

## Extended School Year Services (ESYS) Determination Quick Guide

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| <b>During the school year</b>  | <ul style="list-style-type: none"> <li>Collect student performance information/assessment data, carefully document on appropriate forms.</li> <li>Review the student's progress or lack of progress regularly.</li> <li>Gather data before and after breaks in instruction (e.g. Thanksgiving, Christmas, Spring Break) to document Regression/Recoupment of skills.</li> </ul>  |
| <b>At the annual IEP meeting or at an IEP meeting scheduled to make the decision about the need for ESYS</b> | <ul style="list-style-type: none"> <li>Discuss the student's progress and related issues (including ESYS).</li> <li>Explain and give the parent/guardian the <i>ESY Fact Sheet</i>.</li> <li>Discuss the Regression-Recoupment and the Critical Point of Instruction criteria, as well as the possibility of Extenuating Circumstances.</li> <li>Discuss ongoing data collection techniques that will be used to make instructional decisions, including determining the need for ESYS.</li> </ul>   |
| <b>Between January 15<sup>th</sup> and April 15<sup>th</sup>*</b>  | <ul style="list-style-type: none"> <li>Examine the student's instructional data to evaluate the performance, the progress, and to determine the need for ESYS.</li> <li>Inform the parents of their due process rights, if the student does not need ESYS and the parent disagrees.</li> <li>Make every effort to gain the parent/guardian participation in the ESY decision making process.</li> <li>Document the basis for the decision, how the decision was made and ensure that it is included in the student's file.</li> <li>Complete the ESY IEP page and pay careful attention to all sections.</li> <li>Ensure that goals and objectives are developed based on the current year's IEP unless the committee determines the need to address new issues. Document carefully any new issues.</li> </ul> |
| <b>Complete the ESY Recommendation Form</b>  | The teacher must complete the ESY Recommendation Form and submit it to the appropriate district supervisor   |

**Note:** \* If it is necessary for an ESY determination to be made after April 15<sup>th</sup>, a letter of justification indicating why services are needed must be kept on file along with the copy of the student's IEP ESY page.

\* For private placement decisions made after April 15<sup>th</sup> please refer to the process outlined on page 4 of the ESY Handbook