

ESY REGISTRATION INSTRUCTIONS

1. From the Start Page bring up the student(s) in PowerSchool.
2. Then scroll the left side menu down to **Scheduling** and select the **Summer** link.

To attend Summer Experience or Summer School use the Summer School tab.
To attend ESY use the ESY Registration tab and complete the registration form.

3. Then select the **ESY Registration** tab.

Summer School ESY Registration

Summer School
(High School Students Only. For ESY Registration, click ESY Registration tab.)

Summer School Indicator

Note for Summer School Admin

4. **If student will not be attending** click **No** and **Submit**. Nothing further is needed.

Summer School ESY Registration

ESY Registration

IEP	Yes
ESY Indicator	Unassigned
ESY Eligibility	Eligible
Attending ESY	<input checked="" type="radio"/> Yes <input type="radio"/> No

ESY Registration

5. **If the student is attending**, click the blue **ESY Registration** button and complete the registration form.

New this year – there is a button to indicate whether or not the student will participate On-Line or In-person. This information is required.

YOU ARE REQUIRED TO COMPLETE ALL FIELDS ON THE REGISTRATION FORM. THE FORM WILL NOT 'SAVE' UNLESS ALL FIELDS ARE COMPLETED. The last field '*Currently Receiving SpEd Transportation*' is completed by the SpEd office.

6. **CASE MANAGER INFORMATION** - The first section of the registration form shows the students' home address, school of residence and case manager information. Input information is specific to the case manager or teacher, not the student.

Case Manager	<input type="text"/>
Case Manager Classification/Credential	<input type="radio"/> MM (Mild/Moderate) <input type="radio"/> MS (Mod/Severe)
Case Manager Email Address	<input type="text"/>
Case Manager Phone Number	<input type="text"/>

7. **CURRENT IEP SERVICES** - This information will help determine where the student should be assigned.

Current IEP Services	
Student Classification	<input type="radio"/> MM (Mild/Moderate) <input type="radio"/> MS (Mod/Severe)
Program Classification	<input type="checkbox"/> DHH <input type="checkbox"/> MPC <input type="checkbox"/> PH <input type="checkbox"/> VI <input type="checkbox"/> N/A (One
Primary Disability	Autism
SLP Services	<input type="radio"/> Yes <input type="radio"/> No
APE Services	<input type="radio"/> Yes <input type="radio"/> No
OT Services	<input type="radio"/> Yes <input type="radio"/> No
PT Services	<input type="radio"/> Yes <input type="radio"/> No
CAPA/CAA	<input type="radio"/> Yes <input type="radio"/> No
HNS/SPHCS	<input type="radio"/> Yes <input type="radio"/> No
1:1 on IEP	<input type="radio"/> Yes <input type="radio"/> No
1:1 Services By	<input type="radio"/> SEA <input type="radio"/> SET <input type="radio"/> SEBT

Program Classification is important. If the student is **NOT** DHH (Deaf/Hard of Hearing), MPC (Medically Fragile), PH (Physically Handicapped), or VI (Visually Impaired) please select N/A. Early Childhood designation is not required, as we are also placing students based on their grade level.

Common question: What is HNS/SPHCS? This refers to Health or Nursing Services.

8. TRANSPORTATION SERVICES

A. Keep in mind, all students get transportation for ESY, with the following exceptions: (this applies to those students who ARE NOT currently being transported through Special Ed services.)

1. If their school of residence **IS** hosting ESY, transportation will not be provided.
2. Students who choose to attend a site other than the one assigned by Special Ed, transportation will not be provided. This is considered a 'Choice' assignment, therefore, no transportation is offered.

B. For students who ARE currently being transported through Special Ed during the school year, their transportation will continue during ESY. For ESY the pickup and drop off locations will be to and from the current service address.

C. For students currently riding the bus through Special Ed services

If the student is currently receiving Special Ed-funded transportation, select **No** for *AM and PM pick up/drop off* and enter the current bus service pickup/drop off address. (Parent should provide this information, or you can get it from the bus manifest, ask your site staff for this information). **NO indicates the student will use his/her current bus service address.**

D. For students not currently riding the bus

If the student is not currently riding the bus through Special Ed, select **Yes** for *AM and PM pick up/drop off*. Their pickup and drop off will be at their school of residence (see Neighborhood School on this form). **YES indicates pick up/drop off at their Neighborhood School.**

Transportation Services			
Neighborhood School	Madison High		
A.M. Pick Up at Madison High	<input checked="" type="radio"/> Yes <input type="radio"/> No		
A.M. Pick Up Address if Other than Neighborhood School	Street	City	Zip
P.M. Drop Off at Madison High	<input checked="" type="radio"/> Yes <input type="radio"/> No		
P.M. Drop Off Address if Other than Neighborhood School	Street	City	Zip
Student Must Be Met (MBM)	<input type="radio"/> Yes <input type="radio"/> No		
MBM By Whom	Name	Title	
Bus Monitor on IEP	<input type="radio"/> Yes <input type="radio"/> No		
Bus Monitor or Nurse Needed	<input type="radio"/> Monitor <input type="radio"/> Nurse <input type="radio"/> N/A		
Equipment Needs	<input type="radio"/> Wheelchair <input type="radio"/> Car Seat <input type="radio"/> Harness <input type="radio"/> N/A		
Currently Receiving SpEd Transportation	<input type="radio"/> Yes <input type="radio"/> No		

The last field 'Currently Receiving SpEd Transportation' is not completed by the teacher, it is for the SpEd office.

9. When complete click Submit.



10. Once submitted, the assignment will be made and no changes can be made by the site. If changes to the registration form are needed, contact Naomi Lewis, nlewis1@sandi.net.

11. Once the student(s) is assigned by the Special Ed office, ESY site assignment is indicated on the **ESY Registration** tab.

Summer School	ESY Registration
ESY Registration	
IEP	Yes
ESY Indicator	SS Sherman Elementary
ESY Eligibility	Eligible
Attending ESY	<input checked="" type="radio"/> Yes <input type="radio"/> No

If you are not able to access the ESY registration form you may need additional access. Please contact Naomi Lewis, nlewis1@sandi.net.