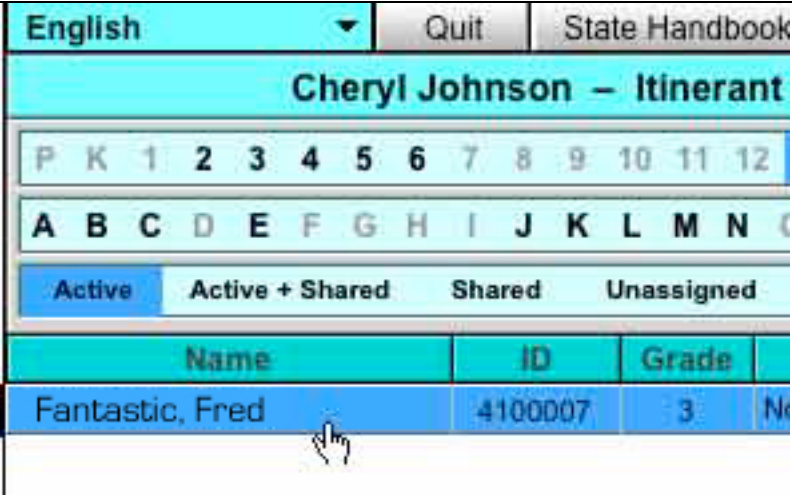



## Adding ESY Information to the IEP Program

Information for ESY is to be entered into the IEP program. **The current IEP must be archived before these steps can be taken.** Follow the steps below to access and submit the forms:

<p>1) Select the student.</p>	
<p>2) Click on Other Forms.</p>	

3) Select  
*Extended School  
Year.*

- Student List
- Identity
- Archived Records
- Progress Report
- Referral
- Eligibility
- IEP
- Amendment
- Other Forms**
- Invitation
- Prior Written Notice
- Exit Form
- Consent for Evaluation
- Additional Testing (R. S. only)
- Extended School Year**
- Manifestation Determination
- Functional Behavior Assessment
- Behavior Plan

4) The screen  
will open on the  
Student  
Information  
page. Complete  
all information.

### Student Information

Student Information	Guardian / Busing	Goals & Objectives	Materials & Equipment
<b>Attending</b>		<b>Current Program</b>	
<input type="text"/>		<input type="text"/>	
<b>Service Model</b>		<b>Expected Fall School</b>	
<input type="text"/>		<input type="text"/>	
<b>Related Service(s)</b>		<b>Itinerant Hours</b>	
<input type="text"/>		<input type="text"/>	
<b>Hrs/Mins</b>		<b>Hrs/Mins</b>	
<input type="checkbox"/> OT	<input type="checkbox"/> BVI	<input type="checkbox"/> AT	<input type="checkbox"/> HOH
<input type="checkbox"/> Speech	<input type="checkbox"/> PT		
<b>Behavior Supports</b>			<b>Date of Prior Written Notice</b>
<input type="checkbox"/> Behavior Objectives	<input type="checkbox"/> FBA	<input type="checkbox"/> Runs/Wanders	<input type="text"/>
<input type="checkbox"/> Behavior Plan	<input type="checkbox"/> Kid Focus	<input type="checkbox"/> Sensory Need/Diet	<input type="checkbox"/> Parent Declined ESY
<b>Behavior Notes</b>			
<input type="text"/>			
<b>Health</b>			
<input type="checkbox"/> Allergies	<input type="checkbox"/> Medical Plan	<input type="checkbox"/> Special Feeding	<input type="checkbox"/> Wheelchair
<input type="checkbox"/> Daily Nurse	<input type="checkbox"/> Medically Fragile	<input type="checkbox"/> Stander/Positioning Objectives	
<input type="checkbox"/> Lifting	<input type="checkbox"/> Special Equipment	<input type="checkbox"/> Toileting	
<b>Medical Notes</b>			
<input type="text"/>			

5) Under the Guardian/Busing tab:

- Complete the guardian information for all students.
- If the student will be receiving site-based instruction, complete the bus information as well.

