

Washington West Supervisory Union

Extended School Year (ESY) Checklist for Administrators

Completed checklist must be submitted to Donarae Dawson, at the Central Office, prior to June 30.

ESY services usually start during the first week in July, as the new fiscal year begins. It is the building administrator's responsibility to act as the LEA at all IEP meetings. If they are not able to attend, they must designate a special educator or another administrator who will be in attendance, to act as the LEA in order to approve ESY services. Please refer to the WWSU ESY Policy and Procedures (Administrative Guidebook, Students: 10.5) for worksheets for determining eligibility for services as well as for our procedures for staffing and transitioning records to the next school.

- Building Administrator has approved all services, according to student IEP's
- ESY Form Letters (denial or proposal) & Form 7/7a have been sent to parents, returned, and filed
- All ESY services have been scheduled and specifics (dates, times, location, and absence procedures) have been communicated to parents
- Hiring of staff for all ESY services that are taking place at your school(s) have been completed and WWSU Business Office has all information needed to pay staff (rate of pay set according to page 5 of ESY procedures)
- Employment agreements/letters and timesheets have been distributed to ESY staff (Appendix A, B, or C)
- Building Administrator (or designee) has identified who will schedule an IEP meeting, with parents, in the event of 2 student absences
- Building Administrator has procedures in place for supervision of all ESY staff in their building
- Master ESY Services List has been sent to Donarae Dawson (Appendix D)

TRANSPORTATION FOR EXTENDED SCHOOL YEAR SERVICES:

Remember, transportation of students to ESY programs is the responsibility of the parent with the exception of students who require transportation on their school year IEP.

- Building Administrator has verified that transportation is on IEP service pages
- Transportation has been set up and staff hired
- Transportation employment agreement (according to WWSU Hiring Procedures) has been completed and submitted to WWSU Business Office

FOR STUDENT TRANSITIONING TO ANOTHER WWSU SCHOOL FOR EXTENDED SCHOOL YEAR SERVICES:

Unless other arrangements have been agreed to, by building administrators (sending school & receiving school), the student will receive services at the receiving school and the receiving school hires, trains, and supervises staff providing services in their building.

- ESY Form: (yellow) Extended School Year Cover Page for Transitioning Students completed for each student transitioning to a new WWSU school
- Lessons, plans, and materials have been reviewed with assigned tutor
- Sending school & receiving school have communicated schedule, dates, times, location, & absence procedures to parents

I have met with case managers and reviewed their responsibilities (checklist) prior to their dismissal for summer vacation.

Building Administrator (or designee)

Date