

## ESY Checklist

If the IEP meeting has already been held for the year:

\_\_\_ The IEP states that the decision for ESY is Yes (If the decision is No or TBD you must amend the IEP)

\_\_\_ The Predictive Factors (in the IEP) and/or Data form (found on the ESY website and sent to

[Jennifer.Anderson17@dpsk12.net](mailto:Jennifer.Anderson17@dpsk12.net) is filled out to provide documentation for the need for ESY.

The information you submit must match what was stated in the IEP as being used for documentation

\_\_\_ The student is registered at <https://www.dpsesy.com/> by February 28, 2022

\_\_\_ Digital Transportation Form is Filled Out and ESY Program is selected under Form Type. The 1066 Form and the directions for filling it out can be found in the Student Registration Form. For Curb to Curb transportation, this form must be filled out no later than April 8, 2022

Do this as soon as possible to ensure curb to curb transportation, if the family moves submit a Digital Transportation Form.

\_\_\_ Communicate with the parents any information you receive from Jennifer Anderson

\_\_\_ Prepare information and materials to share with the ESY teacher who will contact you after April 18<sup>th</sup>

\_\_\_ Respond to all emails from Jennifer Anderson and Pam Bottolfson to make sure that there are no hold ups for your student's registration

If the IEP meeting has **not** been held for the year:

\_\_\_ The student is registered at <https://www.dpsesy.com/> by February 28, 2022

\_\_\_ Digital Transportation Form is Filled Out and ESY Program is selected under Form Type. The Form and the directions for filling it out can be found in the Student Registration Form.

Do this as soon as possible to ensure curb to curb transportation, if the family moves submit a Digital Transportation Form.

\_\_\_ Communicate with the parents any information you receive from Jennifer Anderson

\_\_\_ Prepare information and material to share with the ESY teacher who will contact you after April 16<sup>th</sup>

\_\_\_ Hold the IEP Meeting:

\_\_\_ if the team decides that the student needs ESY indicate in the IEP that the decision

for ESY is Yes and mark what documentation you will be using. If you are using Predictive Factors fill them out in the IEP.

\_\_\_\_ If the decision for ESY is No mark No and inform [Jennifer Anderson17@dpsk12.net](mailto:Jennifer_Anderson17@dpsk12.net) that the student needs to be disenrolled, you are now done with the checklist.

\_\_\_ If using Data to make the ESY decision you must fill out the Data form (found on the ESY website) and send it to Jennifer

\_\_\_ Inform Jennifer Anderson that the IEP is finalized so that she can review it

\_\_\_ Respond to all emails from Jennifer Anderson and Deanna Hernandez to make sure that there are no hold ups for your student's registration

Jennifer Anderson [Jennifer\\_Anderson17@dpsk12.net](mailto:Jennifer_Anderson17@dpsk12.net)

Deanna Hernandez [Deanna\\_hernandez@dpsk12.net](mailto:Deanna_hernandez@dpsk12.net)