

To: Certified Special Education Staff
From: Annette Hyde, Executive Director of Special Education
Date: February 16th, 2026
Re: Extended School Year Services

It's that time of year again when we need to start thinking, planning, and finalizing ESY Services. According to [Iowa IDEA Information \(i3\)](#), it is recommended that ESY decisions are made 60 days prior to the end of the school year to allow parents time to appeal the decision. There will be unique situations when this timeline is not possible. Given we are a bit behind in establishing our procedure this year, please work to have these conversations as soon as possible. **Friday, April 3rd**, is the deadline for submitting ESY recommendations for AEA services to your regional administrator by completing this new [Google Form](#). IEP teams will need to complete the ESY Plan within the ACHIEVE system.

Staff should complete as much of the Plan as they can prior to the ESY and provide copies for the parent and the LEA files. At the end of ESY, under the IEP progress monitoring section, click the Enter Progress and Reporting to Family button, document pertinent information under the overall status summary and click Finalize and Create Report. Share the report with parents. Admin Assistants will not track AEA ESY paperwork.

For LEA staff, the expectation is that they will share the IEP graph data with parents at or around the 9-week mark which is typically parent/teacher conference time. Admin assistants will not track LEA ESY paperwork.

The ESY narrative from Iowa IDEA Information (i3) is linked [here](#). You will need to scroll down the page to the section for ESY. Updated guidance from the Department of Education are attached. Please review the i3 narrative and use the Guide for Consideration form as you have in the past.

Please keep the following in mind:

- It is inappropriate and illegal to tell parents that “ESY will not be provided because I (you) don't work during the summer,” or that a particular summer school schedule is the only option for their child. Our legal obligation is to the student as defined by the IEP, and we will provide or arrange those services accordingly.
- IEP teams are not bound by the recommendations of “outside experts” (that parents or staff may present as necessary) or parental unilateral demands for services, such as year-round programming or X number of hours of programming per week.
- ESY services do not necessarily have to be the same as the services provided during the regular school year.

Again, the deadline for submission of ESYS recommendations to your regional administrator via the [Google Form](#) is **Friday, April 3rd**. Thank you.