*(revised 06/2021)*

**MOREHOUSE PARISH SCHOOL BOARD**

**Special Educational Services**

 **ESYP Due Process Checklist: 2021-2022 School Year**

**Student: School: Teacher:**

|  |  |  |
| --- | --- | --- |
|  **ACTION REQUIRED** | **DATE COMPLETED** | **COMMENTS** |
| 1. Screening Activities (between March 1, 2022 – March 30, 2022) |  |  |
| 2. Instructional team meets to determine eligibility.\* (Last day – March 30, 2022) |  |  |
| 3. If **NOT** eligible, date parent notified by non – eligible letter. Photocopies of the  department mandated forms related to the eligibility criterion used for  screening MUST be enclosed in the notification. (Must be sent between April 9 –  20, 2022) |  |  |
| 4. If eligible, date parent notified of eligibility decision.  (Letter of eligibility mailed to parent between March 9 – April 20, 2022)   | 1st Notice |  |
| 5. If eligible, date parent notified of ESY IEP committee meeting. If no response from parents, indicate two other methods contacted and give dates.  (Between March 26 – April 13, 2022) | 2nd Notice |  |
| 3rd Notice |
| 6. Date of ESY IEP committee meeting.  (Must be conducted between April 16– May 4, 2022)  |  |  |
| 7. Date parent approved of ESY Plan. \*\*If parents refuse ESY services, indicate  “Refused Services" in the comments section and date. |  |  |

**\* Data submitted by the instructional team members for the determination of eligibility must be retained
 by the teacher with IEP authority and the data maintained in the IEP Folder.**

**\*\* When parents refuse ESY services indicate on this form why they refused and send a copy of this form to
 the Supervisor of Special Education immediately.**

 **How and when were parents given a copy of the procedural safeguards**? *During the IEP meeting*

 **How and when were parents given the ESYP Fact Sheet**? *During the IEP meeting*

 **Comments**:

 **Teacher’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAINTAIN ORIGINAL COPY OF THIS DOCUMENT WITH ESYP DATA IN THE STUDENTS' IEP FOLDER.**

***SEND A COPY TO THE SUPERVISOR ONLY IF ESY SERVICES REFUSED*.**