

# Extended School Year (ESY) 2020

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# OBJECTIVES

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- To identify and review information and updates for the planning of ESY 2020

# ESY UPDATES

ESY Information available on our Operations Website:

<https://achieve.lausd.net/Page/10835>

***\*ESY website is under construction and will be fully updated by the end of February***



## EXTENDED SCHOOL YEAR (ESY) 2019-2020

June 29-July 24

### ESY APPLICATION WINDOW

Administrators: February 3, 2020 -February 28, 2020  
Teachers and Paraprofessionals: March 2, 2020-April 2, 2020  
Clerical: April 1, 2020-ongoing



Employment Application available at <https://summer.lausd.net>

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ESY HOURS: Elementary: 8:00am-12:20pm  
Secondary: 9:00am-1:20pm  
Special Ed. Centers: 8:00am-12:20pm




Please visit the Special Education Division, Operations website: [www.sped.lausd.net](http://www.sped.lausd.net) for upcoming ESY Information or call 213-241-6701 for questions related to ESY.

*\*Dates, times and location may be subject to change due to funding and student enrollment.*

# ESY Parent Confirmation Letter (PCL)

**FEBRUARY 2020**

- Parent Confirmation Letters will be sent home (SPED Ops)
- Parent Confirmation Letters will be sent home to all students eligible for ESY as of January 23, 2020
- Schools need to generate all letters for newly ESY eligible students as of January 24, 2020



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**DIVISION OF SPECIAL EDUCATION**  
 333 South Beaudry Avenue Los Angeles, CA 90017  
 Office: (213) 241-6701 • Fax: (877) 339-2684

Date and time this form was returned to school

**DATE**

LAUSD Parent/Guardian  
 (Student Address)

Dear Parents/Guardian of,  
 (Student Name)

The purpose of this letter is to remind you of your child's Extended School Year (ESY) eligibility per current, active, Individual Education Program (IEP). (Student Name), currently attending... (SCA) is eligible to participate in the upcoming summer ESY program from... (ESY Dates) to... (ESY Dates), at... (ESY Site). If your child becomes ineligible for ESY and/or transportation services per new active IEP this letter will no longer be valid.

ESY site and transportation route may be subject to change.

As we plan ESY, it is important that LAUSD has the most up-to-date and accurate student information.  
 Please confirm at Parent Portal <https://achieve.lausd.net/Page/10470>

1.	Will (Student Name) be participating in the summer ESY Program? If "Yes", please answer all of the questions below.	☐ Yes ☐ No
	If "No", will the student be attending other summer program? If marked "NO" Please skip to the bottom of the page. Sign, date, and return this form to school.	☐ Yes ☐ No
2.	Is the student address correct as indicated above? If "No", please update new information at the student's school of attendance.	☐ Yes ☐ No
3.	Is the emergency/family contact information correct? (Person 1) (Person 2) If "No", please update new information at the student's school of attendance.	☐ Yes ☐ No
4.	Your child is eligible per active IEP for ESY (transportation type) transportation; do you wish to utilize District transportation services? Option 1: ☐ Yes, I will need "pick up" and "drop off" District transportation services Option 2: ☐ Yes, I will need only "pick up" District transportation services Option 3: ☐ Yes, I will need only "drop off" District transportation services	☐ Yes ☐ No
5.	If your child is eligible for Home to School ESY transportation, is the transportation pick up and drop off address correct? (Pick up address from PURL) (Drop off address from PURL) If incorrect for the ESY period, please write in correct address.	☐ Yes ☐ No
<p><i>Note: All changes are subject to verification and may result in a change of ESY site. If student's school of residence is hosting ESY, transportation may not be available. To ensure that District transportation is available the first day of ESY, all updates must be made before the second Friday in May. For students eligible for transportation, a follow-up letter will be mailed to the student's home address, reflecting pick-up and drop-off times in early June.</i></p>		
6.	Is the "Transportation Release to" information correct? If "blank", please add "Transportation Release to" person(s) Below. "Transportation Release to" person must be 18 and over. (Person 1) (Person 2) (Person 3) (Person 4) If "No", or you would like to add "Transportation Release to" person, please update.	☐ Yes ☐ No
<p>Student qualifying for school-to-school transportation will be released to person(s) listed above unless you select option below:                  ☐ (Only 3<sup>rd</sup> grade and up) Yes, my child has my permission to walk home if eligible for school-to-school transportation.</p>		
Parent/Guardian Name		Signature
Telephone Number		Date

