

To: ANW Coop Staff From: Anne Brewer, ESY Coordinator
Date: March 28, 2011

Re: Extended School Year @ Fairfield

ESY will be at Fairfield school again this year. I will again be coordinating the program. Please notify via coop email (abrewer@anwcoop.com) with a tentative list of your students attending ESY by April 7th to assist in hiring paraprofessionals.

Student enrollment forms and student eligibility forms are also attached. Please print off as many as you need. Each student attending must have the completed forms. Completed forms should be sent to **Anne Brewer, Chanute Elementary School no later than April 30th.**

This year I will be visiting the student's classrooms prior to ESY to allow for program continuity. **Please contact me at CES 620-432-2530 to schedule the classroom visitation.**

The extended term will be for four weeks in June from 8:00 a.m. to 11:00 a.m. The dates are: (Tues.- Friday) June 7th - 10th

This will allow staff development on Mon. June 6th

(following weeks are Mon. thru Thurs.)

June 13th - 16th

June 20th - 23rd

June 27th - June 30th

Responsibilities of the primary teacher:

- Complete the eligibility and enrollment forms for each student.
- Compile materials and supplies for the student's program (include devices the student needs).
- Send a hard copy of the IEP to Anne Brewer at Chanute Elementary, along with the last progress update. BE CERTAIN TO INCLUDE THE CURRENT FBA/BIP AND HEALTH CARE PLAN IF APPLICABLE.
- **List 5 re-enforcers and 5 preferred activities for each student.**
- Arrange for pick up of materials with Alex prior to May 20th.

All student materials and devices must be at the Coop Central Office by May 20th. Please call Alex to arrange for pickup prior to May 20th. (Prior arrangement is mandatory because of the heavy volume of pickups at the end of the school year. Regular van routes are filled to capacity at the end of the school year.) If prior arrangements are not made, you will be responsible for transporting materials and devices before the student attends summer school.

Only students meeting the criteria and having ESY noted on the IEP are eligible for these services. If you have any questions, please call Anne Brewer @ 432-2530 (CES) or 7173785 (blackberry) Thank-you.