



District of Columbia
Office of the State Superintendent of Education

EXTENDED SCHOOL YEAR (ESY)

Preparation Guide

March 2023

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Executive Summary

Extended School Year (ESY) services are special education and related services provided to students with disabilities beyond the normal school year to ensure the provision of a free appropriate public education (FAPE). ESY services are necessary when a student’s individualized education program (IEP) team determines the benefits gained during the regular school year would be significantly jeopardized if the student does not receive services. The purpose of this document is to inform local education agencies (LEAs) of their responsibilities, documentation requirements and deadlines for eligibility determinations and certification processes for funding purposes. In addition, this guidance document provides important information on transportation provided as a related service to and from ESY.

Actions & Key Dates

LEAs must take a number of steps to prepare for ESY. The table below summarizes the key actions that LEAs must take to prepare for ESY along with deadlines. It is critical that LEAs adhere to deadlines as they have downstream effects on operations related to transportation and funding.

Actions	Data System	Why Is This Important?	Key Dates
Create ESY Calendar	eSchoolPLUS	LEAs must determine the dates that they are delivering ESY services to support data collection.	Deadline: Friday April 21, 2023
Create Program Calendar Details	NEW! IDS Transportation Request Tool	LEAs must enter program and cohort details in IDS	Deadline: Friday April 21, 2023
Input ESY Site Location(s)	Statewide Longitudinal Education Data (SLED) ESY Module	LEAs must identify where they are providing ESY services.	Starts: April 14, 2023 Deadline: April 28, 2023
Finalize ESY Eligibility for students	Special Education Data System (SEDS)	ESY eligibility is determined in accordance with applicable laws protecting the rights of students with disabilities. These decisions are made by IEP teams.	Deadline: Friday April 28, 2023
Finalize Transportation Eligibility	SEDS	Transportation must be identified as a related service in a student’s IEP to receive services.	Deadline: Friday April 28, 2023
Enter ESY Progress Report Dates	SEDS	LEAs must track student progress on ESY goals.	Deadline: Friday April 28, 2023

Actions	Data System	Why Is This Important?	Key Dates
Complete a Transportation Request Form (TRF) for each student eligible and requesting ESY-related transportation	NEW! IDS Transportation Request Tool	The transportation request form provides key information for delivering transportation service to students.	Starts: March 20, 2023 Deadline: Monday, May 1, 2023
Assign each ESY-eligible student to an ESY site location	SLED ESY Module	Students must be properly assigned to a location where they are receiving ESY services.	Starts: April 14, 2023 Deadline: 2 days prior to the first day of ESY for the LEA
Document ESY Attendance	SLED ESY Module	Attendance must be collected to fund LEAs for ESY services.	Starts: First day of ESY Deadline: Within 5 business days after ESY ends for the LEA.
Complete Service Logs and Trackers	SEDS	Service delivery must be collected to fund LEAs for ESY services.	Starts: Last Day of ESY Deadline: Within 5 business days after ESY ends for the LEA.
Complete Progress Reports	SEDS	LEAs must track student progress on ESY goals.	Starts: Last Week of ESY Deadline: Within 5 business days after ESY ends for the LEA

Determining & Documenting Eligibility for ESY Services

District regulations (5-A DCMR § 3015) and the [ESY Services Policy](#) establish state-level standards and criteria for ESY services consistent with the Individuals with Disabilities Education Act (IDEA). Every LEA in the District of Columbia is required to provide ESY services to eligible students with disabilities as a part of each student’s FAPE. IEP teams must analyze individual student data using the state-level eligibility framework to make appropriate individualized ESY determinations and designations for every student with a disability. IEP teams must use at least three months of progress monitoring data from the current school year to consider the impact of the break in service on the student’s critical skills, the degree of regression of the critical skill that the student will experience, and the time required for recoupment of the critical skill. If three months of progress monitoring data is not available, the IEP team should use any relevant current data or information to complete the ESY eligibility determination.

For students determined eligible for ESY services, the IEP team must also consider eligibility for ESY-related transportation services consistent with eligibility criteria established in OSSE's Special Education Transportation Policy. All eligibility determinations related to ESY services and ESY-related transportation must be documented in each student's SEDS file. LEAs should refer to the ESY Services Policy for more information about ESY, eligibility determinations, service designations, goal development and documentation of services.

In accordance with the ESY Services Policy, LEAs must certify to OSSE on an annual basis all ESY student data that results in state-level expenditures (i.e., ESY decisions for students served by nonpublic special education schools and ESY-related transportation service decisions). While ESY services are often implemented during the summer break, LEAs are reminded that ESY services may be provided during other times outside of the normal school year, such as before and after regular school hours or during winter or spring break, if the IEP team determines that a student requires ESY services during those time periods to receive FAPE. For further information on ESY obligations pertaining to transfer students and closed schools please see OSSE's [Policy Bulletin: ESY Services \(April 2021\)](#) guidance. For more information regarding policy and practice guidance, please contact Christie Weaver-Harris, Policy Manager at Christie.Weaver-Harris@dc.gov.

Determine ESY Transportation Services for Eligible Students

The OSSE Division of Student Transportation provides service for students that require transportation as a related service in their IEP. IEP teams must also determine eligibility for ESY-related transportation services in accordance with [OSSE's Student Special Education Transportation Policy](#).