Please confirm at Parent Portal <https://achieve.lausd.net/Page/10470> or submit this form to your school. If you have any questions related to ESY, please contact your school of attendance or call Special Education School and Family Support Services at (213)241-6701.

Best Regards,

# ESY PARTICIPATION

*FEBRUARY 2020*

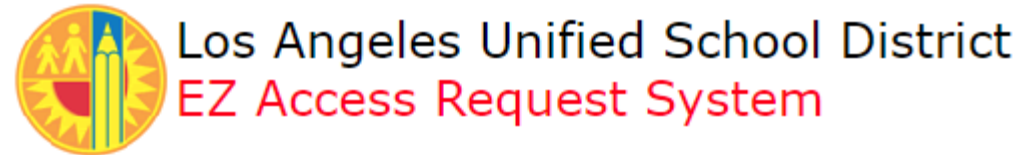
- Parents have 2 options to confirm their students ESY participation
- **Option 1:** Confirm online via the Parent Portal
  - If confirmation is done via the Parent Portal no further action is required from the school site
- **Option 2:** Confirm by submitting a PCL to the school site
  - If this option is chosen by parent school site must finalize enrollment via the EZ Access ESY Portal
- ***May 17, 2020*** Parent Portal and EZ Access Portal will close for ESY confirmation

## OPTION 1



<https://parentportalapp.lausd.net/parentaccess/>

## OPTION 2



<https://ezaccess.lausd.net/login.aspx?ReturnUrl=%2fLAUSD.aspx>

# ESY 2020 ENROLLMENT PROCESS

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## **FEBRUARY 2020**

- ESY Confirmation Begins
  - Schools use (ESY Portal in EZ Access) to confirm and finalize enrollment

May 17, 2020 ESY Portal (EZ Access) will close

- June 26, 2020 - ESY late enrollment for students on site
- June 29, 2020 - First instructional day for ESY



Los Angeles Unified School District  
EZ Access Request System

You are currently not logged in



EZ Access - Main Menu

Please click on the application that you would like to complete.

[Account Request For LAUSD Employees](#)

[LAUSD Employees](#)

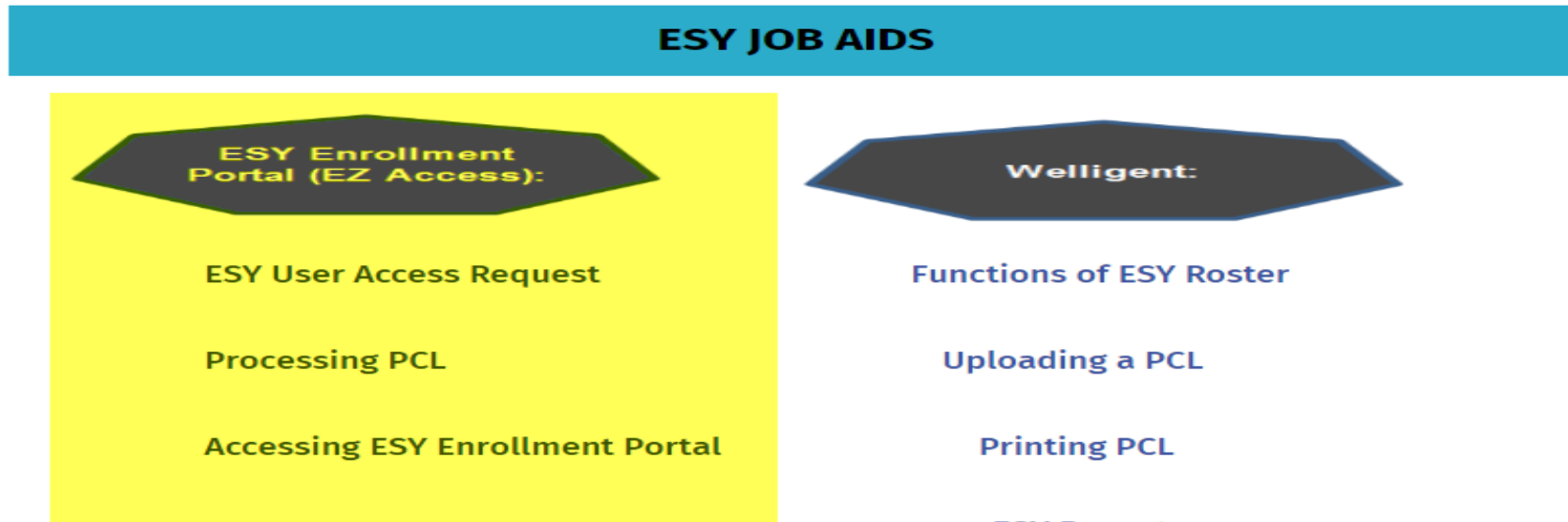
[EZ Access For LAUSD Central Office Administrators](#)



