



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Special Education Summer Session Extended School Year (ESY) Manual

**NUMBER:** REF-063500.0

**ISSUER:** Beth Kauffman, Associate Superintendent  
Division of Special Education

**DATE:** February 22, 2019

**ROUTING**

All Schools  
Local District Superintendents  
Local District Administrators of Operations  
Local District Instructional Directors  
Local District Special Education Administrators  
School Site Administrators  
Special Education Teachers  
Special Education Paraprofessionals  
Classified Staff  
Food Services  
Human Resources  
Personnel Commission  
Transportation

**PURPOSE:** The purpose of this reference guide is to inform District staff of a new online ESY Manual which provides School and District staff with policies, guidelines, timeline, and staff responsibilities related to Special Education Summer Session Extended School Year (ESY).

**MAJOR CHANGES:** This is a new reference guide informing District staff of a new online ESY Manual which contains information related to Extended School Year (ESY).

**INSTRUCTIONS:** In January 2019, the District published the new online ESY Manual which can be accessed on the Division of Special Education Operations’ website, in the Extended School Year section at <https://achieve.lausd.net/Page/10835>. The online ESY Manual serves as the District’s primary resource for ESY policies, procedures, and guidelines, and includes links to memoranda, reference guides, and bulletins.

The components of the online ESY Manual includes the following:

1. Extended School Year Fact Sheet
2. Background
3. Student Eligibility (Bul.-059905.0)
4. ESY Sites, Programs, and Feeder Schools
5. Employment Opportunities
6. ESY Enrollment



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### **INSTRUCTIONS (Continued):**

7. School of Attendance (SOA) Roles and Responsibilities
8. ESY Transportation Service
9. Instructional Programs
10. ESY Preparatory Activities
11. ESY Operation Procedures – Staffing (ESY Principal Responsibilities)
12. Program Support (Special Education Assistant/HCA)
13. ESY Operation Procedures – Organization (ESY Principal Responsibilities)
14. ESY Closing Procedures
15. Offices and Contacts
16. Related Resources
17. Attachments

Electronic updates of the various sections of the online ESY Manual will be made as appropriate.

### **RELATED RESOURCES:**

BUL-059905.0: *Guidelines for Individualized Education Program (IEP) Teams when Students with Disabilities are Being Considered for Extended School Year (ESY) Programs and Services*, October 23, 2018

Online Extended School Year Manual

Special Education Electronic Policies and Procedures Manual (e-PPM),  
Extended School Year (ESY) Services

### **ASSISTANCE:**

For assistance or further information please contact Ruben Diaz, Assistant Director, via email at [ruben.x.diaz@lausd.net](mailto:ruben.x.diaz@lausd.net), or Jeff Chen, Coordinator, via email at [jchen2@lausd.net](mailto:jchen2@lausd.net), or at the contact information below:

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