



District of Columbia  
Office of the State Superintendent of Education

# EXTENDED SCHOOL YEAR (ESY)

Preparation Guide

February 2026

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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 during a break in instruction. The purpose of this document is to inform local education agencies (LEAs) of their responsibilities, documentation requirements, 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.

## New for 2026

- The OSSE Parent Portal will be used to submit parent transportation preferences for ESY-related transportation.
- For students who are not eligible for ESY-related transportation or whose parents indicate in the Parent Portal that they will not utilize OSSE DOT transportation services, LEAs will assign ESY site locations in Special Programs.
- LEAs will document ESY attendance in Special Programs through Service Capture.

## 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	<a href="#">Establish ESY Calendar and Site Locations</a>	Deadline: Friday, April 10, 2026
Create Program Calendar Details	Integrated Data System (IDS) Transportation Request Tool	<a href="#">Establish ESY Calendar and Site Locations</a>	Starts: Monday, March 16, 2026 Deadline: Friday, April 10, 2026
Finalize ESY Eligibility for Students	Special Programs	<a href="#">Determine and Document Eligibility for ESY Services</a>	Deadline: Friday, May 1, 2026
Finalize Transportation Eligibility	Special Programs	<a href="#">Determine ESY Transportation Services for Eligible Students</a>	Deadline: Friday, May 1, 2026
<b>NEW PROCESS:</b> Parent Portal Opens for ESY Transportation Preference Submission by Parents/Guardians	Parent Portal	<a href="#">Request ESY-Related Transportation for Eligible Students</a>	Starts: Thursday, March 26, 2026

Actions	Data System	More Information	Key Dates
<b>NEW PROCESS:</b> For students utilizing ESY-related transportation: LEA submits ESY Transportation Request Form (includes ESY site location and accommodations details)	IDS Transportation Request Tool	<a href="#">Request ESY-Related Transportation for Eligible Students</a>	Starts: Monday, March 26, 2026  Deadline: 2 weeks before the start of ESY
<b>NEW PROCESS:</b> For students <i>not</i> utilizing ESY-related transportation: LEA assigns ESY site location	Special Programs	<a href="#">Documentation and Funding</a>	Deadline: Within five business days after ESY ends for the LEA
<b>NEW PROCESS:</b> Complete Service Capture	Special Programs	<a href="#">Documentation and Funding</a>	Starts: Last Day of ESY  Deadline: Within five business days after ESY ends for the LEA
Complete and finalize Progress Reports	Special Programs	<a href="#">Documentation and Funding</a>	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 transportation request form (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](mailto: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 \(July 2024\)](#).

## **Request ESY-Related Transportation for Eligible Students**

To request transportation in the IDS tool, LEAs must update and review ESY site locations and student accommodations (as applicable) for each student eligible for ESY-related transportation and create program calendar details. Please note that TRFs cannot be submitted until the student's primary guardian has submitted their preference to use OSSE transportation services in the [OSSE Parent Portal](#). Once submitted, the LEA must also ensure that an ESY calendar is submitted in eSchoolPLUS and IDS. Once these steps are completed, the LEA will be able to successfully submit a TRF for the eligible student in IDS.

To serve students and families effectively, it is important that LEAs work with parents to ensure timely and accurate submission of transportation preferences and TRFs. Errors jeopardize the timely transport of students within the LEA. LEAs should be diligent in their requests as follows:

- **Contact families and request submission of transportation preferences in the OSSE Parent Portal for ESY eligible students.** LEAs should confirm with families their participation in ESY and their desire to use transportation for ESY and provide a reminder to submit transportation preferences in the OSSE Parent Portal. Parents who make a transportation selection for the 2025-26 school year prior to March 26, 2026 and have students eligible for ESY-related transportation will have their selection rolled over for ESY. Parents who make a transportation selection after March 26, 2026 or whose student is newly eligible for transportation must select their ESY-related transportation mode in the Parent Portal.
- **Ensure the accuracy of information in the TRF.** LEAs should ensure they complete the following activities in IDS for ESY-related transportation-eligible students: review and update site location, student accommodations, and create program calendar details. Incorrect information can result in students being transported to the wrong location.
- **Submit TRFs at least two weeks prior to the start of ESY.** It is critical that LEAs submit transportation requests in a timely manner. OSSE DOT must complete many steps before the first day of ESY services. OSSE DOT must route students, notify families of route times, 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 student 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 submit TRFs in a timely and proper manner is responsible for the transportation costs until the LEA submits a TRF and OSSE DOT completes the routing process, which may take up to two weeks after a complete TRF submission.

