Extended School Year (ESY)

If a student meets the criteria for Extended School Year (ESY) services, follow the steps below:

1. On the Service Page of the IEP, click yes next *to "Are extended school year services required for this student?"*
2. Click *"Add ESY Service"* and enter the services required, location of service, frequency, and minutes per session, anticipated duration, start/end dates, and service provider. If more than one ESY service is needed, click *"Add ESY Service"* again and repeat.
3. Click the blue hyperlink that says *"Extended School Year (ESY) Services"*, as seen in the picture below.

4. Complete the *"Extended School Year (ESY) Services"* page as follows:
   a. Enter the date (date of the annual or amended IEP meeting)
   b. Check and explain the reason the student is eligible for ESY services:
      i. Regression/Recoupment
      ii. Self-Sufficiency
      iii. Unique Need
   c. On the goal page of the IEP, check the ESY check box next to any goal or objective that requires ESY services. (After each necessary checkbox is clicked on the goal page, it will automatically list the goals and objectives on the *"Extended School Year (ESY) Services"* page.)
   d. On the *"Extended School Year (ESY) Services"* page, next to each goal/objective listed, enter the number of sessions required and the length of each session.
   e. Ensure the Service Grid information is correctly populated. (This will automatically populate onto this page after you enter it to the service page of the IEP)
   f. Enter any paraprofessional support required during ESY services.
   g. Enter whether or not Special Transportation is required to transport the student to ESY. If YES, complete the Emergency Health Information form.
   h. Briefly describe the student's ESY program.
   i. Attach a copy of the ESY Service page to your annual or amended IEP and mail with the Prior Written Notice.
   j. Finalize the ESY Service Page into the student's history.