



Extended School Year Eligibility Determination Quick Guide	
DURING THE SCHOOL YEAR	<ul style="list-style-type: none"> • Collect student performance information/assessment data, carefully document on appropriate forms. • Review the student's progress or lack of progress regularly. • Gather data before and after breaks in instruction (e.g. fall/winter/spring breaks and intercessions) to document Regression/Recoupment of skills.
AT THE ANNUAL IEP MEETING <i>*or at an IEP meeting scheduled to make the ESY decision</i>	<ul style="list-style-type: none"> • Discuss the student's progress and related issues (including ESY services). • Explain and give the parent/guardian the ESY Fact Sheet. • Discuss the Regression-Recoupment and the Critical Point of Instruction criteria, as well as the possibility of Extenuating Circumstances. • Discuss ongoing data collection techniques that will be used to make instructional decisions, including determining the need for ESY services.
BETWEEN JANUARY 15TH AND APRIL 15TH	<ul style="list-style-type: none"> • Examine the student's instructional data to evaluate the performance, the progress, and to determine the need for ESY services. • Inform the parents of their due process rights, if the student does not need ESY services and the parent disagrees. • Make every effort to gain the parent/guardian participation in the ESY decision making process. • Document the basis for the decision, how the decision was made and ensure that it is included in the student's file. • Complete the ESY IEP page and pay careful attention to all sections. • 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.
COMPLETE THE ESY RECOMMENDATION FORM	<ul style="list-style-type: none"> • 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 15th, 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 15th, please refer to the process outlined in the ESY Private Placement section of the ESY Application and Guidance.