# HOW ARE YOU GRANTED ACCESS TO EZ-ACCESS

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EZ –Access job aid available at <https://achieve.lausd.net/Page/10835>



# WELLIGENT ESY ROSTER

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Welligent ESY Roster job aid available at <https://achieve.lausd.net/Page/10835>

## ESY JOB AIDS

**ESY Enrollment  
Portal (EZ Access):**

ESY User Access Request

Processing PCL

Accessing ESY Enrollment Portal

**Welligent:**

Functions of ESY Roster

Uploading a PCL

Printing PCL

ESY Reports



# Generating a Parent Confirmation Letter

The screenshot shows the 'Special Ed Service Center' interface for the 'ESY Roster'. The top navigation bar includes 'Student Search', 'Welligent', 'Reports', 'My Alerts', and 'Log Out'. The user is logged in as 'Phil Guillermo!'. The page title is 'ESY Roster'.

Four numbered callouts provide instructions:

- 1) Select the student by checking the box**: Points to the selection checkbox in the first row of the table.
- 2) On the Eligibility Letter, enter the date**: Points to the 'Eligibility Letter' date field, which contains '23-Jan-2020'.
- 3) Select Save**: Points to the 'Save' button.
- 4) Select Print Letters, then pick the letter you want to generate**: Points to the 'Print Letters' dropdown menu, which is open and shows options: 'Eligibility Letter English', 'Eligibility Letter Spanish', 'Welcome Letter English', 'Welcome Letter Spanish', and 'Print Screen'.

The form includes fields for 'ESY School Period' (ESY 19-20), 'Refresh', 'ESY Period' (ESY 19-20), 'District', 'Curriculum', 'Program', 'Grade', 'Student Name', 'Student ID', 'RSY School', 'ESY School', 'Eligibility Letter', and 'Welcome Letter'. There are also checkboxes for 'Show Eligibility Letter blank' and 'Show Welcome Letter blank'. A search and clear button are present for the letter selection.

The table below shows a list of students with columns for selection, Student, Student ID, Grade, Prog, Curr, Eligibility (ESY, Trans), Decisions (ESY, Trans), RSY School, ESY School, Eligibility Letter Date, Welcome Letter Date, and OPS/OR.

	Student	Student ID	Grade	Prog	Curr	Eligibility	Decisions	RSY School	ESY School	Eligibility Letter Date	Welcome Letter Date	OPS/OR	
						ESY	Trans	ESY	Trans				
<input checked="" type="checkbox"/>	GE					Yes	Yes H/S		H/S	WISH ACADEMY HS (8356)	REVERE MS (8356)		<input type="checkbox"/>

# UPLOADING A PARENT CONFIRMATION LETTER

Special Ed Service Center

ESY Roster

Welcome back, Jason Rosales!

