



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Special Education Summer Session
Extended School Year (ESY) Manual 2020

NUMBER: MEM-088302

ISSUER: Anthony Aguilar, Chief of Special
Education, Equity and Access
Division of Special Education

DATE: February 28, 2020

ROUTING
 All Schools
 Local District Superintendents
 Administrators of Operations
 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 memorandum is to inform District staff that the online ESY Manual has been updated to reflect information for the 2020 ESY session. This manual provides school and District staff with policies, guidelines, timelines, and staff responsibilities related to Special Education Summer Session Extended School Year (ESY).

This is a policy of California Code of Regulations, Title 5, Section 3043(d) states that, “Extended school year 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: In January 2020, the District updated the 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 ESY Manual serves as the District’s primary resource for ESY policies, procedures, and guidelines. The components of the ESY Manual include the following:

- ESY Fact Sheet
- Background
- Student Eligibility



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- ESY Sites, Programs, and Feeder Schools
- Employment Opportunities
- Staff Selection
- ESY Enrollment
- School's (RSY) Roles and Responsibilities
- ESY Transportation Service
- Instructional Programs
- ESY Preparatory Activities
- ESY Operation Procedures – Staffing
- ESY Operation Procedures – Organization
- ESY Closing Procedures
- Offices and Contact Information

Electronic updates of the various sections of the ESY manual are implemented as appropriate.

RELATED RESOURCES:

Extended School Year Manual 2020

LAUSD Special Education Electronic Policies and Procedures Manual (e-PPM); [Extended School Year \(ESY\) Services](#)

REF-063500.0: "Special Education Summer Session Extended School Year (ESY) Manual," February 22, 2019

BUL-059905.0: "Guidelines for IEP Teams When Students with Disabilities are Being Considered for ESY Programs and Services," October 23, 2018.

ASSISTANCE:

For assistance or further information, please contact Jeff Chen, Coordinator, jchen2@lausd.net, or Oscar Rodriguez, Coordinator, oscar.x.rodriguez@lausd.net.

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