



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2018 Enrollment Procedures for Extended School Year (ESY) Special Education Programs and Services

NUMBER: MEM-042778.0

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: February 6, 2018

ROUTING
 All Schools
 Local District Superintendents
 Administrators of Operations
 Directors of Instruction
 Special Education
 Administrators
 School Site Administrators
 Special Education Teachers
 Special Education
 Paraprofessionals
 Food Services
 Transportation
 Charter Division

PURPOSE: The purpose of this Memorandum is to inform school site administrators of procedures to follow for enrolling students in an Extended School Year (ESY) Program.

MAJOR CHANGES: Revised procedures regarding school site ESY online confirmation.

BACKGROUND: California Code of Regulations, Title 5, Section 3043(d) states: “ESY services shall be provided, in accordance with 34 C.F.R. section 300.106, for each individual with exceptional needs who has unique needs and requires special education and related services in excess of the regular academic year. Such individuals shall have disabilities which are likely to continue indefinitely or for a prolonged period, and interruption of the pupil's educational programming may cause regression, when coupled with limited recoupment capacity, rendering it impossible or unlikely that the pupil will attain the level of self-sufficiency and independence that would otherwise be expected in view of his or her disabling condition.”

INSTRUCTIONS: The following guidelines apply:

In order to provide appropriate services to students with disabilities during ESY at District-operated schools and special education centers, the following procedures and policies will be implemented:

- I. ESY Session Dates and Designated Sites:**
 - A. Dates: June 27, 2018 to July 24, 2018



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INSTRUCTIONS (Continued):

- B. Sites: Please refer to MEM-042780.0: “2018 Special Education Summer Session Extended School Year (ESY) Sites, Programs, and Feeder Schools”

II. Student Eligibility

- A. ESY is an extension of the current school year. Students with disabilities who are eligible for ESY programs have an IEP that offers ESY as a part of a Free and Appropriate Public Education (FAPE). For further information please consult REF-5276.1 “Guidelines for the Individualized Education Program (IEP) Team When Students with Disabilities are Being Considered for ESY Programs and Services.”
- B. Students with disabilities who are not eligible for ESY programs can be referred to a general education Beyond the Bell summer/intervention program when available and appropriate. Please contact Beyond the Bell for questions regarding these programs at (213) 241-7900 or visit them at <http://btb.lausd.net/>.
- C. Independent charter schools are responsible for providing ESY programs and services as indicated in students’ IEPs. For questions, please call (213) 241-5430.

III. ESY Enrollment

- A. “ESY Parent Confirmation Letters” were mailed by SESC Operations to parents of students eligible for ESY in late January. Copies of the Parent Confirmation Letter will be available on the Division Website (Operations/Extended School Year) at <https://achieve.lausd.net/Page/10835> as well as in the Welligent ESY Student Roster.

Letters include the following information:

1. Student Name and ID
2. Student School of Attendance (SOA)
3. Student mailing address
4. Emergency contact information
5. Student transportation eligibility
6. Student pick up and drop off transportation address (if applicable)
7. Transportation “Release to” information (if applicable)



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INSTRUCTIONS (Continued):

B. Ways to confirm/enroll in ESY (Reminder: All confirmations **must** be done through the ESY Portal):

1. Parent ESY Portal - Parents will have the opportunity to complete online confirmation for ESY participation through the [LAUSD PASSport Parent Portal](#).
2. Parent submission of hardcopy- Parents who choose to bring the ESY “Parent Confirmation Letter” to SOA (on or before 5/18/18) or ESY site (beginning 6/26/18), school staff will be responsible for:
 - a. Time-stamping letter
 - b. Enrolling student via ESY Portal
 - c. Uploading Parent Confirmation Letter into Welligent ESY Student Roster
3. School ESY Portal- School staff is responsible for confirming parent decision by completing the intake of information in the ESY Portal accessible through the <http://ezaccess.lausd.net>.

Note: Instructions with diagrams (Job Aides) will be available on the Division of Special Education web page in mid-February at <https://achieve.lausd.net/Page/10835>.

