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| **Extended School Year****Eligibility Determination****Quick Guide** |
| **DURING THE SCHOOL YEAR** | * 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.
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| **AT THE ANNUAL IEP MEETING***\*or at an IEP meeting scheduled to make the ESY decision* | * 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.
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| **BETWEEN JANUARY 15TH AND APRIL 15TH**  | * 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.
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| **COMPLETE THE ESY RECOMMENDATION FORM** | * The teacher must complete the ESY recommendation form and submit it to the appropriate district supervisor.
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**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.