



**EXTENDED SCHOOL YEAR  
APPLICATION  
USER'S GUIDE**

**PART 1 & PART 2  
JUNE 2023**



# ESY Overview

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**NOTICE!!!!** FUNCTION 1298

**SHOULD BE USED FOR ALL ESY EXPENDITURES**

Extended School Year (ESY) services will be collected in two parts:

Part I – due July 19, for services provided through June 30, 2023

Part II – due September 13, for services provided after July 1, 2023

Payments for Part I will be made in August and recorded as accrued revenue for 2022-23.

Payments for Part II will be made in September and recorded as revenue for 2023-24.

Reimbursement rate for Parts I & II will be \$74.00 per day for each child served.

ESY revenue should be recorded as Fund/Source 2244 and Revenue Code 32314.

# Part 1

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Student information for Part I, including the actual number of days served through June 30, 2023, may be entered from June 16 through July 19th.

The entry to record the ESY accrued revenue for Part I services should be to debit Fund/Source 2244 and revenue code 01410 (Intergovernmental Receivables) and credit F/S 2244 and revenue code 32314 (ESY Revenue) during period 12 or 13 of FY 2023.

The entry should be reversed during period I of FY 2024. When the funds are received in August, the revenue should be debited to cash (F/S 2244-01010) and credited to ESY Revenue (F/S 2244-32314).

## Part 1, continued

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The Superintendent's Certification for Part I may be submitted between July 3rd and July 21st to [Mikki.Eubank@ade.arkansas.gov](mailto:Mikki.Eubank@ade.arkansas.gov) or faxed to 501-682-4313.

Expenditures for ESY should be coded to F/S 1244 (certified salaries) or F/S 2244 (for all other expenditures).

Total ESY expenditures for 2022-23 cannot exceed the cash-on-hand (board report beginning balance for F/S 2244) plus the revenue (actual or accrued) for 2022-23.

Accrued revenue for FY 2023 cannot exceed the total amount that will be received by the district for the total number of days Part I ESY services were provided through June 30 at \$74.00 per day.

## Part II

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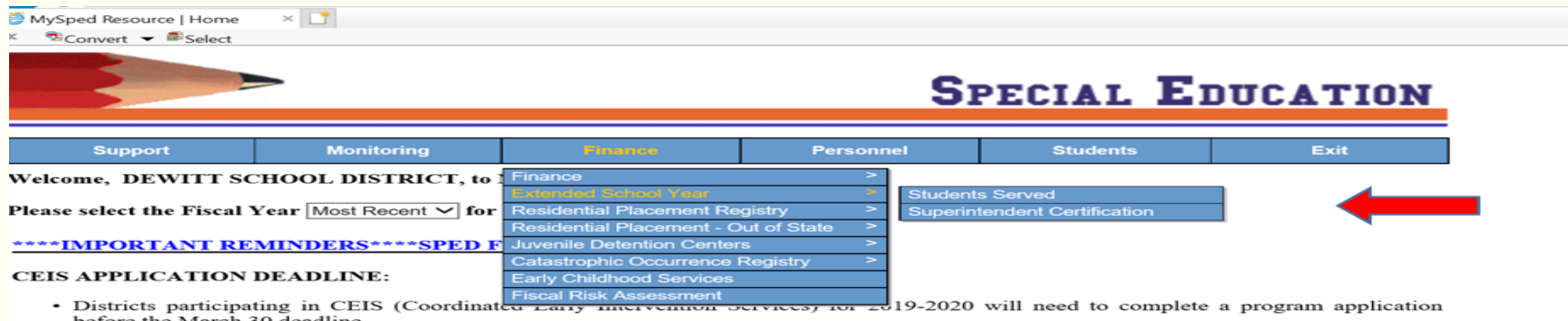
Part II information may be entered between July 24 and September 15.

The Superintendent's certification for Part II should be submitted between July 24 and September 15 to [Mikki.Eubank@ade.arkansas.gov](mailto:Mikki.Eubank@ade.arkansas.gov) or faxed to 501-682-4313.



## GETTING STARTED

Once you have logged into MySped Resource, place your cursor over Finance. A drop down menu is displayed. Hover cursor over Extended School Year and another ESY menu appears: Students Served and Superintendent Certification for Part-I and Part-II (pictured below)



## STUDENTS SERVED

Click on Students Served for the current open period. The Extended School Year (ESY) application's main screen will open. User is able to *Add New Students* and *Edit/Delete* previously entered student records. This screen displays the student's *Last Name, First Name, SSN, Birth Date, Disability and Number of Days Served*.

