

Extended School Year Eligibility Determination Quick Guide

<p>DURING THE SCHOOL YEAR</p>	<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.
<p>AT THE ANNUAL IEP MEETING <i>*or at an IEP meeting scheduled to make the ESY decision</i></p>	<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.
<p>BETWEEN JANUARY 15TH AND APRIL 15TH</p>	<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.
<p>COMPLETE THE ESY RECOMMENDATION FORM</p>	<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.

