

# Intradistrict Communication

DATE: January 9, 2020

Time Sensitive  
Please Read Immediately

TO: Principals  
Special Education Staff

FROM: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Director of Special Education  
Kristin Norris, Teacher Specialist-SLP/A, ESY Coordinator

ESY Forms are **not** attached.  
They are available online on the SpEd Forms page.  
*ESY Services Checklist* (required)  
*ESY Service Plan* (required)  
*ESY Employment Application* (current employees)

SUBJECT: Extended School Year (ESY) Qualification Procedures and Timelines

IDEA directs us to consider all students for Extended School Year (ESY) services. However, ESY services should only be provided if the IEP team determines that it is necessary for the provision of a free, appropriate public education (FAPE). A student is eligible for Extended School Year (ESY) services when the IEP team determines that, without ESY services, the educational program would be of little or no benefit to the child due to the lack of services during the break in the current school year and the next school year. The purpose of ESY is to **maintain** current skills, **not** to teach new skills.

Attached are the guidelines for determining a student's eligibility for Extended School Year Services (ESY). *Please review these documents carefully.*

The decision regarding a student's need for ESY must be made allowing for sufficient time for either the parent or the District to exhaust administrative remedies prior to the beginning of the ESY program should there not be agreement regarding a student's eligibility or program. Parents must be informed of their rights and of procedures through which they may challenge the decision of the IEP team. This includes **both** the written recommendation of eligibility/ineligibility and the scheduling of the IEP where services are determined. Therefore, **adherence to outlined timelines is essential to ensure that parents are afforded their rights. ESY packets should be submitted by March 26, 2020, in order to facilitate this process.**

Parents who choose not to send their children to ESY even though they are eligible, are asked to indicate their non-participation at the time eligibility is discussed with them. This is not a binding decision on the part of the parent, but is necessary in order for the District to have an accurate count of how many students will be accessing ESY services. This will enable us to staff the program appropriately.

Please review the attached Extended School Year (ESY) Guidelines carefully. IEP teams (including the parents) must consider **all** students for ESY services each year at the annual IEP. **In order to afford parents the opportunity to exercise their due process rights, the following process is to be followed beginning January, 2020 to March 26, 2020:**

Beginning immediately (January 2020),

- 1) Review all IEPs (or run a Goalview report) to identify the ESY eligibility status of all students.
- 2) If the current IEP reflects that the student is "**not eligible**", the available data supports that decision and the parent has been involved in making that determination, the team does not need to do anything at this time. *That data must be available for review should a concern on the part of the district or the parents arise at a later date.*

- 3) For all students who have been determined to be “**eligible**” for ESY or whose eligibility is “**to be determined later**”, convene an IEP team meeting to review the following:
- As an IEP team, review multiple data sources *first* determining if there is *retrospective data* and then reviewing *predictive* factors that would make the student eligible for ESY services as outlined in pages 1-3 of the *Jordan School District Extended School Year Packet*.
  - For students who are eligible for ESY services, complete and submit all 6 pages of the “ESY Packet”, along with all other required information to the appropriate ESY coordinator by **March 26, 2020**.
  - For students who are not eligible, complete pages 1-3 of the “ESY packet” including the “Notice of Eligibility” form and check the box that states that the student is not eligible. Have the IEP team sign the form and **place it in the student’s special education file**. *If the student is not eligible, the form stays in the file and does not need to be submitted to the district.*

Please note that an ESY packet must be submitted for each student who has been deemed eligible to receive services. Also, note that there must be documentation in each student’s file of their eligibility determination (i.e., the student’s eligibility status must be checked on the IEP and if the student “is eligible” or the status is “to be determined later” the “Prior Notice for Extended School Year (ESY)” form must be placed in the special education file). At the end of ESY services, all packets will be returned to the teacher and **should be placed in the student’s special education file** to provide documentation of the services delivered.