For instructions on the certification process for ESY-related transportation, please refer to the instructions available 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:

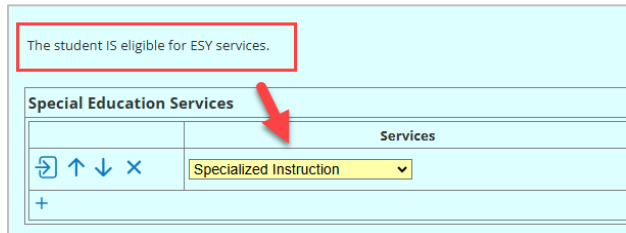
- **ESY Calendar:** ESY Calendars, including start date, end date, and dates of service, must be created in eSchoolPLUS.
- **ESY Program Calendar Details:** Program details, including program type, cohort days, and bell times, must be created in IDS.
- **ESY Site Location:** In Special Programs, select the ESY site location for students not eligible for ESY-related transportation. In IDS, the student's site location will be submitted in the TRF.

## Documentation and Funding

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 and service capture for related services provided as part of ESY.

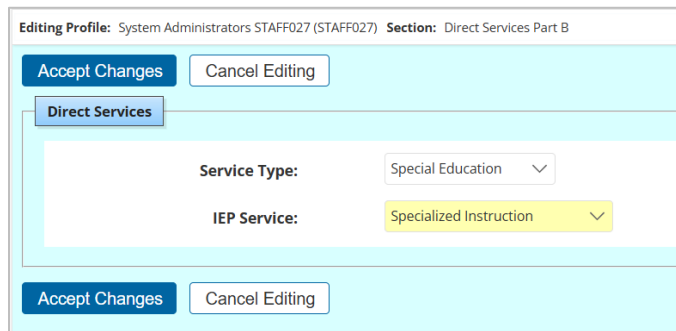
ESY funds for District of Columbia Public Schools (DCPS) are included in the DCPS budget, and thus OSSE does not administer ESY payments to DCPS for students who receive ESY services. However, OSSE utilizes its standard funding structures and processes related to ESY payments for public charter schools. ESY funding is paid to public charter school LEAs on a per-pupil basis for students who are eligible for and attend ESY services. **A student is considered to have attended ESY after a service provider records at least one ESY service via the Service Capture feature in Special Programs.**

For students whose IEPs consist solely of specialized instruction, the LEA must indicate “Specialized Instruction” within the ESY Special Education Services section of the IEP.



This entry enables the staff to be assigned in the IEP Services Part B Profile, if not previously designated.

**Note:** To document Specialized Instruction in Service Capture, the staff member must have Specialized Instruction listed as an IEP Service under their Direct Services Part B profile.



The process of documenting the student’s ESY site location depends on the student’s transportation eligibility status:

- For students who are not eligible for ESY-related transportation or whose parents indicate in the Parent Portal that they will not utilize OSSE DOT services, navigate to the Extended School Year profile, select the school location, and click “Save”.
- For students who are eligible for ESY-related transportation, there is no action required in Special Programs. The Extended School Year profile will display the read-only ESY site location submitted in IDS. Edits to the student’s ESY site location can only be processed through IDS.

To assist LEAs in monitoring student ESY attendance reporting, a dedicated ESY Participation report will be provided to LEAs in the Part B Model Reports section of Special Programs. This report will track the ESY Attendance status (verified via Service Capture) and ESY Site Location for all ESY-eligible students.

**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](mailto:Christie.Weaver-Harris@dc.gov)
- ESY funding: Gabriel Montague, Administrative Officer, Budget and Finance, [Gabriel.Montague@dc.gov](mailto:Gabriel.Montague@dc.gov)
- eSchoolPLUS, IDS Transportation Request Tool, or Special Programs: [OSSE Support Tool](#)
- [OSSE Parent Portal](#): [osse.parentportal@dc.gov](mailto:osse.parentportal@dc.gov)
- Division of Student Transportation: Jason Campbell, Associate Director, Audit/Compliance, [Jason.Campbell@dc.gov](mailto:Jason.Campbell@dc.gov)