



ESY REMINDERS/IMPORTANT DATES



Date	Task	For more details related to Special Ed please contact: 213-241-6701 or send an email to...
<ul style="list-style-type: none"> January 2019 (Week 4) 	ESY Manual 2019 Publication	SPED Operations (x6701)
<ul style="list-style-type: none"> February 2019 (Week 1) 	*ESY Staff application opens via summer.lausd.net . *RoboCall/Blackboard Connect sent a reminder to parents about ESY enrollment. *Parent Confirmation Letter sent home <ol style="list-style-type: none"> ESY Parent Confirmation Letters are sent home to any students who are eligible for ESY service on or before Jan 29th. Exceptions are students with corner stops, magnets, and address mismatches. ESY Enrollment Confirmation Begins <ol style="list-style-type: none"> Parents through Parent Portal. School processing hard copies through ESY Enrollment Portal. 	SPED Operations (x6701)
<ul style="list-style-type: none"> February 2019 (Week 2) 	*Online Welligent ESY Roster available to schools *Online ESY Job Aids available on sped.lausd.net <ol style="list-style-type: none"> ESY Enrollment Portal (EZ Access) Welligent ESY Portal 	SPED Operations (x6701)
<ul style="list-style-type: none"> March 2019 (Week 1) 	*ESY Principal application period closes. *ESY Reference Guide: Ref. 063500 publication.	SPED Operations (x6701)
<ul style="list-style-type: none"> March 2019 (Week2) 	*RoboCall/Blackboard Connect sent a reminder to parents about ESY enrollment.	SPED Operations (x6701)
<ul style="list-style-type: none"> March 2019 (Week 3) 	*ESY Support Administrative Personnel Interest Survey .	SPED Operations (x6701)
<ul style="list-style-type: none"> March 29, 2019 	ESY Teacher Continuity Date: Teacher hiring for the purpose of Continuity factors ends.	Jeff Chen Jason Rosales Brenda Martinez
<ul style="list-style-type: none"> April 10, 2019 	ESY Principal Meetings #1a: (HR, MiSiS, Welligent, etc.) Location: Leichman Sped Ed. Center 19034 Gault St, Reseda, CA 91335 Time: 9:00 am-12:00 pm	Jason Rosales
<ul style="list-style-type: none"> April 11, 2019 	ESY Principal Meetings #1b: (HR, MiSiS, Welligent, etc.)	Jason Rosales

	<p>Location: Banneker Sped Ed. Center 14024 San Pedro St Los Angeles, CA 90061 Time: 1:00 pm-4:00 pm</p>	
<ul style="list-style-type: none"> • April 10, 2019 	Teacher hiring period begins	Ruben Diaz
<ul style="list-style-type: none"> • May 8, 2019 	<p>ESY Principal Meeting #2a (ESY Operations)</p> <p>Location: Lokrantz Sped Ed. Center 19451 Wyandotte St Reseda, CA 91335 Time: 9:00 am-1:00 pm</p>	Jason Rosales
<ul style="list-style-type: none"> • May 9, 2019 	Paraprofessional selection letter sent to applicants.	Tasha Hardy
<ul style="list-style-type: none"> • May 13, 2019 	<p>*ESY Teacher Pool Opens for Principals to fill vacancies (Priority 1) *ESY Teacher Application Reopens for teachers interested in teaching ESY. *ESY Principals Contact RSY Principal to set up key pick up, classrooms needed, etc.</p>	Ruben Diaz Jeff Chen Oscar Rodriguez Brenda Martinez - E Jason Rosales - C Brandy Spencer - NE Darilyn Little - NW Dolores Kovalessky - W William Wagabaza - S
<ul style="list-style-type: none"> • May 15, 2019 	<p>ESY Principal Meeting #2b (ESY Operations)</p> <p>Location: Banneker Sped Ed. Center 14024 San Pedro St Los Angeles, CA 90061 Time: 12:00 pm-4:00 pm</p>	Jason Rosales Suzy Kim
<ul style="list-style-type: none"> • May 16, 2019 	<p>ESY Virtual Binder available to ESY principals and SAAs</p> <p>ESY “Comprehensive Email” sent to ESY principals:</p> <ul style="list-style-type: none"> • ESY Profile (planning hours) • IMA & Custodial Information • ESY Calendar (Dates and Reminders) <p>*Reminder about MISIS Open House training</p>	Jeff Chen Phil Guillermo
<ul style="list-style-type: none"> • May 17, 2019 	Last day to process transportation for ESY students who have confirmed their participation. Any additional forms received may not have transportation the first day of school.	Jeff Chen Brenda Martinez Jason Rosales
<ul style="list-style-type: none"> • May 17, 2019 	<p>*Last day to receive and process Parent Confirmation Letters (PCL) at the school site.</p> <p>*ESY Parent Portal Closes</p>	Brenda Martinez

