

# Intradistrict Communication

DATE: January 11, 2024

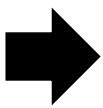
TO: Principals  
Special Education Staff

FROM: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Director of Special Education  
Kristin Norris, Teacher Specialist-SLP/A, ESY Coordinator

SUBJECT: Extended School Year (ESY) Qualification Procedures and Timelines  
Attached: ESY Eligibility Facts, Tips and Documentation

Time Sensitive  
Please Read Immediately

ESY Forms are **not** attached.  
They are available online on the SpEd Forms page.  
• *ESY Student Data Packet*  
• *ESY Employment Application* (current employees)



Please read entire memo to ensure proper implementation of procedures.

## **Some procedures and documentation requirements have changed**

Data for ESY should be current *from this school year* and reflect ongoing needs of the student.

IDEA directs us to consider all students for Extended School Year (ESY) services. However, ESY services should only be provided if the IEP team determines that it is necessary for the provision of a free, appropriate public education (FAPE). A student is eligible for Extended School Year (ESY) services when the IEP team determines that, without ESY services, the educational program would be of little or no benefit to the child due to the lack of services during the break in the current school year and the next school year. The purpose of ESY is to **maintain** current skills, **not** to teach new skills.

The decision regarding a student's need for ESY must be made allowing for sufficient time for either the Parent or the District to exhaust administrative remedies prior to the beginning of the ESY program should there not be agreement regarding a student's eligibility or program. Parents must be informed of their rights and of procedures through which they may challenge the decision of the IEP team. This is done by completing the IEP where eligibility is determined and the *Extended School Year Services Form* is completed if applicable. Therefore, **adherence to outlined timelines is essential to ensure that parents are afforded their rights. ESY packets should be submitted by March 20, 2024, in order to facilitate this process. PLEASE NOTE THIS IS BEFORE SPRING BREAK.**

**Extra Pay Opportunity** If you are interested in working with the ESY program, applications are currently being accepted (**application available online on the SpEd Forms page for current employees**). The number of staff hired will be based on the number of eligible students who will be participating in the program. No staffing decisions can be made, until the programming needs and the numbers of participating students are determined. **If you have questions, please contact the appropriate ESY coordinator as identified below.**

Please review the Attached ESY Eligibility Facts, Tips and Documentation Guidelines carefully. IEP teams (including the parents) must consider all students for ESY services each year at the annual IEP. **In order to afford parents the opportunity to exercise their due process rights, the following process is to be followed beginning January, 2024 to March 20, 2024:**

Beginning immediately (January 2024),

- 1) Review all IEPs to identify the ESY eligibility status of all students.
- 2) If the current IEP reflects that the student is **"not eligible"**, the available data supports that decision and the parent has been involved in making that determination, the team does not need to do

anything at this time. *That data must be available for review should a concern on the part of the district or the parents arise at a later date.*

- 3) For all students who have been determined to be **“eligible”** for ESY or whose eligibility is **“to be determined later”**, convene an IEP/IEP amendment team meeting to complete the *Prior Written Notice of ESY Services - IEP Attachment*. As an IEP team, use the eligibility pages from the *ESY Student Data Packet* to document multiple data sources, *first* determining if there is *retrospective data* and then reviewing *predictive* factors that would make the student eligible for ESY services as outlined in pages 2-3 of the *JSD ESY Student Data Packet*.
  - For students who are eligible for ESY services, complete and submit all 6 pages of the *JSD ESY Student Data Packet*, along with all other required information to the appropriate ESY coordinator by **March 20, 2024**.
  - For students who are not eligible, complete pages 1-3 of the *JSD ESY Student Data Packet* and **place pages 2 and 3 (if appropriate) in the student’s special education file** along with the **Prior Written Notice of ESY Services - IEP Attachment**. *If the student is not eligible, the form stays in the file and does not need to be submitted to the district.*

Please note that a *JSD ESY Student Data Packet* must be submitted for each student who has been deemed eligible to receive services. At the end of ESY services, all packets will be returned to the teacher and **should be placed in the student’s special education file** to provide documentation of the services delivered.