(see entry example on next page)



# SPECIAL EDUCATION

Support	Monitoring	Finance	Personnel	Students	Exit
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SCREEN: **Extended School Year**

FISCAL YEAR: 2022-23

LEA: 9999 ADE - Special Education Unit

MESSAGE:

**Part 1 :** May 1, 2023 – June 30, 2023

[Add Student](#)


Edit	Delete	<u>Last Name-</u> ▲	<u>First Name</u>	<u>SSN</u>	Birthdate	<u>Disability</u>	Number of Days Served
	✗						

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ENTERING INFORMATION

Once on the ESY screen, click on [Add NEW Student...](#) to begin entering your information. The student entry screen will appear.

Student Entry Screen



SPECIAL EDUCATION

Support	Monitoring	Finance	Personnel	Students	Exit
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SCREEN: Extended School Year

LEA: 9999 ADE - Special Education Unit

MESSAGE:

FISCAL YEAR: 2022-23

Part 1 : May 1, 2023 – June 30, 2023

Last Name

SSN

Disability

Description of services

(123456789)

--Select--

First Name

DOB

Number of Days Served

(mm/dd/yyyy)

See example on page 9

BE SURE TO PRINT OUT OR COPY AND SAVE THE DESCRIPTIONS OF SERVICES!! It will not roll over to Part 2.

Save

Exit




## ENTERING INFORMATION, continued

*All fields are required.* Key in the student demographic information: “Last Name”, “First Name”, “SSN” and the “Birthdate”. Note: “Student must be 3 years of age as of June 30 of the current year for entry into Part I and Part II periods. Next, select the student’s “Disability”, enter the number of days that student was served, and type in a “Description of Services”. In the “Description of Services” text box, type in a justification for why services were needed for the student entered: the educational setting, and the duration and frequency of service(s).

*E.g. Johnny Doe was in need of ESY services due to the nature/severity of his disability. He demonstrates regression after a break in instruction and has a slow rate of progress. His educational and personal care needs are extensive and the parent is unable to provide educational structure at home. Johnny Doe received 18 days of service, 3 hours per day, in the areas of adaptive behavior including communication and physical therapy per his IEP. These services were provided onsite at the elementary school.*


Note: A student may only be entered once.

## ***SAVING AND EDITING INFORMATION***

Click on Save  at the bottom of screen once you have entered your information. If you need to go back to a student record that you have already entered and saved, click on the *Exit*  button at the bottom of the screen. After it changes back to the main screen, select/ click on the *Edit*  button beside the students name and make the changes. Once you have made the changes, be sure to resave the student record

# DELETING INFORMATION

To “Delete a student”, on the main screen, click on **X** (the DELETE icon). This will delete the entire student’s record. Make sure that you select the icon that is directly beside the student's name to ensure that you do not delete the wrong student. Once you press **X** (the DELETE icon) the record is completely gone and you will have to reenter the information on that student to put the student information back into the application.



**SPECIAL EDUCATION**

Support	Monitoring	Finance	Personnel	Students	Exit
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SCREEN: **Extended School Year**




FISCAL YEAR: 2022-23

LEA: **9999 ADE - Special Education Unit**

MESSAGE:

Part 1 : May 1, 2023 – June 30, 2023

[Add Student](#)

Edit	Delete	Last Name-	First Name	SSN	Birthdate	Disability	Number of Days Served
							

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# Superintendent's Certification

Once all student information has been keyed in, click on “Superintendent Certification” (Located on the menu: Finance > Extended School Year > Superintendent Certification Part-I or Part-II), the “Superintendent Certification” screen will display to screen.

The Superintendent's certification for Part I should be submitted between July 3rd and July 21st. The Part I certification should be emailed to [mikki.eubank@ade.arkansas.gov](mailto:mikki.eubank@ade.arkansas.gov) or faxed to 501-682-4313 by July 21st .

The Superintendent's certification for Part II should be submitted between July 24th and September 15th. The Part II certification should be emailed to [mikki.eubank@ade.arkansas.gov](mailto:mikki.eubank@ade.arkansas.gov) or faxed to 501-682-4313 by September 15<sup>th</sup>.

**NO MANUAL OR LATE SUBMISSIONS WILL BE ACCEPTED.**

## Questions?

Please contact Mikki Eubank at 501-682-4293 or email at [Mikki.Eubank@ade.arkansas.gov](mailto:Mikki.Eubank@ade.arkansas.gov)