



**2018 ESY RESPONSIBILITIES CHECKLIST**

Data System	ESY Required Tasks	Earliest date LEA can begin task	Final deadline to complete task	Trainings & Resources
SEDS	Finalize ESY eligibility & ESY transportation eligibility status on IEP	Fall 2017	Friday, May 4, 2018 <i>(shows in TOTE next business day)</i>	<a href="#">Feb. 21, 2018 LEA Special Education POC Webinar Recording</a>  <a href="#">SEDS Basic User Guide</a> , Section 6.9 (pages 87-92)
	Enter ESY calendar & ESY progress report dates	Fall 2017	Friday, May 4, 2018	<a href="#">Feb. 21, 2018 LEA Special Education POC Webinar Recording</a>  <a href="#">LEA Special Education Point of Contact Manual</a> (pages 30-40)
	Generate Service Tracker for each student for ESY period <i>Note: Service logs should be completed within five business days of each service delivery session throughout the entire ESY period.</i>	Last day of ESY	Within 5 business days after ESY ends for LEA	<a href="#">SEDS Basic User Guide</a> , Chapter 10 (pages 132-149)  <a href="#">March 9, 2018 Related Service Provider SEDS 101 Webinar Recording</a>
	Complete ESY Progress Reports	Last week of ESY		
TOTE	Complete transportation request form (TRF) for each student eligible for ESY transportation  Submit ESY calendar dates and bell schedules for each school campus that will host ESY (including nonpublic programs)	March 19, 2018	Monday, May 7, 2018	<a href="#">TOTE Quickstart Guide</a>  TOTE Help Desk (202) 576-5520 or <a href="mailto:DOT.data@dc.gov">DOT.data@dc.gov</a>  <a href="#">Feb. 21, 2018 LEA Special Education POC Webinar Recording</a>  In-person 90-minute training sessions at OSSE on ongoing basis ( <a href="#">register here</a> )

<b>eSchool PLUS</b>	Create ESY calendar <i>(LEA Data Managers)</i>	March 26, 2018	Friday, May 4, 2018	<a href="#">2017-18 eSchoolPLUS Calendar Guide</a>
<b>SLED ESY Module</b>	Input ESY site location(s) for LEA <i>[new for 2018]</i>	April 2, 2018	Friday, May 4, 2018	<a href="#">March 28/ April 4 SLED ESY Training Webinar Recording</a>
	Assign each ESY-eligible SWD to ESY site location	April 2, 2018	Friday, May 4, 2018	
	Indicate overall ESY attendance for student	<i>Can be completed as early as first day of ESY, if parent/guardian/student opted out of ESY.</i>	Within five business days after ESY ends for LEA	