<ul style="list-style-type: none"> • May 24, 2019 	IMA and Custodial requisition forms due to SPED Ops via scan email. *Suggestions for Instruction Materials to purchase	Jason Rosales Rondeau, Lela
<ul style="list-style-type: none"> • May 25, 2019 	ESY Nurses Training	Eileen Mitchell
<ul style="list-style-type: none"> • June 1, 2019 (Tentatively) 	ESY Admins & SAAs will be granted access to ESY 2019 MiSiS period .	Ruben Diaz Brenda Martinez Jeff Chen Jason Rosales
<ul style="list-style-type: none"> • June 1, 2019 	*ESY Admins are granted Welligent “Dual Role” access to the ESY 2019 period *MiSiS class sections created for ESY 2019 Period *Begin Creating Welligent class sections for ESY 2019 period	Jeff Chen Brenda Martinez Jason Rosales
<ul style="list-style-type: none"> • June 5, 2019 	Mandatory online Alternative Curriculum training. (myPLN)	Tiffany Sepe
<ul style="list-style-type: none"> • June 12, 2019 	MISIS Open House #2 LD NW Zelzah Office Reseda, CA 91335 6505 Zelzah Ave Bldg 3. (2:00pm - 4:00pm)	Jason Rosales
<ul style="list-style-type: none"> • June 14, 2019 	MISIS Open House #1 (new schedule) Beaudry Building - RM 10-102 (9:00am 11:00am)	Jason Rosales
<ul style="list-style-type: none"> • June 14, 2019 	Confirmation of Instructional material inventory list due back to Maryann. <ul style="list-style-type: none"> • Elementary • Secondary 	Maryann Sullivan
<ul style="list-style-type: none"> • June 19, 2019 	Core Curriculum Training for ESY Principals and ESY Support Specialists. Payroll Z form (Pls download first before use) Widney High School 2302 S. Gramercy Place Los Angeles, CA 90018 8:00AM to 12:00PM	Rondeau, Lela Maryann Sullivan
<ul style="list-style-type: none"> • June 21, 2019 	Optional Curriculum Training for Secondary Core (Mild/Moderate) Teachers Payroll Z form (Pls download first before use) Lanterman High School 2328 St. James Place Los Angeles, CA 9007 Time: 8:00 a.m. – 3:00 p.m.	Rondeau, Lela Maryann Sullivan

