



Office of the
State Superintendent of Education

February 16, 2012

RE: Extended School Year (ESY) Services Policy Annual Certification Requirement

Dear Local Education Agency (LEA) Administrators:

The Office of the State Superintendent of Education (OSSE) issued the Extended School Year (ESY) Services Policy on March 10, 2011 to establish state-level standards and criteria for ESY services that are consistent with the Individuals with Disabilities Education Act (IDEA) requirement to provide a free appropriate public education (FAPE) to all students with disabilities. The Policy sets forth both programmatic and administrative requirements designed to ensure compliance with IDEA. I am writing to highlight the certification requirement for ESY services offered during the summer months of the 2011-2012 school year and to issue materials and forms that will assist you in meeting these requirements.

Per the Policy, between the months of December and April of each year, Individual Education Program (IEP) Teams must analyze student-level progress monitoring data using the state-level eligibility framework to make appropriate individualized ESY determinations and designations for every student with an IEP. Every LEA must affirm its participation in IEP Team decisions regarding summer ESY services through an annual certification requirement to OSSE. To meet the certification requirement, LEAs must complete and submit the following documents via email to OSSE.ESYCertification@dc.gov by **May 7, 2012**:

- 1) ESY Location Site Information Form (one per school site where ESY services will be provided)
- 2) SEDS ESY Report (one per LEA, larger LEAs may submit one per school site)
- 3) ESY Student Listing Spreadsheet (one per LEA, larger LEAs may submit one per school site)
- 4) Student Transportation Forms for ESY (one per student)
- 5) ESY Certification Signature Form (one per LEA) – Please note: All LEAs must submit this form, even if no students have been identified for summer ESY services.

To assist your LEA in meeting the certification requirements, we have scheduled an ESY certification webinar on February 23, 2012 from 1:30 to 2:30pm. To register, go to: <https://www2.gotomeeting.com/register/479378194>. It is critical that all certification data is verified for accuracy before submission, as this data enables OSSE to anticipate state level expenses related to nonpublic ESY services and ESY-related transportation services and plan appropriately. Please review the attached ESY guidance FAQ document and supplemental presentation. Any additional questions may be directed to the appropriate program lead listed in the included directories.

Sincerely,

Amy Maisterra
Assistant Superintendent
Division of Special Education
Email: Amy.Maisterra@dc.gov
Phone: (202) 481-3757

Important OSSE Division of Special Education (DSE) Contact Information

Contact	Phone Number	Call About
Grace Chien, Director of Policy	(202) 741-5089	Contact this unit lead with general questions regarding programmatic and administrative policy requirements.
Tara Beaner, SEDS Team Project Manager	(202) 654-6111	Contact this team lead with questions regarding ESY requirements related to SEDS (e.g. generating the SEDS ESY report or student transportation forms).
Yvonne S. Smith, Manager Nonpublic Payment Unit	(202) 741-5996	Contact this unit lead for questions regarding ESY services provided by nonpublic programs.

Important OSSE Department of Transportation (DOT) Contact Information

Contact	Phone Number	Call About
Lisa Davis, ESY Coordinator	(202) 576-5522	Contact the ESY coordinator with general inquiries about ESY transportation services or to check the status of ESY materials that have been submitted.
Parent Call Center	(202) 576-6860	Contact this office with concerns about transportation service, the school bus driver or bus attendant, concerns pertaining to compliance with IEP transportation requirements, or chronic transportation service issues (i.e. chronically late bus routes).
Office of Investigations	(202) 576-5000	Contact this office if a bus is more than 20 minutes late, a student is sick and will not use transportation services, a student has missed services because of transportation problems, to inquire about schedule modifications due to late school opening or early school closing, or to identify a student's regular pick-up and drop-off times.