

User Reference: Extended School Services (ESS)

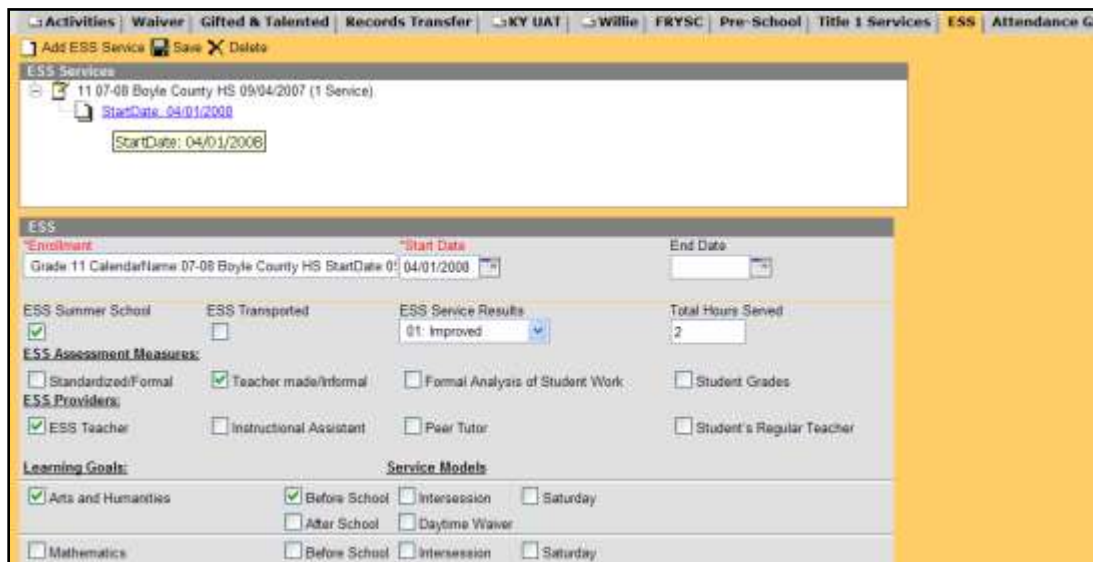
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The Extended School Services (ESS) program is a proactive program designed to assist individual students who are having difficulty in one or more content areas. ESS funds are allocated to every district for the purpose of operating a program for students having short- or long-term academic difficulties.

ESS

Path: Student Information > General > ESS

ESS programs offer extra instructional time outside regular school hours and may take a variety of formats, including after school or before school programs, evening sessions, Saturday learning opportunities, summer programs and/or intersessions.



The screenshot shows the ESS form in the Infinite Campus system. The form is titled "ESS Services" and includes the following fields and options:

- ESS Services:** 11 07-08 Boyle County HS 09/04/2007 (1 Service)
- Start Date:** 04/01/2008
- ESS Enrollment:** Grade 11 CalendarName 07-08 Boyle County HS StartDate 01/04/2008
- ESS Summer School:**
- ESS Transported:**
- ESS Service Results:** 01: Improved
- Total Hours Served:** 2
- ESS Assessment Measures:**
 - Standardized/Formal
 - Teacher made/Internal
 - Formal Analysis of Student Work
 - Student Grades
- ESS Providers:**
 - ESS Teacher
 - Instructional Assistant
 - Peer Tutor
 - Student's Regular Teacher
- Learning Goals:**
 - Arts and Humanities
 - Mathematics
- Service Models:**
 - Before School
 - After School
 - Intersession
 - Daytime Waiver
 - Saturday

A student should not have multiple ESS records. All information related to the ESS program should be included in one record.

It is recommended that users review ESS records throughout the school year for correct data entry.