<ul style="list-style-type: none"> • June 24, 2019 	<p>Optional Curriculum Training for Secondary Core (Mild/Moderate) Teachers Payroll Z form (Pls download first before use)</p> <p>Location: Beaudry Bldg., 19th Floor Room 123 333 S. Beaudry Ave., Los Angeles, CA 90017 Time: 8:00 a.m. – 3:00 p.m.</p>	<p>Rondeau, Lela Maryann Sullivan</p>
<ul style="list-style-type: none"> • June 25, 2019 	<p>*ESY Portal re-opens for late registrations.</p>	<p>Brenda Martinez Darilyn Little</p>
<ul style="list-style-type: none"> • June 25, 2019 	<p>*Late registration for students at the ESY Site - see preplanning activity below.</p> <ul style="list-style-type: none"> • Enroll students in ESY portal (ezaccess.lausd.net) Request for Ezaccess if needed. • Schedule student in MISIS • Upload ESY form to Welligent ESY Roster • If necessary request ESY transportation via google link. <p>*ESY Principals & SAA First Day</p> <p>*Mandatory 2 hour trainings for teachers and paraprofessionals</p>	<p>Jeff Chen Oscar Rodriguez Brenda Martinez - E Jason Rosales - C Brandy Spencer - NE Darilyn Little - NW Dolores Kovalesky - W William Wagabaza - S</p>
<ul style="list-style-type: none"> • June 26, 2019 	<p>Z-Time forms for ESY Pre-planning hours due (Download form before use)</p>	<p>Oscar Rodriguez Mieisha Woods Katherine Trainor</p>
<ul style="list-style-type: none"> • June 26, 2019 	<p>First instructional day of ESY:</p> <p>*ESY Office staff ensures daily attendance is completed in MISIS</p> <p>*ESY Principals contact SPED Ops support if additional teachers and paraeducators are needed</p> <p>*Absences by HCA are reported by the employee to District Nursing.</p> <p>*Complete School Emergency Information via Google form: http://tinyurl.com/yb2jdgnd</p>	<p>ESY Principals ESY SAAs ESY Office Techs</p> <p>District Nursing: (213) 202-7573</p>
<ul style="list-style-type: none"> • June 28, 2019 	<p>ESY Principals & Support Staff are responsible to ensure all students are correctly enrolled in MISIS. In addition, Welligent Classroom Management reflects the assignments of all teachers, classroom baselines, BII support providers.</p>	<p>ESY Principals ESY Support Providers</p>
<ul style="list-style-type: none"> • June 26 - July 2, 2019 	<p>*ESY Principals ensure the following Emergency procedures are conducted and logged:</p> <ul style="list-style-type: none"> • One (1) regular Fire Drill, • One (1) Earthquake Drill, (Drop/Cover, Hold), 	<p>ESY Principals ESY SAAs</p>

	<ul style="list-style-type: none"> One (1) review of <i>Take Cover or 'Drop', and</i> One (1) review of <i>Lock Down/Shelter-in-place.</i> <p>For support related to this matter please refer to REF. 5803.3.</p>	
• July 3, 2019	ESY Time Reporting.	ESY SAA Payroll Service 213-241-2570
• July 3, 2019	ESY additional material request due (Download forms before use) <ul style="list-style-type: none"> Elementary Secondary 	Maryann Sullivan
• July 4, 2019	Holiday~ 4 th of July: No School	
• July 5, 2019	Unassigned Day: No School	
• July 8-12, 2019	*SECONDARY ONLY: Progress Report Window Complete google form to move LI equipment inventory to 19-20 School Site. http://tinyurl.com/yy2o3w6d	
• July 10, 2019	*ESY Norm Day: ESY Principals are responsible to review enrollment, consolidate classes if needed, complete “ Cancellation of Summer Term Program Assignment. ” (Please contact SPED Ops Liaison or HR specialist before releasing teachers)	
• July 19, 2019	Blanket Semi-Annual Certification Form for Fiscal Year 2018/2019 & 2019/2020 DUE (Total of 2 forms)	
• July 24, 2019	*Last instructional day of ESY *Final report cards and gradebooks due to ESY Principal. Report cards are forward to sending schools. For Elementary and Preschool , upload report cards to ESY Roster.	Jeff Chen Brenda Martinez Jason Rosales
• July 24, 2019	ESY Principals Only <ul style="list-style-type: none"> Last day to complete all closing ESY program electronic certifications Last day to submit all payroll forms Last day to certify ESY attendance Collect all keys Ensure LI equipments are labeled appropriately. 	ESY Principals For LI equipment questions: Jason Rosales Suzy Kim
• July 24, 2019	Overlapping Z time form due Download forms before use (E Basis only)	Oscar Rodriguez Mieisha Woods Katherine Trainor

