



PROCEDURES	FORMS	RESPONSIBILITY	TIMELINE	RESOURCES
<p>3. If ESY services are needed, the following IEP changes must occur:</p> <ul style="list-style-type: none"> <li>a. Amend the IEP to document that ESY services will occur</li> <li>b. Create an ESY Addendum: <ul style="list-style-type: none"> <li>i. Select ESY goals from the current goals, with a focus on helping the student maintain skills in areas of documented need. An ESY Addendum may or may not reflect all goals/areas for eligibility that the regular school year addresses.</li> <li>ii. Include Invitation and parent/guardian contact</li> <li>iii. Include a statement of why ESY is being offered as FAPE</li> <li>iv. Update the Service Matrix with ESY information</li> <li>v. Document transportation needs and services, including bus monitors and nurses</li> <li>vi. Lock and submit the ESY Addendum</li> </ul> </li> </ul>	<p>ESY IEP Data ESY Cover Sheet</p>	<p>IEP Case Manager</p>	<p>May 15</p>	
<p>4. ESY Addendum, supporting data and documents, and the ESY cover sheet must be submitted to the ESY Supervisor. The ESY Supervisor reviews all documents for approval. If information is incomplete, the Supervisor follows up with the IEP Case Manager to obtain needed information. The IEP Case Manager is responsible for gathering this information, which may necessitate an additional meeting with the team.</p>	<p>IEP Data ESY Cover Sheet</p>	<p>IEP Case Manager  ESY Supervisor (Ask Program Specialist)</p>	<p>May 15</p>	
<p>5. ESY confirmation letter sent to parents, with a copy distributed to the IEP Case Manager</p>	<p>Letter</p>	<p>ESY Supervisor</p>	<p>June 15</p>	

Effective Date: 9/1/2022