### Guardian/Busing

Student Information	Guardian / Busing	Goals & Objectives	Materials & Equipment
<b>Parent - Guardian</b> <input type="text"/> <b>Relationship</b> <input type="text"/> <b>Address</b> <input type="text"/> <b>Home Phone</b> <b>Cell Phone</b> <input type="text"/> <input type="text"/>		<b>Second Parent</b> <input type="text"/> <b>Relationship</b> <input type="text"/> <b>Address</b> <input type="text"/> <b>Home Phone</b> <b>Cell Phone</b> <input type="text"/> <input type="text"/>	
<b>Emergency Contact</b> <input type="text"/> <b>Relationship</b> <input type="text"/> <b>Emergency Contact Phone</b> <input type="text"/>		<b>Second Emergency Contact</b> <input type="text"/> <b>Relationship</b> <input type="text"/> <b>Emergency Contact Phone</b> <input type="text"/>	
<b>Pickup Contact</b> <input type="text"/> <b>AM Pickup Address</b> <input type="text"/> <b>Pickup Contact Phone</b> <input type="text"/>		<b>Second Pickup Contact</b> <input type="text"/> <b>AM Pickup Address</b> <input type="text"/> <b>Pickup Contact Phone</b> <input type="text"/>	
<b>Authorized to pick up student</b> <input type="text"/>		<b>Other Personal Information</b> <input type="text"/>	
<b>Busing Information</b> <input type="checkbox"/> Behavior Plan <input type="checkbox"/> Driver/Attendant Training <input type="checkbox"/> Medical Plan <input type="checkbox"/> Medically Fragile <input type="checkbox"/> Special Equipment <input type="checkbox"/> Parent Declined Transportat <input type="checkbox"/> Parent Will Transport <b>Waist Size</b> <input type="checkbox"/> Safety Vest <input type="text"/> <input type="checkbox"/> Wheelchair <b>Wheelchair Type</b> <input type="text"/> <b>Unattended Drop</b> <input type="text"/> <b>Transportation Notes</b> <input type="text"/>			

6) Select the Goals & Objectives tab.

7) Click on Show Current Goals and a pop-up window will open.

### Goals and Objectives

Student Information	Guardian/Busing Info	Goals & Objectives	Materials & Equipment
<input type="button" value="Delete Goal"/>		<input type="button" value="Show Current Goals"/>	
Empty area for goals and objectives			

8) Select the service area from the left-hand column.

Current Goals & Objectives

Student **Fred Fantastic** – Age **9** – Grade **3** – Last Archived IEP **8/23/2006** Close

Fred's Services	Add all 6 Math Goals to ESY
S – Blind/Visually Impaired	1. <b>Goal:</b> Fred will solve problems and/or convert between problems <b>Objective:</b> Fred will determine rate by using rate and proportion with XX% accuracy.
<b>S – Math</b>	2. <b>Goal:</b> Fred will solve problems and/or convert between problems <b>Objective:</b> Fred will solve problems involving ratio and proportion with XX% accuracy.
S – Math	3. <b>Goal:</b> Fred will solve problems and/or convert between problems <b>Objective:</b> Given one-step problems to solve, Fred will solve one-step problems involving money, fractions, percents, time, and
R – Occupational Therapy	4. <b>Goal:</b> Fred will identify, describe, and extend patterns inherent in <b>Objective:</b> Fred will "skip count" up to XX by (2's, 5's, 10's) (voice, writing, pointing, using keyboard, eye gaze, etc.) independently
S – Oral Expression	
S – Reading	
S – Reading	
S – Speech/Language	

**Add selected Goal to ESY**

1. (Math) Fred will solve problems and/or convert between problems involving equivalent fractions, decimals, percents, ratio, and proportions.  
Fred will determine rate by using rate and proportion with 90% accuracy.

9) Click on the appropriate goal and objective to be worked on during ESY in the right-hand column. The goal and objective will appear in the lower box.

