

ESY PROCEDURAL STEPS

IMPORTANT: Eligibility for ESY is an annual decision based on factual data relating to the student's progress on IEP objectives. A student who was eligible in previous years is NOT automatically eligible.

STEP 1: Eligibility Determination

- Gather and analyze data collected over the course of the IEP (**data sheets, narrative if necessary**).
- Determine if data shows a need for ESY services by reviewing eligibility criteria.
- Complete invitation, then meet to discuss with IEP team members the outcome of student's eligibility for ESY. (**Invitation and PWN**)
 - If the student receives related services on their IEP, it is important to remember to include the providers during these discussions and determinations.
 - Students receiving those services during the school year do not automatically receive the related services specified on the IEP and have to qualify in each related service area to receive that service during ESY.
- If the student is not eligible for ESY a (**Prior Written Notice with data**) needs to be completed stating that the team has determined the child not eligible and include the data.
- If the student is eligible for ESY a **Prior Written Notice** needs to be completed stating that the team has determined the child eligible and include the data.

STEP 2: Determine Service Delivery Model

- If the student is eligible, use the **ESY flowchart** to determine whether itinerant or site-based services are more appropriate for the student's eligible goals/objectives.

STEP 3: Paperwork

- Complete a **Prior Written Notice** on the IEP program
- Complete an **Invitation** on the IEP program
- Complete the **Student Information** form on the IEP program
- Complete the **Goals and Objectives** form on the IEP program
- Complete the **Materials and Equipment** form on the IEP program
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IF SITE-BASED:

- Complete the **Guardian/Busing** form on the IEP program