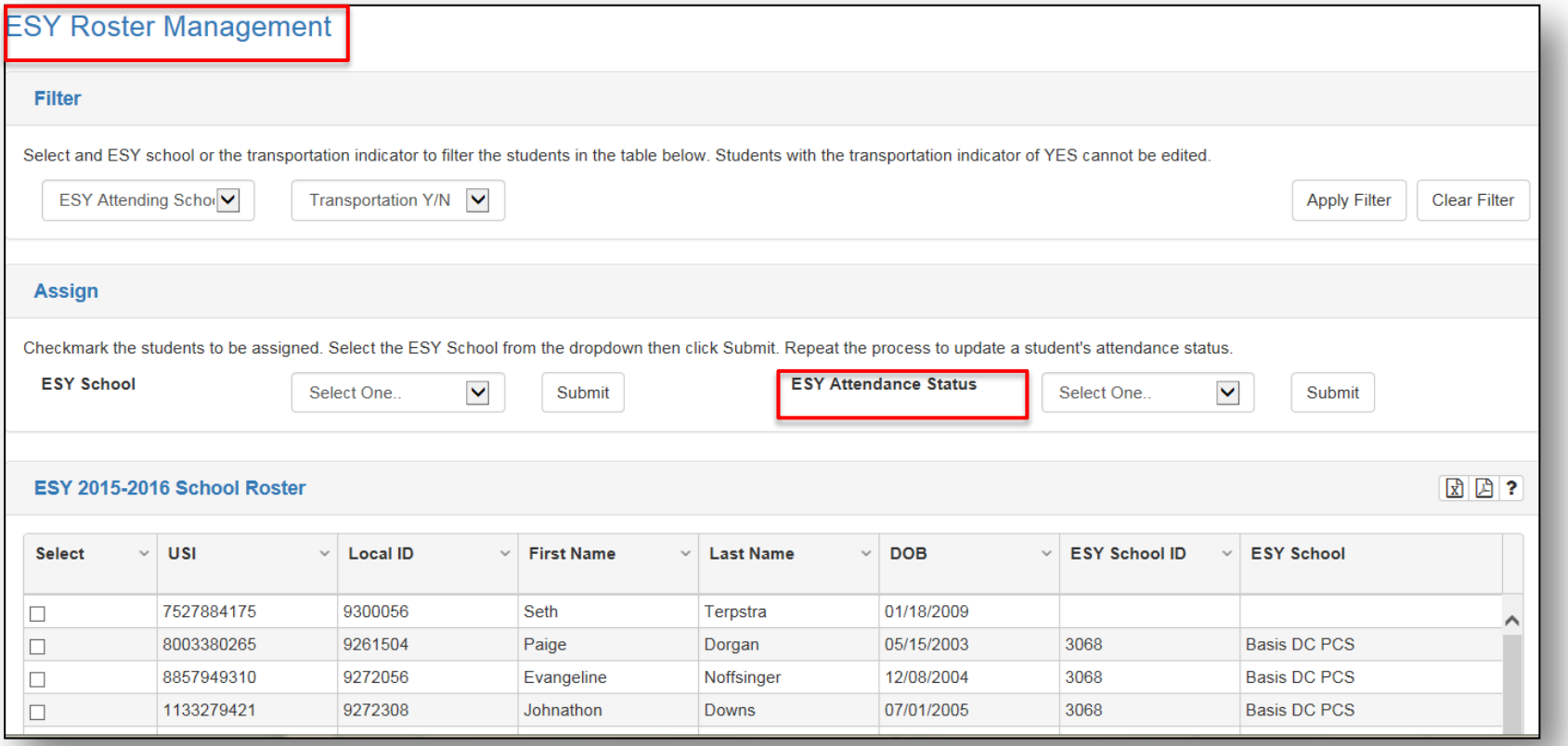
ESY School Assignment

- 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



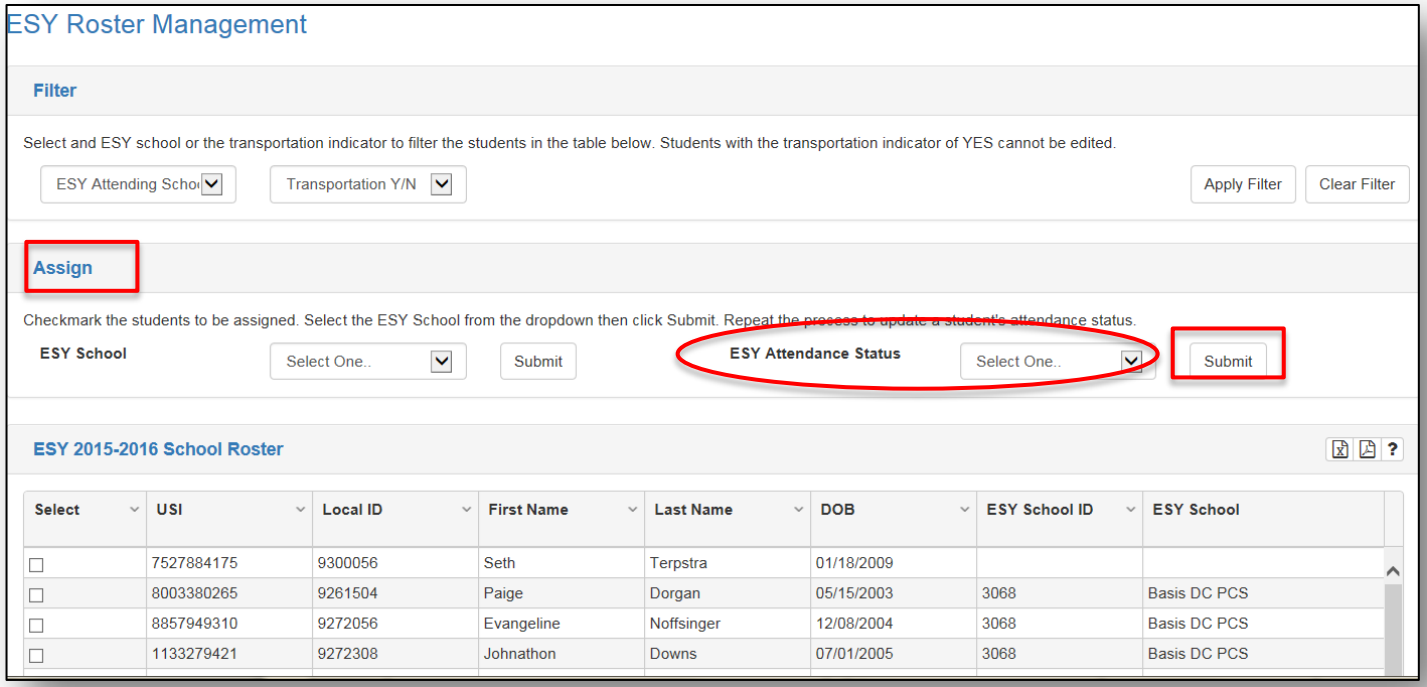
ESY Attendance Status

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



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

- 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	OSSE.DSEPolicy@dc.gov
TOTE Issues and Questions	OSSE Support Tool
SEDS Issues and Questions	OSSE Support Tool
SLED ESY Module Issues and Questions	OSSE Support Tool