**ESY Checklist**

If the IEP meeting has already been held for the year:

\_\_\_ The IEP states that the decision for ESY is Yes (If the decision is No or TBD you must amend the IEP)

\_\_\_The Predictive Factors (in the IEP) and/or Data form (found on the ESY website and sent to

[Jennifer\_Anderson3@dpsk12.org](mailto:Jennifer_Anderson3@dpsk12.org) ) is filled out to provide documentation for the need for ESY.

The information you submit must match what the was stated in the IEP as being used for

documentation

\_\_\_\_The student is registered at htps://www.dpsesy.com/ by February 8th

\_\_\_\_ Digital Transportation Form is Filled Out and ESY Program is selected under Form Type. The Form

and the directions for filling it out can be found in the Student Registration Form.

Do this as soon as possible to ensure curb to curb transportation, if the family moves submit a

Digital Transportation Form.

\_\_\_Communicate with the parents any information you receive from Jennifer Anderson

\_\_\_Prepare information and materials to share with the ESY teacher who will contact you after April 18th

\_\_\_Respond to all emails from Jennifer Anderson and Pam Bottolfson to make sure that there are no

hold ups for your student’s registration

If the IEP meeting has not been held for the year:

\_\_\_\_The student is registered at htps://www.dpsesy.com/ by February 8th

\_\_\_\_ Digital Transportation Form is Filled Out and ESY Program is selected under Form Type. The Form

and the directions for filling it out can be found in the Student Registration Form.

Do this as soon as possible to ensure curb to curb transportation, if the family moves submit a

Digital Transportation Form.

\_\_\_Communicate with the parents any information you receive from Jennifer Anderson

\_\_\_Prepare information and material to share with the ESY teacher who will contact you after April 16th

\_\_\_ Hold the IEP Meeting:

\_\_\_\_if the team decides that the student needs ESY indicate in the IEP that the decision

for ESY is Yes and mark what documentation you will be using. If you are using

Predictive Factors fill them out in the IEP.

\_\_\_\_\_If the decision for ESY is No mark No and inform [Jennifer\_Anderson3@dpsk12.org](mailto:Jennifer_Anderson3@dpsk12.org)

that the student needs to be disenrolled, you are now done with the checklist.

\_\_\_If using Data to make the ESY decision you must fill out the Data form (found on the ESY website)

and send it to Jennifer

\_\_\_Inform Jennifer Anderson that the IEP is finalized so that she can review it

\_\_\_Respond to all emails from Jennifer Anderson and Pam Bottolfson to make sure that there are no

hold ups for your student’s registration

Jennifer Anderson [Jennifer\_Anderson3@dpsk12.org](mailto:Jennifer_Anderson3@dpsk12.org)

Pam Bottolfson [Pamela\_Bottolfson@dpsk12.org](mailto:Pamela_Bottolfson@dpsk12.org)