### Summer 2020 Site-Based Program Dates

Extended School Year (ESY) services are individually determined. Students for whom their ESY recommendations require a site-based program will be assigned to a location where they can receive some or all of their services based on the following summer schedule, unless the IEP team has determined that the student’s skills cannot be maintained at a level that provides FAPE during the scheduled time periods. District staff will work with individual school teams for these cases.

The following schedule is intended to provide coverage throughout the summer months to allow for greater maintenance of skills. It is also intended to allow staff to schedule much needed vacation time and still maintain student progress in eligible areas. Schedules are adjusted each year based on current school calendars. Students will attend for three hours in the morning based on the schedule outlined below:

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
<b>June 22-25 (Mon-Thurs)</b>						

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>July 13-16 &amp; 20-23 (Mon-Thurs)</b>						

### ESY Packet Information -- Due: March 26, 2020 (All Forms are electronic)

The IEP team must submit the following information for all students who are eligible for ESY services. Please note that **ESY packets are due no later than the end of the day on March 26, 2020**. The following information must be submitted in the packet:

1. *Extended School Year (ESY) Services Packet Checklist*
2. *Jordan School District ESY Services Plan*  
(6 pages total – with additional copies of page 4 as needed)
  - a. Page 1 – Notice of Eligibility
  - b. Page 2 – Eligibility Data – Step 1
  - c. Page 3 – Eligibility Data – Step 2
  - d. Page 4 – Goals (multiple copies included as needed)
  - e. Page 5 – Student Information
  - f. Page 6 – Summer Contact Information – completed with the parents
3. A copy of the student’s current IEP (if a new IEP is developed before ESY starts, re-submit a copy of newest IEP). Please submit a copy of the **entire IEP** for review.
4. A sample of a completed data sheet for any goals indicated
5. A blank data sheet for each goal indicated
6. A copy of the student’s current *Health Care Plan* (if applicable)
7. A copy of the student’s current *Behavior Intervention Plan – BIP* (if applicable)
8. Any materials or tools needed to implement the ESY goal(s)

**ESY packet information should be submitted to the following ESY coordinators:**

- Support Classes/Boundary School Students (all classifications):  
 Submit to **Kristin Norris** at the District Office (801) 567-8372
- Kauri Sue Hamilton Students:  
 Submit to **Teri Griffiths** at Kauri Sue Hamilton School (801) 567-8511
- River’s Edge School Students:  
 Submit to **Melanie Dawson** at River’s Edge School (801) 565-7584
- Preschool Students:  
 Submit to **Jill Durrant** at Kauri Sue Hamilton School CDC (801) 567-8510

School teams will be contacted by the appropriate ESY coordinator with the specifics regarding ESY services for their eligible student(s). Parents must be notified of their right to exhaust their administrative remedies if they do not agree with the ESY determinations of the IEP team.

If you are interested in working with the ESY program, applications are currently being accepted (**application available online on the SpEd Forms page for current employees**). Please contact the ESY coordinator of the site at which you would like to be assigned. The number of staff hired will be based on the number of eligible students who will be participating in the program. No staffing decisions can be made, until the programmatic needs and the numbers of participating students are determined. Therefore, we appreciate your prompt attention to this important service for your students. **If you have questions, please contact the appropriate ESY coordinator as identified above.**

**PLEASE NOTE:** If on the IEP, ESY services were marked “**to be determined later**”, an IEP amendment **MUST** be completed to indicate if the student is eligible or not with appropriate documentation.

**The Jordan School District Extended School year Packet should be placed in the student’s Special Education file to provide documentation that ESY services were considered and delivered.**

**THANK YOU** for all you do to serve students with special education needs in Jordan District! If you have questions, please contact the Teacher Specialist assigned to your school.

ESY Forms are **not** attached. They are available online on the SpEd Forms page. *ESY Services Checklist* and *ESY Services Plan* are **required** for each student packet submitted. *ESY Employment Application* is available for any current employee interested in working ESY.

