

# ESY Process Considerations: A Year at a Glance

## October:

Complete	Action Steps
	Send a data collection form to all special education teachers
	Establish criteria for what constitutes regression and recoupment concerns
	Establish your expectations with special education teachers regarding data collection and due dates, and ensure they understand eligibility criteria

## November:

Complete	Action Steps
	Remind teachers to collect data for X days prior to Thanksgiving break and upon students' return after the break
	Begin planning how you will provide ESY for eligible students and set dates for planning
	Secure locations and staff if you are providing ESY services in-house
	Ensure teachers understand they will need to collect data before and after the winter break and will need to inform you of final eligibility determinations for students in the Armstrong v. Kline group by the date you have determined

## December:

Complete	Action Steps
	Remind IEP teams regarding data collection before and after the winter break and the deadline for final eligibility determinations
	Communicate with representatives of the outside placement at which you have students placed regarding eligibility criteria, communication with families and due dates

## January:

Complete	Action Steps
	Remind IEP teams of due date for final determinations and any expected family communication related to ESY
	Remind IEP teams that they must consider all required factors for ESY eligibility and not just regression and recoupment

**February:**

<b>Complete</b>	<b>Action Steps</b>
	Ensure all IEP review meetings related to ESY for students in the Armstrong v. Kline group occur by February 28
	Follow-up with any IEP teams that are undecided on individual student ESY eligibility

**March:**

<b>Complete</b>	<b>Action Steps</b>
	Begin to finalize plans for how ESY will be provided
	NOREP/PWN due by March 31 for students in the Armstrong v. Kline group
	Finalize hiring if implementing ESY in-house

**April:**

<b>Complete</b>	<b>Action Steps</b>
	Communicate with transportation department regarding ESY
	Ensure all staff working with students for ESY have all necessary information, materials, and/or equipment

**May:**

<b>Complete</b>	<b>Action Steps</b>
	Make final preparations regarding logistics with ESY providers