Suggested Pre-Planning Checklist Prior to ESY:

<p>Transportation Preparation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact ABS (link) <input type="checkbox"/> Buses by Curb Location <input type="checkbox"/> Request most updated Bus Rider List <input type="checkbox"/> List of Riders by teacher <input type="checkbox"/> Bus Route Number /Name (e.g Animals) <input type="checkbox"/> Create tags or name tags for ID purpose (e.g. animals lanyard) 	<p>Waiting Room (new enrollees):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Master Roster <input type="checkbox"/> Download feeder pattern <input type="checkbox"/> ESY supporting web pages <ul style="list-style-type: none"> <input type="checkbox"/> sped.lausd.net <input type="checkbox"/> lausd.net for SOA feeder pattern ID <input type="checkbox"/> Ensure computer access <ul style="list-style-type: none"> <input type="checkbox"/> EZAccess <input type="checkbox"/> MISIS schedule <input type="checkbox"/> Trans google link <input type="checkbox"/> New student enrollee form (English & Spanish) <input type="checkbox"/> Signage 	<p>Staff Preparation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and assign paraeducators allocation sheet to Classroom <input type="checkbox"/> Review and assign paraeducators allocation sheet to Bus Route <input type="checkbox"/> Match BII/Classroom <input type="checkbox"/> Paraprofessional name tags-RM # <input type="checkbox"/> Assign Paraeducators in Welligent
<p>Instructional Materials:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unpack materials <input type="checkbox"/> Fax invoice confirmation forms (elementary & secondary) <input type="checkbox"/> Organize materials <input type="checkbox"/> Signage 	<p>Classes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assign Classrooms <input type="checkbox"/> Create Class List/Master Roster <input type="checkbox"/> Schedule student in MISIS <input type="checkbox"/> Ensure having access to Welligent ESY Roster <input type="checkbox"/> Assigned students and staff in Classroom management 	<p>Directory of Central Office Contacts: (ESY Manual)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SPED Operations <ul style="list-style-type: none"> <input type="checkbox"/> Specialist (Certificated) <input type="checkbox"/> SERC (Classified) <input type="checkbox"/> HR/ District Operations/ Behavior Support/ Transportation/ PK office/ Nursing/ Payroll/ Psych Services.
<p>Opening Day: (orientation)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Folders for teachers <input type="checkbox"/> Agenda <input type="checkbox"/> SW Expectations <input type="checkbox"/> Meeting space <input type="checkbox"/> Locate carts <input type="checkbox"/> Water 	<p>Office:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post Master Roster <input type="checkbox"/> Post buses by location <input type="checkbox"/> Post Holiday <input type="checkbox"/> Emergency forms - blanks <input type="checkbox"/> Emergency forms - book <input type="checkbox"/> Feeder pattern 	<p>Set up meetings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transportation ABS <input type="checkbox"/> Plant Manager <input type="checkbox"/> Cafeteria Managers <input type="checkbox"/> Co-location Principal if necessary (e.g. ELOS principal)
<p>Schoolwide (SW) Positive Behavior Reinforcement: (suggestions)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tickets <input type="checkbox"/> Bags <input type="checkbox"/> Prizes 	<p>Hire: summer.lausd.net</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teachers <input type="checkbox"/> SAA & Office Tech <input type="checkbox"/> Campus Aides <input type="checkbox"/> Review 2019 ESY Summary in Google Link 	<p>Misc:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom signs <input type="checkbox"/> Student Rosters <input type="checkbox"/> Post Schoolwide (SW) expectation <input type="checkbox"/> Manilla envelopes for tags