ESS Data Elements

Term	Definition
Enrollment	Selected enrollment for which student is participating in ESS services.
Start Date	Start date of involvement in program.
End Date	End date of involvement in program.
ESS Summer School	Selection marked if student is enrolled in summer school.
ESS Transported	Selection marked if student is transported for ESS program.
ESS Service Results	Results of student participation in ESS program. 01: Improved 02: Did not improve 03: Sustained
Total Hours Served	Hours student was served in ESS program. Time is rounded to the nearest half hour (decimal appears as .0 or .5).
ESS Assessment Measures	
Standardized/Formal	Student is assessed in one or more of these options for determining student improvement.
Teacher-Made/Informal	
Formal Analysis of Student Work	
Student Grades	
ESS Providers	
ESS Teacher	Student received services by the following methods.
Instructional Assistant	
Peer Tutor	
Student's Regular Teacher	
Learning Goals	
Arts and Humanities	Student participated in one or more of these areas as part of ESS program. One learning goal must be selected for each record.
Mathematics	
Practical Living	
Reading	
Science	
Social Studies	
Vocational Studies	
Writing	
Service Models	
Before School	Student received instruction at the selected time for ESS program. At least one model is required for each ESS learning goal.
After School	
Saturday	
Intersession	
Daytime Waiver	

Adding an ESS Record

1. From the student's ESS tab, select the **Add ESS Service** icon. An ESS editor will appear.
2. Select the appropriate **Enrollment** from the dropdown list.
3. Enter the **Start Date** for the first ESS program in which the student is participating. Future dates can be entered. Enter dates in *mmdyy* format or use the calendar icon to select a date.
4. Select the following options: ESS Summer School, ESS Transported, ESS Service Results and Total Hours Served. Note the following:
 - The ESS Summer School checkbox should only be marked in the Summer School calendar.
 - The ESS Transported checkbox should only be selected if ESS is paying for a bus or TARC ticket(s) for the student.
 - Enter zero (0) in the Total Hours Served field. The actual total hours serviced, ESS Service Results and End Date will not be populated until the end of the school year or when the student withdraws.
5. Select all **ESS Assessment Measures** used and all **ESS Providers** used from the dropdown list.
6. Select the appropriate **Learning Goals** and **Service Models** for this entry.
7. Click the **Save** icon when finished.

NOTE: If a student did not enroll in the school when the program started, the entry date into the school must be entered.

Once an ESS record is created for the student, it can be edited at any time.

Editing an ESS Record

1. From the student's ESS tab, click the plus sign next to the ESS record and click the blue hyperlink. The same ESS editor will appear.
2. Make any necessary updates to the student's ESS record and click the Save icon.

End of Year Processing

At the end of the school year, the following items need to be entered in the student's ESS record:

- End Date;
- ESS Service Results;
- Total Hours Served.

The screenshot displays the 'ESS Services' form in a web application. The form is titled 'ESS Services' and shows a list of services for a student. The main form area is divided into several sections:

- Enrollment:** Grade 11, CalendarName: 06-07 HS, StartDate: 05/09/2007, End: 05/09/2007. A red arrow points to the End Date field.
- ESS Summer School:**
- ESS Transported:**
- ESS Service Results:** 02: Did not Improve. A red arrow points to the dropdown menu.
- Total Hours Served:** 4. A red arrow points to the input field.
- ESS Assessment Measures:** Standardized/Formal, Teacher made/Informal, Formal Analysis of Student Work, Student Grades.
- ESS Providers:** ESS Teacher, Instructional Assistant, Peer Tutor, Student's Regular Teacher.

Recording ESS Information for a Transferred Student

When a student transfers from one high school to another, the new school will need to record the ESS information after the student is enrolled in the school.

Users will select the record previously entered for the last school. End of year totals should equal time spent at both schools. Do not enter a new start date as this is only entered when starting a new ESS program.

Editing ESS Information for a Student Leaving School

Before ending the student's enrollment, enter the Total Hours, End Date and ESS Service Results and save the record.

If the student is transferring to another school, the receiving school will have the ESS records. If the student is transferring out of the district, final ESS totals will be available.

When to Record Data

Before ESS Program Ends	
Start Date	Date the student enrolled in the program.
ESS Summer School	Use a separated Summer School Enrollment record in the Summer School calendar to track ESS programs for the summer.
ESS Transported	Only select this checkbox if student was provided transportation.
Total Hours Served	Enter zero (0) when first creating the record. This field is entered upon program completion.
ESS Assessment Measures	Select ALL assessment measures used.
ESS Providers	Select ALL ESS providers used who are appropriate.
ESS Learning Goals	Select ALL ESS Learning Goals that are appropriate.
Service Models	Select ALL Service Models that are appropriate.
After ESS Program Ends	
End Date	This is the last date of the program.
ESS Service Results	Select one option from the dropdown menu: Improved, Did Not Improve or Sustained.
Total Hours Served	After all ESS programs have ended for the student, enter the total number of hours.