C. Updating student information:

1. Confirmation of all “ESY Parent Confirmation Letters”, regardless of parent decision, must be memorialized in the ESY portal on or before March 23, 2018 for the purpose of continuity.
2. Parents have been instructed to inform the SOA of any changes or updates to student information.
3. If the parent states that they have moved to a new address:
 - a. SOA must verify proof of residence and update in MiSiS.
 - b. If School of Residence (SOR) changes, a request for new school placement options should be submitted by using the Request for Program Options link found on the Division of Special Education web page at <https://achieve.lausd.net/Page/3381> (Operations/Placement Support).



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INSTRUCTIONS **(Continued):**

4. It is important to remind parents that changes made after May 18, 2018 may result in transportation and support staff assignment delays.
5. All changes are subject to verification and may result in a change of the ESY site.

D. For students who become eligible for ESY after January 2018, school staff will be responsible for:

1. Providing the ESY Parent Confirmation Letter to families.
2. Following up with families to ensure timely completion and return of Parent Confirmation Letters or confirmation through the [LAUSD PASSport Parent Portal](#).
3. Regular School Year (RSY) Principals shall ensure that students qualifying for ESY receive a Parent Confirmation Letter.

Note: ESY reports will be available in Welligent for monitoring purposes.

E. March 23, 2018 Continuity Deadline:

1. Parents may continue to submit the Parent Confirmation Letter after March 23, 2018, or access the LAUSD PASSPort Parent Portal to confirm ESY Participation.
2. ESY Parent Confirmation letters received after March 23, 2018 will not be considered in determining teacher and paraprofessional continuity.

F. May 18, 2018 Parent Confirmation deadline at SOA. After this date SOA will:

1. Provide a copy of the Parent Confirmation Letter to parents.
2. Direct parents to their designated ESY site to enroll on June 26, 2018.

IV. Parent Communication:

SESC Operations will send the following telephone reminders to parents of students eligible for ESY, based on contact information found in MiSiS:

1. February 1, 2018: ESY Parent Confirmation letters sent home.



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INSTRUCTIONS (Continued):

2. March 16, 2018: ESY Confirmation reminder to parents for the purpose of continuity, due by 3/23/2018.
3. May 1, 2018: ESY Confirmation letters will be accepted and processed until May 18, 2018 in order to secure transportation for the first week of ESY.
4. May 21, 2018: Late enrollment will be processed at designated ESY sites on Tuesday, June 26, 2018.
5. June 22, 2018: ESY calendared from Wednesday, June 27, 2018 to Tuesday, July 24, 2018.

V. Transportation Guidelines

1. Due to a limited number of designated ESY school sites, school-to-school transportation will be available for students who do not attend their SOR for the ESY program, unless otherwise noted on the student's IEP.
2. Transportation will also be provided to district therapy rooms as indicated on the student's IEP.
3. The need for home to school transportation for ESY must be documented on the student's IEP.
4. The parent/guardian must provide transportation "Release To" information for any student receiving Home to School transportation and students 2nd grade and under receiving School to School District transportation services.
5. The Transportation Branch will notify ESY site and parents of the transportation pickup location and time.
6. In order to ensure that transportation services are established by the start of ESY, the SOA principal is responsible for ensuring that the student's home address is current in MiSiS.

RELATED RESOURCES:

- BUL-2643.8: "Documentation for Employees Paid from Federal and State Categorical Programs," June 7, 2017.
- BUL-5003.3: "Transportation Guidelines for Individualized Education Program (IEP) Teams," January 25, 2010.
- MEM-042781.0: "2018 Extended School Year (ESY) Staff Application, Selection Procedures and Assignments," Division of Special Education



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**RELATED
RESOURCES
(Continued):**

MEM-042780.0: “2018 Special Education Summer Session Extended School Year (ESY) Sites, Programs, and Feeder Schools,” Division of Special Education

MEM-042779.0: “2018 Operational Procedures for Extended School Year (ESY) Special Education Programs and Services,” Division of Special Education

REF-5276.1: “Guidelines for the Individualized Education Program (IEP) Team When Students with Disabilities are Being Considered for ESY (ESY) Programs and Services,” November 1, 2010.

REF-6325.0: “Annual Reporting of SESAC Data and Program Support Assignments Using the Welligent Integrated System for District-operated and Charter-operated Schools,” July 14, 2014.

ASSISTANCE:

For assistance or further information, please contact Rubén Díaz, Assistant Director, via email at ruben.x.diaz@lausd.net, or Brenda Martinez, Specialist, via email at bun8979@lausd.net or at the contact information below:

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