ESY Roster

Export Letters Data Export All Print Letters

ESY School Period: ESY 19-20 Refresh ESY Period: ESY 19-20 Period Status: Pending Period Start: 29-JUN-2020 Period End: 24-JUL-2020

District: Select District Student Name: Student ID: RSY School: Select RSY School ESY School: Select ESY School

Curriculum: Select Curriculum Student ID: ESY: Select Eligibility Letter: Welcome Letter: Welcome Letter

Program: Select Program RSY School: Select RSY School Trans: Select

Grade: Select Grade ESY School: Select ESY School

Eligibility Letter: Show Eligibility Letter blank

PK 1st ESY Grade 6 ESY Grade 7-8 ESY Grade 9-12 DHH VI

Search Clear Save

1. Select Your Filters

Filter ESY Eligibility YES

2. Click Search

3. click on the paper clip

Click on paper clip to upload signed PDF of PCL

Total Record Count: 1

Records Per Page: 100 Prev 1 Next

	Student ID	Grade	Prog	Curr	Eligibility		Decisions		RSY School	ESY School	Eligibility Letter Date				Welcome Letter Date	OPS/OR
					ESY	Trans	ESY	Trans			BEH	HS	LI	AT		
		K	AUT	GE	Yes	Yes H/S		H/S	MAYBERRY ST EL (5205)	DAYTON HEIGHTS EL (3356)						
	Address	Family Contact	SOR	Release To	Pickup	Drop	Trans Special	BEH	HS	LI	AT	SMTI				

# ESY EMPLOYMENT REMINDERS

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- Feb 28, 2020 ESY Administrator application window closes
- April 2, 2020 - Confirmation deadline for Continuity purpose
- April 2, 2020 - Teacher and Paraprofessional application closes
- ESY 2020 Teacher selection begins
- Appointment of ESY 2020 Principals

***All summer employment opportunities, including ESY employment applications , are ONLY processed through [summer.lausd.net](http://summer.lausd.net)***

# ESY ELIGIBILITY : BUL 059905.0

<b>ESY Eligibility Criterion:</b>	<b>Guiding Question:</b>
Criterion 1:	As a result of school breaks, has a student with disabilities demonstrated a significant regression (beyond typical regression experienced by students without disabilities) corresponding with limited recoupment capacity?
Criterion 2:	As a result of school breaks, has the student with severe disabilities demonstrated a loss of critical skills and/or the ability to access the alternate curriculum? Will the loss of these skills increase dependency on future caretakers and reduce the ability for the student's inclusion with nondisabled individuals?
Criterion 3:	Does the student with disabilities have documented special circumstances and/or other factors demonstrating the need for ESY, as determined by the IEP Team?

# ONE WAY TO GET BUL 059905.0 AND FILLABLE FORM (ESY Consideration Worksheet)

The image shows a screenshot of the Los Angeles Unified School District website with several navigation steps highlighted by blue boxes and arrows:

- 1 Division of Special Education**: Points to the 'Operations Home' link in the left sidebar.
- 2 Operations**: Points to the 'Extended School Year (ESY) 2019' link in the sidebar.
- 3 Extended School Year**: Points to the 'Extended School Year (ESY) 2019' content block on the main page.

On the right side of the page, there is a 'Documents' section with a search criteria form and a list of attachments:

**Search Criteria**

Document Description:

Uploaded Between:  and

**Attachments(194)**

View	Description
	7A_YA_(NPS_ESYRSY)_2018_2019_CALENDAR_TEMPLATE_1
	BUL 059905.0 ATTACHMENT A ESY ELIGIBILITY WORKSHEE

A detailed view of the 'BUL 059905.0' policy is shown in a separate box:

**BUL 059905.0**

**POLICY**

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

- **ESY Eligibility Worksheet - Fillable (Att. A)** ← **Attachment A**

**MEM-XXXX: Extended School Year Procedures (Under Construction)**

ESY SCHOOLOGY ACCESS CODE

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**8MCQV-HNVK2**