

**EXTENDED SCHOOL YEAR
(ESY)
TRACKING PROCEDURES**

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ANTELOPE VALLEY UNION HIGH SCHOOLS

Extended School Year Tracking procedures

- Student applications and transportation forms for Extended School Year will be distributed and collected by caseload teachers.
- A combined list of received applications and transportation forms will be compiled.
- A query will be completed, identifying those who qualify for ESY. This query will be compared to the list of received applications/forms.
- Students without returned applications/forms:
 - Parent/guardian will be contacted (phone or mail). Documentation of conversation/letter will be kept by teacher.
 - Application/form will be sent out again if necessary.
- Tracking form of all contacts/efforts will be kept by teacher. A copy will be given to administration

**AVUHSD
WORKSHEET / ROSTER**

Extended School Year 20__ - 20__

Subject _____

School _____

Teacher _____

Room _____

	Student	Phone #	Grade	DIS Services Frequency & Duration	Date ESY application and health card sent home	Date ESY transportation form sent home	Date ESY application and health card returned	Date ESY transportation form returned	Date student first showed up for ESY	Phone call why not in attendance date & time	Message left or name of person contacted / phone call	Date Letter sent home if couldn't contact by phone
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