SCREENING

- Federal mandates require that **ALL SPECIAL EDUCATION STUDENTS MUST BE SCREENED** for ESYS using one or more criterion.

- **ALL STUDENTS MUST BE SCREENED UNDER CRITICAL POINT OF INSTRUCTION. STUDENTS ADDRESSING LAA 1 MUST BE SCREENED UNDER REGRESSION/RECOUPEMENT.** Regression/Recoupment criterion is allowable for other students when deemed appropriate.

  Please note the following ESYS updates when developing the annual IEP: On the Program Services page the ESY Decision section has been eliminated. All that is required is to check the Criteria for Consideration under Extended School Year Services on the Program Services page. Do not check ESY instruction on the Instructional Plan pages nor on the Accommodations page; and do not type anything on the ESYS form. These items will be addressed and completed when a student is determined eligible for ESYS and the ESYS IEP is being developed.

- **ALL SCHOOLS MUST HAVE A DESIGNATED ESYS SCHOOL-BASED MONITOR.**
  This ESYS school-based monitor will screen all data at their school prior to sending data to ESYS Coordinator as a **SINGLE DATA SET packet from the school.** A list of necessary documentation is provided on the ESYS 1: ESYS MONITORING/SCREENING PACKET.

- ALL ESYS FORMS for data documentation are available on-line. Each school-based monitor or department head should ensure that teachers have access to on-line information.

- ESYS monitoring is conducted every year by the Special Education Department.

- **ALL ESYS MONITORING/SCREENING DATA for students determined to be ELIGIBLE are due in Glenn Mitchell’s office by FEBRUARY 5, 2013 for verification.**

  When a student has been verified as eligible for services, the teacher sends the parent(s) an ESY 3: Letter of Extended School Year Services Eligibility Determination and Schedule of IEP Meeting. The ESYS IEP meeting is scheduled using the EYS 3.

  When a student has been determined to be ineligible for services, an ESYS 4: Letter of Initial Screening for Extended School Year Services Eligibility or Parent Notification Ineligibility Letter and an ESYS 5: Criteria Documentation Form is sent to the parent(s). Copies of the ESYS 4 and ESYS 5 are filed in the ESYSS (black) folder.

- Do not send ineligibility packets for verification. It is the responsibility of the school-based monitor to verify all documentation of ineligibility and to ensure that accurate records are maintained and appropriately filed.
FINAL PACKETS

- ESYS FINAL PACKETS are to be sent as soon as possible after verification has been received and ESYS IEP has been completed. ALL ESYS FINAL PACKETS ARE DUE in Glenn Mitchell’s office no later than MARCH 15, 2013 along with Materials of Instruction.

- ALL ESYS IEPs MUST INCLUDE ALL DISCIPLINES PROVIDING SERVICES TO THE STUDENT. The entire IEP team must be invited to participate in determining services needed.

- ALL ESYS IEPs must be:
  - signed by ODR in two places (see ESYS/IEP)
  - support services and Adapted PE are not automatic and must be supported by data from the support personnel serving the student
  - IF parent is unable to attend ESYS IEP, teachers can conduct ESYS IEP over the phone and indicate on ESYS IEP “parent accepted/declined by phone on date” Teacher initials.
  - Screening packets must be submitted for verification for students who are eligible. The JP 25 will indicate “Eligible, parent declined”; the revised IEP will show the student is eligible and parent declined. It is not necessary to prepare an ESYS IEP, final packet and provide materials of instruction for students who are eligible and parent(s) decline services.
  - Copies of All ESYS forms and data collected must be filed in the BLACK ESYS folder kept in the confidential file folder for the purposes of monitoring and tracking student progress.

FORMS

1. JP 25 (revised 7/13/11) – This new form differentiates CLASSROOM Paraeducator from Special Needs Paraeducator (SNP). The title for child specific is now officially SPECIAL NEEDS PARAEDUCATOR. Please inform teachers that all ESYS classes are assigned a paraeducator and that only students who are assigned Special Needs Paraeducators are to be indicated on JP 25.

2. ESYS 1: MONITORING/SCREENING PACKET (ESYS 1) - This form is to be used by all teachers sending data to be screened for verification. The ESYS MONITORING/SCREENING PACKETS (ESYS 1) provides a checklist of all screening documentation needed to verify eligibility and facilitates communication of special concerns. The ESYS 1 serves as a cover letter for each students individual ESYS Screening Packet.

3. ESYS 2: ESYS FINAL PACKET LIST (ESYS 2) - This form is to be used for EACH student approved as meeting eligibility. The ESYS 2, along with the JP 25, provides a checklist of all documentation needed to deliver instruction for the student eligible for ESYS including Materials of Instruction. The ESYS 2 serves as a cover letter for each students individual ESYS Final Packet.