➡ **ESY services are determined by individual goals submitted and programming for the student needs that are identified in the ESY packet.**

### Digital Learning or In Person Sessions with Home Practice

Students who need to work on specific academic goals may not need to attend the site-based program. They may instead be served through a home-based program supported by Digital learning sessions, or in person sessions with a teacher. The teacher that is providing services during the year, may choose to set up a program to address these needs.

A *JSD ESY Student Data Packet* will still be submitted but parts can be adjusted and teacher compensation determined based on consultation with the ESY Coordinator

### Summer 2024 Site-Based Program

Students for whom their ESY recommendations require a site-based program (based on types of goals submitted) will be assigned to a location where they can receive the services outlined in the *Prior Written Notice of ESY Services - IEP Attachment* based on the following summer schedule.

The following schedule is intended to provide coverage throughout the summer months to allow for greater maintenance of skills. It is also intended to allow staff to schedule much needed vacation time and still maintain student progress in eligible areas. Schedules are adjusted each year based on current school calendars. Students will attend for three hours in the morning based on the schedule outlined below:

JUNE 2024						
Su	M	T	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*June 21 – Teachers only*

Students Attend June 24-27  
(if doing onsite ESY services)

JULY 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students Attend

July 8-11 & July 15-18  
(if doing onsite ESY services)

If an IEP team has determined that the student’s skills cannot be maintained at a level that provides FAPE during the scheduled time periods, they will work directly with District staff to determine appropriate services.

**ESY Packet Information -- Due: March 24, 2024**

**All Forms are electronic and can be found on the SpEd Forms Page under ESY**

The IEP team must submit the following information for all students who are eligible for ESY services.

1. *Entire IEP* with attached **Prior Written Notice of ESY Services - IEP Attachment**
2. *Jordan School District ESY Student Data Packet (6 pages total)*
  - a. Page 1 – ESY Checklist
  - b. Page 2 – Eligibility Data – Step 1
  - c. Page 3 – Eligibility Data – Step 2
  - d. Page 5 - Goals (multiple copies included as needed)
  - e. Page 6 – Student Information
  - f. Page 7 – Summer Contact and ESY Attendance Information (completed with parents)
3. A sample of a completed data sheet for any goals indicated
4. A blank data sheet for each goal indicated
5. A copy of the student's current *Health Care Plan* (if applicable)
6. A copy of the student's current *Behavior Intervention Plan* – BIP (if applicable)
7. Any materials or tools needed to implement the ESY goal(s)

**ESY packet information should be submitted to the following ESY coordinators:**

Support Classes/Boundary School Students (all classifications):

Submit to **Kristin Norris** at the District Office (801) 567-8372

Kauri Sue Hamilton Students:

Submit to **Teri Griffiths** at Kauri Sue Hamilton School (801) 567-8511

River's Edge School Students:

Submit to **Katie Jarvis** at River's Edge School (801) 565-7584

Preschool Students:

Submit to **Jessica Hayes** at Kauri Sue Hamilton School CDC (801) 567-8510

School teams will be contacted by the appropriate ESY coordinator with the specifics regarding ESY services for their eligible student(s). Parents must be notified of their right to exhaust their administrative remedies if they do not agree with the ESY determinations of the IEP team.

The *Jordan School District Extended School Year Student Data Packet* **should be placed in the student's Special Education file to provide documentation that ESY services were considered and delivered.**

**THANK YOU** for all you do to serve students with special education needs in Jordan District! If you have questions, please contact the Teacher Specialist assigned to your school.

ESY Forms are **not** attached. They are available online on the SpEd Forms page.

*JSD ESY Student Data Packet* is **required** for each student packet submitted.

*ESY Employment Application* is available for any current employee (including instructional aides) interested in working ESY.



Take  
Note