Current Goals & Objectives

Student **Fred Fantastic** – Age **9** – Grade **3** – Last Archived IEP **8/23/2006** Close

Fred's Services	Add all 6 Math Goals to ESY
S – Blind/Visually Impaired	1. <b>Goal:</b> Fred will solve problems and/or convert between problems <b>Objective:</b> Fred will determine rate by using rate and proportion with XX% accuracy.
<b>S – Math</b>	2. <b>Goal:</b> Fred will solve problems and/or convert between problems <b>Objective:</b> Fred will solve problems involving ratio and proportion with XX% accuracy.
S – Math	3. <b>Goal:</b> Fred will solve problems and/or convert between problems <b>Objective:</b> Given one-step problems to solve, Fred will solve one-step problems involving money, fractions, percents, time, and
R – Occupational Therapy	4. <b>Goal:</b> Fred will identify, describe, and extend patterns inherent in <b>Objective:</b> Fred will "skip count" up to XX by (2's, 5's, 10's) (voice, writing, pointing, using keyboard, eye gaze, etc.) independently
S – Oral Expression	
S – Reading	
S – Reading	
S – Speech/Language	

**Add selected Goal to ESY**

1. (Math) Fred will solve problems and/or convert between problems involving equivalent fractions, decimals, percents, ratio, and proportions.  
Fred will determine rate by using rate and proportion with 90% accuracy.

10) Click on the Add selected Goal to ESY button.

11) Continue adding ESY appropriate goals and objectives from each service area.

12) When you are done, click on the Close

button to remove the pop-up window.

13) All selected goals will now display on the main screen. To remove any, click on the Delete Goal button.

Student Information	Guardian/Busing Info	Goals & Objectives	Materials & Equipment
<b>Delete Goal</b>		<b>Show Current Goals</b>	
<p>3. (Math) Trudy will solve problems and/or convert between problems involving equivalent fractions, decimals, percents, ratio, and proportions. Given one-step problems to solve, Trudy will solve one-step problems involving money, fractions, percents, time, and decimals with 90% accuracy.</p>			
<p>1. (Reading) Trudy will state the names for all letters. When shown each of the uppercase letters individually in random order, Trudy will state the correct name for the letter with 100% accuracy on 9 of 10 consecutive trials. (Baseline 86%)</p>			
<p>1. (Speech/Language) Trudy will define or restate the meaning of figurative language forms, such as idioms, metaphors and similes. Trudy will provide verbal definitions of 9 out of 10 idioms presented to her verbally on 4 of 5 trials. (Baseline: 30% accuracy)</p>			

14) Complete the information under the Materials & Equipment tab.

### Materials and Equipment

Student Information	Guardian / Busing	Goals & Objectives	Materials & Equipment
<input type="checkbox"/> Assistive Technology <input type="checkbox"/> Seating / Positioning <input type="checkbox"/> Communication <input type="checkbox"/> Sensory Items <input type="checkbox"/> Daily Living / Feeding <input type="checkbox"/> Special Equipment <input type="checkbox"/> Provided from Home <input type="checkbox"/> Teaching Academic		<p style="text-align: center;"><b>Seating &amp; Posture</b></p> <div style="border: 1px solid gray; height: 40px;"></div>	
<p style="text-align: center;"><b>Teaching Materials</b></p> <div style="border: 1px solid gray; height: 40px;"></div>		<p style="text-align: center;"><b>Technology Equipment</b></p> <div style="border: 1px solid gray; height: 40px;"></div>	
<p style="text-align: center;"><b>Sensory Stimulation Materials</b></p> <div style="border: 1px solid gray; height: 40px;"></div>		<p style="text-align: center;"><b>Assistive Technology</b></p> <div style="border: 1px solid gray; height: 40px;"></div>	
<p style="text-align: center;"><b>Daily Living &amp; Feeding Materials</b></p> <div style="border: 1px solid gray; height: 40px;"></div>		<p style="text-align: center;"><b>Special Equipment</b></p> <div style="border: 1px solid gray; height: 40px;"></div>	
<p style="text-align: center;"><b>Communications Items</b></p> <div style="border: 1px solid gray; height: 40px;"></div>		<p style="text-align: center;"><b>Items to be provided from the home</b></p> <div style="border: 1px solid gray; height: 40px;"></div>	