ESY PROCEDURES

Each Student's needs must be considered individually, based upon the nature of the student's disability on a yearly basis. THE IEP TEAM should consider the 3 questions on the following pages.
If the answer is YES to all 3 questions then Extended School Year Services are necessary.

ESY CHECKLIST:

1. Identify Students on your caseload that should be considered for ESY.
2. Start Collecting data for regression over Winter Break and other times during the year.
3. Review Students' records and past history to see if there has been ESY services.
4. How much of an impact did those services make on student progress.
5. Track student progress over a time and measure results.
6. Meet as a Team no later than **March 31st.**
7. Complete ESY Request Forms on students as a Team
8. **Signatures Required**: LEA, Case Manager, Classroom Teacher
9. Return to the COOP for approval.
10. Director Reviews the Forms
11. Director finalized lists with the administration.
12. **April 15th Staff are notified if they are working ESY and what position.**
13. IEP amendment with parent signature

The IEP Team should use the following data to determine the need for Extended School Year Services:

DATA TOOLS REQUIRED:

1. Teacher assessment of student success with various interventions.
2. Criterion-Referenced and Standardized Test Data
3. Health and Health Related factors, including physical and social/emotional functioning
4. Past Educational History as appropriate including previous Extended School Year Services