



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

TO: Local Education Agency (LEA) Leaders

FROM: Amy Maisterra, Assistant Superintendent
Division of Elementary, Secondary & Special Education (ESSE)

Gretchen Brumley, Director
Division of Student Transportation (DOT)

William Henderson, Project Director
Division of Data, Assessment & Research (DAR)

DATE: April 18, 2016

RE: Extended School Year (ESY) Services Requirements for 2016

The deadline for Extended School Year (ESY) certification this year is **May 2, 2016**. It is critically important that LEAs submit accurate certification data, including school, student address, and contact information. This data supports LEAs and nonpublic school programs in their efforts to ensure appropriate planning and staffing during the summer months. It also permits OSSE to anticipate state-level expenses related to nonpublic ESY services and ESY-related transportation services.

The ESY Services Policy

The ESY Services Policy, which can be accessed online at <http://osse.dc.gov/service/specialized-education-local-policies>, was issued by the Office of the State Superintendent of Education (OSSE) on March 10, 2011. This policy established state-level standards and criteria for ESY services consistent with the Individuals with Disabilities Education Act (IDEA). Every local education agency (LEA) in the District of Columbia is required to provide Extended School Year (ESY) services to eligible students with disabilities as a part of each student's free appropriate public education (FAPE). Individual Education Program (IEP) Teams must analyze individual student data using the state-level eligibility framework to make appropriate individualized ESY

determinations and designations for every child with an IEP. Per the Policy, LEAs must certify ESY student data to OSSE on an annual basis.¹

Student Transfers During the Summer

When making decisions regarding services, OSSE recommends that LEAs consider summer ESY to be a continuation of the prior school year. For students who will enroll in a new LEA, this ensures continuity of service delivery by adults who have knowledge of the child's disability and IEP. This approach is also consistent with the traditional structure of summer school and is supported by the structure of at-risk and Uniform Per Student Funding Formula (UPSFF) funding, which includes summer school in the UPSFF funding for all students who meet the at-risk funding criteria. While OSSE believes this practice is best for children, the legal obligation to provide FAPE is with the new LEA, and a written agreement between the new LEA and prior LEA is suggested in order to ensure service provision.

Accessing Student Records During the Summer

When a student transfers between LEAs, the new LEA will only have access to records for enrolled students through OSSE's data systems; the new LEA will be unable to access special education records in the Special Education Data System (SEDS) for new students until a record transfer has been requested. Such a transfer can be requested through the OSSE Support Tool on or after July 1 and records typically become available in SEDS one day after the request is processed. The My School DC Enrollment Form can also be used to authorize the enrolling LEA to request records directly from the student's current school and any previous schools. Additionally, in order to ensure appropriate planning for incoming students, LEAs can use the SEDS planning roster, a report that is refreshed daily and provides LEAs with information on all students in stage 4 of the enrollment process.²

ESY Transportation Services

The Transportation Online Tool for Education (TOTE) system is now available and ready to receive school calendar information and transportation request forms for ESY. The deadline for ESY certification for student transportation is **Monday, May 2, 2016**. All LEAs and schools that will serve as ESY sites and have students eligible for ESY transportation must submit their new ESY school calendars and transportation requests to OSSE Division of Student Transportation (DOT) via TOTE. For non-public schools, which will serve as ESY site, please upload your ESY

¹ ESY certification data for children enrolled in District Charter LEAs, also referred to as "Dependent" Charter LEAs, must be submitted to the District of Columbia Public Schools (DCPS), which in turn, must certify this information to OSSE.

² A stage 4 enrollment represents registration of the student in the Student Information System (SIS) by the LEA upon receipt of required enrollment forms and letter of enrollment agreement. A student at stage 4 of enrollment has not yet received educational services. See 5-A DCMR §2199.

calendars in TOTE, which will allow the LEAs to complete the transportation request for your ESY students. For complete instructions on the certification process, please refer to the [TOTE Quickstart Guide](#) on [OSSE DOT's website](#). You may also reach out to the TOTE support team via email at osse.tote@dc.gov.

* New * ESY Data Management in the Statewide Longitudinal Education Data (SLED) System

OSSE has created a new ESY program module in SLED, which will allow LEAs to manage the ESY attending school and confirm ESY attendance for each student receiving ESY services. The ESY SLED module will streamline the process of generating accurate data that will be useful for both LEAs and OSSE. LEAs are not required to complete any action in the SLED module by the ESY certification deadline on May 2, 2016, and should proceed with SEDS and TOTE certification as planned. Additionally, LEAs should ensure that an ESY program calendar has been set up in the OSSE Enterprise Calendar and that all ESY administrators have credentials to access SLED by May 2, 2016. More information regarding training for the ESY module in SLED will be sent to LEA Special Education Points of Contact and Data Managers in the coming weeks.

Training and Resources

OSSE's Division of Elementary, Secondary & Specialized Education (ESSE); Division of Student Transportation (DOT); and Division of Data, Assessment & Research (DAR) have worked together to create a four-part webinar in order to assist LEAs in the certification process. The webinar is divided into four modules, for user convenience: Module I: ESY Eligibility Determinations, Module II: Documentation of ESY in SEDS, Module III: ESY and TOTE, and Module IV: ESY Module in SLED. All four modules will be available on the OSSE website, at <http://osse.dc.gov/node/1152456>.

For more information regarding ESY, please access and review OSSE's [Extended School Year \(ESY\) Policy](#) and [ESY Frequently Asked Questions](#) guidance. Any additional questions may be directed to the appropriate OSSE contacts listed in the attached directory.

We look forward to working with you to ensure that all our children with disabilities receive appropriate, quality services this summer!

Directory

Assistance Topic	Point of Contact or Resource	Contact Information
Extended School Year (ESY) Services Policy – Programmatic	Jamille Peters Policy Analyst, ESSE	Jamille.Peters@dc.gov (202) 741-6499
Training and technical assistance	Celina Ketelsen Training Administrator, ESSE	Celina.Ketelsen@dc.gov (202) 727-1675
TOTE	Wesley Forte Associate Director of Data and Technology, DOT	(202) 741-8850 Wesley.Forte@dc.gov
ESY Module in SLED	Danyelle Ireland Program Analyst, DAR	Danyelle.Ireland@dc.gov (202) 727-3434
To request access to SLED	SLED Team	SLED.Info@dc.gov
OSSE Enterprise Calendar , IEP-related ESY data requirements, SEDS, or TOTE	OSSE Support Tool	OSSE Support Tool
Online certification tool and status of ESY materials that have been submitted	Data & Applications Team Division of Student Transportation	Dot.Data@dc.gov
A bus is more than 20 minutes late, a student is unable to attend school, or a student has experienced a pick up or scheduling issue	Parent Resource Center Division of Student Transportation	(202) 576-5000