



**Office of the  
State Superintendent of Education**

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April 4, 2012

RE: Documentation of Extended School Year (ESY) Transportation Services in the Special Education Data System (SEDS) for Students Solely Requiring Transportation for Summer ESY Services

Dear Local Education Agency (LEA) Leaders and Special Education Coordinators,

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.

One of the policy requirements is the annual certification process for ESY-related transportation and nonpublic ESY services certification, which produces student data that allows OSSE, LEAs, and nonpublic programs to ensure appropriate planning/staffing, and permits OSSE to anticipate state level expenses related to nonpublic ESY services and ESY-related transportation services.

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 for every student with an IEP. LEAs must then provide two certifications to OSSE by the first Monday in May: 1) a certification of all students requiring ESY-related transportation, and 2) a certification of all students receiving summer ESY programming in nonpublic schools.

Each year, LEAs must make the administrative decision of whether to provide ESY services onsite at each student's regular school year site or at an alternative site. The decision to change the location of services may result in some students requiring ESY-related transportation services who do not require special education transportation services during the school year. For each student requiring ESY-related transportation solely for the purpose of accessing ESY services, LEAs shall complete the ESY services section in the IEP, the student transportation form, and the latch key consent form if applicable, and issue a prior written notice (PWN) specifying the provision of ESY-related transportation services to the parent. Parents must receive the PWN from the LEA at least 30 days before the implementation of ESY-related transportation services. LEAs shall fax both the student transportation form and PWN into SEDS using the blank PWN as a cover sheet. To facilitate the process, OSSE has created a sample PWN for this specific purpose. OSSE has also created a separate fillable student transportation form that will enable users to complete the all necessary student information without accessing the IEP tab in SEDS.

Once the ESY-related decisions are made for all students, LEAs may use the reporting capability in SEDS to ensure that all students listed are categorized appropriately as either requiring ESY services or not requiring ESY services. This feature allows LEAs to crosswalk their master list of ESY students with the generated student transportation forms to make sure that each student who needs ESY-related transportation has a corresponding form. These steps will allow the LEA to meet the administrative requirement of providing OSSE with complete certification materials for both ESY-related transportation

services and nonpublic ESY services, both of which are due to OSSE no later than Monday, May 7, 2012. All certification materials must be sent to: [OSSE.ESYCertification@dc.gov](mailto:OSSE.ESYCertification@dc.gov) .

Please note that the above procedures only apply to cases in which an administrative decision has been made to provide transportation services not otherwise required during the school year, to ensure transportation to the summer ESY service site to which the child has been assigned. All other changes to transportation are not considered administrative and require IEP amendments to document the change in service. Changes via amendment are made using the amendment process located in the Amendment Tab in SEDS and soliciting the parent's signature on the resulting Standard IEP Amendment Form to indicate consent for the proposed change.

Please reference the attached directions for how to complete the appropriate documentation. For further information, please reference the Extended School Year (ESY) Services Policy, Extended School Year FAQ Guidance (February 2012), the latch key consent form, sample PWN, copy of the fillable student transportation form, ESY worksheet and ESY framework included with this letter. All of these materials will also be accessible at the OSSE website online at: [osse.dc.gov](http://osse.dc.gov) under the policy link on the Division's web page. Any additional questions may be directed to the appropriate program lead listed in the included directories.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Maisterra".

Amy Maisterra  
Assistant Superintendent  
Division of Specialized Education

**Important OSSE Division of Specialized Education (DSE) Contact Information**

<b>Contact</b>	<b>Phone Number</b>	<b>Call About</b>
Grace Chien, Policy Director	(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 ( <i>e.g.</i> 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**

<b>Contact</b>	<b>Phone Number</b>	<b>Call About</b>
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>i.e.</i> 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.

