

## Procedure 28

### Extended School Year (ESY)

Extended School Year (ESY) as defined by Minnesota Statutes, section 125A.14 and Minnesota Rules, chapter 3525.0755, is a program available to students whose individualized education program (IEP) requires them to receive special education services during extended school breaks such as during the summer. Students required or recommended through an IEP to participate in ESY are reported on the Minnesota Automated Reporting Student System (MARSS) with a partial record. Students participating in ESY do not generate student membership, Average Daily Membership (ADM) or general education revenue. The records are used for tuition billing.

ESY records should be reported by the district or charter school providing the service. Services contracted from other than a public school are not reported on MARSS, e.g., ESY provided by a program outside Minnesota or in a private care and treatment program, would not be reported on MARSS.

#### ESY Calendar – MARSS A File

ESY records can be reported under a separate site number or can be reported at the site the students attend during the core, required school year. The later can affect tuition billing rates. The Minnesota Department of Education (MDE) prefers that districts and charter schools use a dedicated ESY site so that costs are correctly allocated to the students; however, it is not required. When a district or charter school doesn't have a dedicated ESY site those students' costs are charged to a site with regular school year special education costs. Resident districts that don't have ESY students at that site will pay a higher rate because the costs are increased by the ESY students.

There must be a grade level reported on the MARSS A file for each grade level with one or more ESY student records reported on the corresponding MARSS B student file. If the district chooses to report ESY records under its own site number, there are three options for reporting the calendar information:

- Report "0" in Instructional Days and "0" in Length of Day in Minutes; or,
- Report the same calendar information as the regular core school year in the Instructional Days and Length of Day in Minutes. This will trigger a warning message for excessive days or length of day which can be ignored for an ESY site; or,
- Report the actual number of days in the ESY calendar.

#### MARSS B File

##### Required Data Items

- Serving District Number and Type
- Resident District Number and Type
- School Number

- State Student Identification Number
- Student Name
- Home Language
- Grade
- Special Education Evaluation Status
- Instructional Setting
- Primary Disability
- Special Education Service Hours
- Status Start Date
- Status End Date
- Birth Date
- Gender
- Race/Ethnicity
- State Aid Category (46)
- Transportation District Number (Reporting District Number)
- Transportation District Type (Reporting District Type)
- If a separate site number is used For ESY report zero for:
  - Instructional Days
  - Length of Day in Minutes

## Default Values

- Last Location of Attendance (00)
- Status End code (99)
- Percent Enrolled (000)
- Attendance Days (00000)
- Membership Days (0000)
- Postsecondary Options Indicator (N)
- PSEO High School Hours (0000) (PSEO: postsecondary enrollment options)
- EL Flag (N) (EL: English learner)
- EL Begin Date (00000000)
- Gifted/Talented Participation (N)
- Transportation Category (00)
- Economic Indicator (0)
- Title I Student Indicator (N)
- Homeless Student Flag (N)
- Special Pupils in Care and Treatment (N)
- Independent Study Flag (N)

ESY must be required on the students' IEPs under Minnesota Rules, chapter 3525.0755.

- ESY records cannot overlap with any other enrollment record within the same district unless it is a State Approved Alternative Program (SAAP).
- Grade EC (Early Childhood) and HK (Handicapped Kindergarten) are invalid to report as ESY students. These students are eligible to generate general education revenue between July 1 and June 30. Students ages three through kindergarten must have ESY on the service page of their individualized family service plan (IFSP)/IEP to be eligible to generate student membership during the summer months.

- Special Education Service Hours includes direct and indirect services.
- The ESY records can be ignored when determining the student's Last Location of Attendance (LLA) and status end codes for the enrollment records in the regular school year.

Special Education Service Hours are split according to fiscal year: July 1 through June 30.

- ESY services provided July 1, 2019, through the day before the regular school year starts are reported in Fiscal Year (FY) 2020.
- ESY services provided from the end of your school year through June 30, 2019, are reported in FY 2019.

### *Example*

A student in ESY from July 10, 2019, through August 30, 2019, and is enrolled during the regular school year from September 3, 2019, through June 5, 2020, and is ESY from June 9, 2019, through June 30, 2020, would have three enrollment records; two in ESY and one in the regular school year:

- 07/10/2019 – 08/30/2019 ESY
- 09/03/2019 – 06/05/2020 Regular School Year
- 06/09/2020 – 06/30/2020 – ESY

## **Errors**

### **Error 264**

Occurs when Grade Level EC and HK are reported with a State Aid Category (SAC) 46. EC and HK are invalid for ESY reporting since they are already year round programs.

### **Error 265**

Occurs when the ESY enrollment date is outside of the ESY school year. Example of an ESY school year:

- 07/01/2019 – 09/03/2019
- 05/30/2020 – 06/30/2020

### **Error 266**

Occurs when the ESY record overlaps with any other record within the same district.

### **Error 267**

Occurs when the Special Education Evaluation Status is not equal to 4 or 6 and the SAC equals 46.

### **Error 271**

Occurs if SAC equals 46 and Special Education Service Hours are reported as zero.

Questions on ESY reporting contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).