

Special Services Memorandum

To: Special Educators
CC: Administrators
From: Donarae Dawson
Date: 01/27/15
Re: Extended School Year (ESY) Procedures

Attached you will find the revised WWSU ESY Policy and Procedures. I have attached the worksheets and required forms to be used when planning ESY services for students as required by IEPs.

White – WWSU ESY Policy and Procedures

Pink – worksheet for you to use with your teams when contemplating ESY services

Yellow – required form for IEP students transitioning to CBMS or HUHS and receiving ESY services at the receiving school

Form 7 or 7a – required special education forms to be completed at every ESY determination meeting and filed in student special education files.

Sample Parent Letter – 2 included for use following ESY meeting; one for students receiving ESY services (proposed), and one for student NOT receiving ESY services (denial)

Sample Employee Letter – for staff currently employed by WWSU and providing ESY services

Sample Master ESY Services List – to be completed and sent to building administrator and Donarae Dawson

Please read the directions carefully and refer to the worksheet when determining eligibility for ESY services.