



District of Columbia
Office of the State Superintendent of Education

EXTENDED SCHOOL YEAR (ESY)

Preparation Guide

January 2025

Table of Contents

Executive Summary	2
Actions & Key Dates	2
Determine and Document Eligibility for ESY Services	3
Determine ESY Transportation Services for Eligible Students	4
Establish ESY Calendar and Site Locations	5
Documentation and Funding.....	5
Resources & Contacts.....	6

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	More Information	Key Dates
Create ESY Calendar	eSchoolPLUS	<u>Establish ESY Calendar and Site Locations</u>	Deadline: Friday, April 18, 2025
Create Program Calendar Details	Integrated Data System (IDS) Transportation Request Tool	<u>Establish ESY Calendar and Site Locations</u>	Deadline: Friday, April 18, 2025
Input ESY Site Location(s)	Statewide Longitudinal Education Data (SLED) ESY Module	<u>Establish ESY Calendar and Site Locations</u>	Starts: Friday, April 4, 2025 Deadline: Friday, May 2, 2025
Finalize ESY Eligibility for Students	Special Programs	<u>Determine and Document Eligibility for ESY Services</u>	Deadline: Friday, May 2, 2025
Finalize Transportation Eligibility	Special Programs	<u>Determine ESY Transportation Services for Eligible Students</u>	Deadline: Friday, May 2, 2025
Enter ESY Progress Report Dates	Special Programs	<u>Documentation and Funding</u>	Deadline: Friday, May 5, 2025
Complete a Transportation Request Form (TRF) for each student eligible and requesting ESY-related transportation	IDS Transportation Request Tool	<u>Determine ESY Transportation Services for Eligible Students</u>	Starts: Monday, March 24, 2025 Deadline: Monday, May 5, 2025

Actions	Data System	More Information	Key Dates
Assign each ESY-eligible student to an ESY site location	SLED ESY Module	Establish ESY Calendar and Site Locations	Starts: Friday, April 4, 2025 Deadline: Two days prior to the first day of ESY for the LEA
Document ESY Attendance	SLED ESY Module	Documentation and Funding	Starts: First day of ESY Deadline: Within five business days after ESY ends for the LEA
Complete Service Logs and Trackers	Special Programs	Documentation and Funding	Starts: Last Day of ESY Deadline: Within five business days after ESY ends for the LEA
Complete Progress Reports	Special Programs	Documentation and Funding	Starts: Last Week of ESY Deadline: Within five business days after ESY ends for the LEA

Determine and Document Eligibility for ESY Services

District regulations (5A 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 the Office of the State Superintendent of Education’s (OSSE’s) [Special Education Transportation Policy](#). All eligibility determinations related to ESY services and ESY-related transportation must be documented in each student’s Special Programs 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). The certification deadline for ESY services to be provided during the summer break is the first Monday of May each year. 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. LEAs are not required to certify ESY eligibility determinations for services provided during the regular school year calendar.

For children who are transitioning from IDEA Part C early intervention services into an LEA and who have been found eligible for services under IDEA Part B, ESY services should be considered as a component of the IEP development process. If the child is determined to be eligible for ESY, the IEP team must determine what services will be delivered during the summer for the receiving LEA to meet its obligation to provide FAPE. For students determined eligible for ESY services after the certification deadline (including students with untimely ESY eligibility determinations, students newly identified as students with disabilities, newly enrolled students, and students transitioning from early intervention services), the LEA must complete all certification obligations, including submission of a TRF if the student is eligible for ESY-related transportation. For further information on ESY obligations pertaining to transfer students and closed schools please see OSSE's [Policy Bulletin: ESY Services \(Updated August 2023\)](#) 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 (OSSE DOT) provides service for students who 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 Special Education Transportation Policy](#). Students who were not determined eligible for transportation as a related service during the school year may be eligible for transportation as a related service for the duration of ESY services if the IEP team, applying new student data such as location of ESY services, determines that the student is eligible using the established state-level criteria. For additional information on determining transportation eligibility, please see OSSE's [Non-Regulatory Guidance: Determining Eligibility for Transportation as a Related Service \(July 2024\)](#). For more information on determining appropriate supports and accommodations related to transportation, please see OSSE's [DOT Vehicle Accommodations Guidance \(July 2024\)](#).

To request transportation, LEAs must submit a TRF for each student eligible for ESY-related transportation. This is completed using the 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 the first Monday in May of each year.**

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 who 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 who inevitably do not need it or want it leads to inefficient routing that impacts 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. Incorrect information can result in students being transported to the wrong location.

- **Submit TRFs by the first Monday in May.** It is critical that LEAs submit timely transportation requests. 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 Special Programs and IDS (i.e., current eligibility determination, TRFs, and supporting documents). LEAs that do not meet the submission deadline for any students may 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 is responsible for transportation costs until the LEA submits a TRF and OSSE completes the routing process, which may take up to two weeks after a complete submission.

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

Establish 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.
- **ESY Program Calendar Details:** Program details, including program type, cohort days, and bell times, must be created in IDS.
- **ESY Site Locations:** LEAs must identify the locations where they are offering ESY in the Statewide Longitudinal Education Data (SLED) website ESY Module.

Documentation and Funding

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 District of Columbia Public Schools (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 who are eligible for and attend ESY services, as demonstrated by the LEA recording 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 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: ESY Services (Updated August 2023) guidance. For questions, please refer to the appropriate OSSE contact:

- ESY eligibility and services: Christie Weaver-Harris, Policy Manager, Christie.Weaver-Harris@dc.gov
- ESY funding: Gabriel Montague, Administrative Officer, Budget and Finance, Gabriel.Montague@dc.gov
- SLED ESY Module, eSchoolPLUS, IDS Transportation Request Tool or Special Programs: [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