To request transportation, LEAs must submit a Transportation Request Form (TRF) for each student eligible for ESY-related transportation. This is completed using the Integrated Data Submission (IDS) tool. Please note that TRFs cannot be submitted until a calendar is submitted in eSchoolPLUS and IDS. **The deadline to submit TRFs for students who require ESY-related transportation services is Monday, May 1, 2023.**

The IDS tool has been enhanced for 2023 ESY. OSSE will release the enhancements to the Integrated Data Submission (IDS) Tool Transportation Requests on **Monday, March 20, 2023.**

The enhancements newly provide:

- The ability to update an individual student record;
- The ability to transfer students between schools within a single LEA during the next school year transition;
- The ability to submit the LEA and school calendar details;
- Validation checks against authoritative data such as 504, students under the care of Child and Family Services Agency (CFSA) and students experiencing homelessness, and
- Key metrics for managing student transportation submissions.

To serve students and families effectively, it is important that LEAs submit timely and accurate TRFs. Errors jeopardize the timely transport of other students utilizing the system in your LEA. LEAs should be diligent in their requests as follows:

- **Contact families and request transportation service for students that are eligible and indicate to the LEA that they will utilize the service.** LEAs should not merely request transportation service for students based on historic transportation utilization. LEAs should confirm with families their participation in ESY and their desire to utilize these services for ESY. Requesting transportation for students that inevitably do not need it or want it leads to inefficient routing that impact service.
- **Ensure the accuracy of information in the TRF.** LEAs should ensure that they have received the most up-to-date pick-up and drop off locations for their families along with recent contact information. Having this information wrong can result in students being delivered to the wrong location.
- **Submit your TRFs before May 1, 2023.** It is critical that LEAs submit their transportation request forms on time. OSSE DOT must complete many steps before the first day of ESY services in your LEA. OSSE DOT must route students, notify families of route time, conduct practice runs of routes, conduct a bidding process for bus drivers and attendants consistent with the terms of their collective bargaining agreement and ensure sufficient staffing. This is a significant operational lift on a tight timeline.

OSSE DOT will not transport students who do not have completed documentation in SEDS and IDS (i.e., current eligibility determination, TRFs, and supporting documents). LEAs that do not meet the submission deadline of May 1, 2023 for any students will be responsible for providing transportation services to those students for the first two weeks of ESY; OSSE-DOT will reimburse LEAs for these services. An LEA that fails to properly or timely submit TRFs shall continue to be responsible for transportation costs until the LEA completes a TRF and OSSE completes the routing process, which may take up to two weeks after a complete submission.

For complete instructions on the certification process for ESY-related transportation, please refer to the instructions provided in the IDS tool.

Establish your ESY Calendar and Site Locations

To appropriately collect required data on ESY services, ensure smooth student transportation services and properly pay LEAs for ESY services, LEAs must record key data on when and where ESY services will be provided. This data includes:

- **ESY Calendar:** ESY Calendars, including start date, end date, and dates of service, must be created in eSchoolPLUS by Friday, April 21, 2023.
- **ESY Program Calendar Details:** Program details, including program type, cohort days, and bell times, must be created in IDS by Friday, April 21, 2023.
- **ESY Site Locations:** LEAs must identify the locations where they are offering ESY in the SLED ESY Module by Friday, April 28, 2023.

Record Keeping for ESY Services

LEAs should designate ESY site locations for each student in the SLED ESY Module no later than two days prior to the start of ESY services to ensure data systems are appropriately updated. During ESY service provision, LEAs continue to fulfill FAPE obligations by ensuring that ESY services are provided by qualified service providers and implemented in accordance with the student's IEP. LEAs must ensure the completion of student-level progress reports, service logs, and service trackers for related services provided as part of ESY.

ESY funds for DCPS are included in the DCPS budget, and thus OSSE does not administer ESY payments to DCPS for students that receive ESY services. However, OSSE utilizes its standard funding structures and processes related to ESY payments for public charter schools. ESY funding is paid to public charter school LEAs on a per-pupil basis, for students with disabilities who are eligible for and attend ESY services, as demonstrated by the LEA recording daily attendance in the SLED ESY module. The student must have an ESY Attendance Status of "Partially Attended" or "Attended" in SLED. **The ESY Attendance Status must be completed within five business days after the ESY program ends for the LEA, consistent with [OSSE's LEA Data Management Policy](#).** It is very important to complete ESY attendance by this deadline or else the LEA will not receive ESY funding. ESY payments will be made to public charter school LEAs in accordance with [OSSE's UPSFF Policy Document](#).

Resources & Contacts

For more information regarding ESY, please access and review OSSE's [Extended School Year \(ESY\) Policy](#), [ESY Frequently Asked Questions](#), and the [Policy Bulletin: Extended School Year \(ESY\) Services \(April 2021\)](#) guidance. For questions, please refer to the appropriate OSSE contact:

- ESY eligibility and services: Christie Weaver-Harris, Policy Manager, Christie.Weaver-Harris@dc.gov
- Special education program supports and consultation services: Opportunity Consulting, DCSPED@opportunityconsulting.com
- ESY funding: Ryan Aurori, Director, Budget and Finance, Ryan.Aurori@dc.gov
- SLED ESY Module, eSchoolPLUS, IDS Transportation Request Tool or SEDS: [OSSE Support Tool](#)
- SLED access: SLED Team, SLED.info@dc.gov
- Division of Student Transportation: Jason Campbell, Associate Director, Audit/Compliance, jason.campbell@dc.gov