



**Extended School Year  
Eligibility Determination  
Quick Guide**

<p><b>DURING THE SCHOOL YEAR</b></p>	<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. fall/winter/spring breaks and intercessions) to document regression/recoupment of skills.</li> </ul>
<p><b>AT THE ANNUAL IEP MEETING</b> <i>*or at an IEP meeting scheduled to make the ESY decision</i></p>	<ul style="list-style-type: none"> <li>• Discuss the student's progress and related issues (including ESY services).</li> <li>• Explain and give the parent/guardian the ESY fact sheet.</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 ESY services.</li> </ul>
<p><b>BETWEEN JANUARY 15<sup>TH</sup> AND APRIL 15<sup>TH</sup></b></p>	<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 ESY services.</li> <li>• Inform the parents of their due process rights, if the student does not need ESY services 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>
<p><b>COMPLETE THE ESY RECOMMENDATION FORM</b></p>	<ul style="list-style-type: none"> <li>• The teacher must complete the ESY recommendation form and submit it to the appropriate district supervisor.</li> </ul>

**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 in the ESY Private Placement section of the ESY Application and Guidance.