4. ESYS 5 – file in Student’s ESYS black folder, send copy to parent with ineligibility letter, and send copy to ESY Coordinator as part of student ESYS Packet.
EXTENDED SCHOOL YEAR SERVICES
“QUICK REFERENCE
2012-2013 SCHOOL YEAR

2012 - 2013 IMPORTANT DATES

• **August 27, 2012 begin data collection** - ALL ELIGIBILITY CRITERIA
  (Examples: RR data points; BIP data collection; academic progress)
• OCTOBER – All ESYS FORMS available on line. Please verify that each teacher has access to on-line forms and the skills to access them. Meet with any new teachers to explain forms and process.
• October 12, 2012 - End of 1st 9 weeks – Teachers should review all data related to CPI = Critical Point of Instruction 1 and 2 (ESY CP1 & CP2) to determine if additional modifications and adaptations are required OR Behavior Support Plan is successful or in need of amending. In addition, attendance should be monitored every 9 weeks to determine if EXCESSIVE ABSENCE criterion is applicable.
• November 5 – November 16, 2012 - 1st Regression/Recoupment PRE-BREAK DATA COLLECTION (HIGHEST PRE-BREAK DATA POINT RECORD ON SUMMARY ESYS RR 1 & RR 2)
• November 26 - December 14, 2012 – 1st POST BREAK – HIGHEST SCORE ATTAINED IN 5 DATA POINTS AND 2nd PRE-BREAK HIGHEST DATA POINT before Winter Break. An overlap of dates is allowable.
• January 7 – 11, 2013 - begin post break data collection: 5 data points = 2nd Regression/Recoupment POST BREAK HIGH SCORE DETERMINED.
• January 9, 2013 – Report cards – Teachers should review grades for students who may be in danger of losing time in general education (CPI-1)
• January 16, 2013 -ALL OTHER DATA SHOULD HAVE BEEN COLLECTED (grades, discipline, attendance, critical skills, community skills, etc) and packets for monitoring forwarded to SCHOOL-BASED ESYS MONITOR for School-Based Screening.
• January 31, 2013 – ESYS School-Based Monitor prepares ESYS PACKETS for screening by ESYS Coordinator. Arrange data packets by teacher and package as a SINGLE DATA SET from the school. DON’T SEND ANYBODY’S PACKETS UNTIL YOU HAVE EVERYBODY’S PACKETS!
• February 5, 2013 – Each School’s ESYS MONITORING/SCREENING PACKET SET complete with supporting documentation is due in Glenn Mitchell’s office (include one ESYS 1 per student packet). Include Principal’s Verification Letter on the top of the data set. PLEASE SUBMIT BY SINGLE DATA SET from the school and not by individual teacher. Each student must have an ESYS 1!!
• When eligibility has been verified by the ESYS COORDINATOR, packets will be returned to the school. Within 10 days of return receipt send Notice Letter of Eligibility to Parents of eligible students and schedule ESYS IEP meeting. IEP team meets and develops ESYS IEP.
• **MARCH 15, 2013** - All ESYS FINAL DATA PACKETS FOR ESYS ELIGIBLE STUDENTS packaged as a single data set for the school, topped with a Principal’s Letter of Verification, are to be delivered to: Glenn Mitchell, ESYS Coordinator, Special Education, 501 Manhattan Blvd. (ESYS 1 with ESYS 2 attached). THIS IS AN ABSOLUTE DEADLINE IN ORDER TO DEVELOP THE PROGRAM FOR SUMMER 2013.

2012 EXTENDED SCHOOL YEAR SCHEDULE

Services, # of Weeks, minutes per day, and # of days per week are determined by eligibility criteria and monitoring. ESYS SCHOOLS WILL BE OPEN FOR 6 WEEKS, 240 MINUTES PER DAY/4 DAYS PER WEEK. School sites for Summer 2013 will be announced.

June 6 – ESYS PRINCIPALS’ MEETING
June 7 – ESYS Principals report to school sites
June 10 – All ESYS Faculty and Staff report to schools
June 11 - ESYS SESSION 1 BEGINS for students
July 1 through July 4 – ESYS BREAK
July 8 – ESYS SESSION 2 BEGINS
July 25 - ESYS ENDS – last day for students
July 26 - ESYS PRINCIPALS’ MEETING

PLEASE DISTRIBUTE THE QUICK REFERENCES TO ALL TEACHERS AND REVIEW AT SPECIAL EDUCATION DEPARTMENT MEETINGS.

Due to recent changes to IEP forms and procedures, program sites and dates, the information provided here including schedules is subject to change.

THANK YOU IN ADVANCE FOR YOUR COMMITMENT TO SERVING THE CHILDREN WITH DISABILITIES IN JEFFERSON PARISH AND THEIR FAMILIES.