MEMORANDUM
2022 Extended School Year (ESY) Certification
Deadline: Monday, May 2, 2022

The Office of the State Superintendent of Education (OSSE) issues this memorandum to provide annual reminders around local education agency (LEA) responsibilities, documentation requirements, and deadlines for eligibility determinations, certification processes, and service provision related to extended school year (ESY) services and ESY-related transportation. It is critically important that LEAs submit accurate certification data, including school, student address, and contact information. This data supports LEAs and nonpublic special education schools and programs in their efforts to ensure appropriate planning and staffing during the summer months. It also permits OSSE to anticipate state-level expenses related to nonpublic school ESY services and ESY-related transportation services. The deadline for summer ESY certification this year is **Monday, May 2, 2022**.

ESY Certification for 2022
The ESY certification process includes the following tasks:

Data System	ESY Required Tasks	Earliest date LEA can begin task	Final deadline to complete task
SEDS	Finalize ESY eligibility & ESY transportation eligibility status on IEP	Fall 2021	Friday, April 29, 2022
	Enter ESY calendar & ESY progress report dates	Fall 2021	Friday, April 29, 2022
	Enter Service Trackers	Last day of ESY	Within five business days after ESY ends for LEA
	Enter Progress Reports	Last week of ESY	
TOTE	Complete transportation request form (TRF) for each student eligible for ESY-related transportation	Spring 2022	Monday, May 2, 2022
eSchoolPLUS	Create ESY calendar	Fall 2021	Friday, April 29, 2022
SLED ESY Module	Input ESY site location(s) for LEA	April 13, 2022	Friday, April 29, 2022
	Assign each ESY-eligible student to ESY site location	April 13, 2022	Two days prior to the first day of ESY for the LEA
	Document ESY attendance	First day of ESY services	Within five business days after ESY ends for LEA

ESY Eligibility and Transportation

The [ESY Services Policy](#) establishes 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 free appropriate public education (FAPE). Individualized education program (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. 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 in order to receive FAPE. For further information on ESY obligations, please see OSSE's [Policy Bulletin: Extended School Year (ESY) Services (April 2021)](#) guidance.

For students with disabilities eligible for ESY services, IEP teams must also determine eligibility for ESY-related transportation services in accordance with OSSE's Student Transportation Policy. All LEAs and nonpublic special education schools and programs that will provide ESY services and have students eligible for ESY transportation must submit school calendars for the 2022 ESY period in the Transportation Online Tool for Education (TOTE) and submit Transportation Request Forms (TRFs) for each student eligible for ESY-related transportation. Please note that TRFs cannot be submitted until an approved calendar is submitted in TOTE. **The deadline to submit TRFs for students who require ESY-related transportation services is Monday, May 2, 2022.** For those LEAs that have not yet determined the timing of offering in-person ESY services for transportation-eligible students, please note the OSSE Division of Student Transportation (OSSE DOT) requires calendars and TRFs to be submitted no later than 20 business days prior to the start of ESY in-person services in order to appropriately plan and provide transportation services by the start of ESY in-person services. For complete instructions on the certification process for ESY-related transportation, please refer to the [TOTE Quickstart Guide](#) on [OSSE DOT's website](#). TOTE users may also reach out to the TOTE support team via email at DOT.data@dc.gov or TOTE support line at (202) 576-5520.

ESY Data Management in the Statewide Longitudinal Education Data (SLED) System and eSchoolPLUS
Beginning April 13, 2022, OSSE will provide the 2022 ESY module in SLED, which allows LEAs to manage and designate ESY site locations and confirm ESY attendance for each student eligible for ESY services. The ESY SLED module streamlines the process of generating accurate data that will be useful for both LEAs and OSSE. LEAs should ensure all ESY site locations and student-level ESY assignment locations are entered in to the ESY SLED Module by the certification deadline of Monday, May 2, 2022. Additionally, LEAs should ensure that an ESY program calendar has been set up in eSchoolPLUS and that all ESY administrators have credentials to access SLED by Monday, May 2, 2022. LEAs are asked to complete designating ESY service locations for each student at least two days prior to the beginning of ESY services to ensure downstream data systems are appropriately updated.

ESY Funding for 2022

OSSE's standard funding structures and processes related to ESY will remain for 2022. ESY funding is paid to public charter school LEAs on a per-pupil basis, for students with disabilities who are eligible for and attended 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. ESY payments will be made to public charter school LEAs in accordance with OSSE's UPSFF Policy Document.

Resources and Points of Contact

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
- ESY funding: Ryan Aurori, Senior Advisor for Budget and Finance, Ryan.Aurori@dc.gov
- SLED ESY Module, eSchoolPLUS, or SEDS: OSSE Support Tool
- SLED access: SLED Team, SLED.info@dc.gov
- TOTE: OSSE DOT Data and Technology Team DOT.Data@dc.gov or TOTE Support Line at (202) 576-5520