

How to Complete the Parent Confirmation Letter (PCL) for ESY - Job Aid

PURPOSE

The primary purpose of this job aid is to provide instructions on how to complete the Parent Confirmation Letter (PCL) for enrollment in the Extended School Year (ESY) services.

PROCEDURE

ESY Enrollment

There are two (2) ways to confirm ESY enrollment for your student:


1. Confirm through the Parent Portal at <https://lausdapp.lausd.net/auth/landing>
2. Complete and submit the ESY confirmation letter to your child's school.

Step 1: Confirm ESY Participation

Select **"Yes"** if your child will be participating in ESY.

Select **"No"** if your child will not be participating in ESY.

- If you select **"No,"** there is no need to complete the remainder of the form.


1.	Will <<student name>> be participating in the summer ESY Program? If "Yes," please answer all the questions below.		<input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: If you later decide that your child will attend, you may still enroll at the school site during the ESY session.

Step 2: Verify Home Address

Check that the home address listed at the top of this letter is accurate:

- Select **"Yes"** if the address is correct.
- Select **"No"** if the address is incorrect and update it at the school site prior to the start of ESY.

2.	Is the student address correct as indicated above? If "No," please update current information at the student's school of attendance.		<input type="checkbox"/> Yes <input type="checkbox"/> No
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Step 3: Verify Emergency/Family Contacts

Check that the listed emergency and family contact information is accurate:

- Select **"Yes"** if the information is correct.
- Select **"No"** if the information is incorrect and update it at the school site prior to the start of ESY.

3.	Is the emergency/family contact information, correct? <<Family Contact>> If "No," please update current information at the student's school of attendance.		<input type="checkbox"/> Yes <input type="checkbox"/> No
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Step 4: ESY Transportation Services


If your child's active IEP includes ESY transportation services and you wish to activate transportation during ESY:

- Select **"Yes"** and choose one of the three (3) options.

If you do **not** wish to use transportation during ESY:

- Select **"No."** There is no need to select any transportation options.

Note: If you select **"No,"** you do not need to answer Questions 5 and 6.


4.	Your student's transportation service eligibility per their active IEP for ESY is: <<Transportation Type>> transportation. If eligible, do you wish to utilize District Transportation services? Option 1: <input type="checkbox"/> Yes, I will need "pick up" and "drop off" services Option 2: <input type="checkbox"/> Yes, I will need only "pick up" services Option 3: <input type="checkbox"/> Yes, I will need only "drop off" services	 <input type="checkbox"/> Yes <input type="checkbox"/> No
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Step 5: Verify Pick-Up and Drop-Off Address

If you selected **"Yes"** in Step 4, check that the pick-up and drop-off address is correct:

- Select **"Yes"** if the address is correct.
- Select **"No"** if the address is incorrect and enter the correct address.

Note: If you selected **"No"** in Step 4, you do not need to answer this question.

5.	If your student is eligible for ESY transportation, is the transportation pick-up and drop-off address correct? Pick Up Address: <<display pick up address>> Drop Off Address: <<display drop off address>> If incorrect for the ESY period, please write the correct address.	 <input type="checkbox"/> Yes <input type="checkbox"/> No
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Step 6: Verify "Transportation Release To" Information

Check that the listed individuals authorized for transportation release are correct:

- Select **"Yes"** if the information is accurate.
- If the information is incorrect or missing, update it at the school site prior to the start of ESY.

Note:

- Students may only be released to individuals who are **18 years of age or older**.
- For students in **3rd grade and above** who receive school-to-school transportation, you may provide consent for your child to walk home after being dropped off by selecting the designated box.

6.	Is the "Transportation Release to" information, correct? "Transportation Release to" person must be 18 or over. If "blank" or "No", please update current information at the student's school of attendance. <<Display any Transportation Release to info>> Student qualifying for school-to-school transportation will be released to person(s) listed above unless you select the option below: <input type="checkbox"/> (Only 3 rd grade and up) Yes , my student has my permission to walk home if eligible for school-to-school transportation.	 <input type="checkbox"/> Yes <input type="checkbox"/> No
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Step 7: Parent/Guardian Information and Consent

Complete the parent/guardian information section and provide your **signature** to give consent.

Parent/Guardian Name	Signature	
Telephone Number	Date	

ESY dates, sites, and transportation services are subject to change.
 If the student becomes ineligible for ESY per a new IEP, this letter will no longer be valid. If you have any questions related to ESY, please contact your school of attendance, or call Special Education School and Family Support Services at (213) 241-6701.

Best Regards,

Division of Special Education
 Office: (213) 241-6701
 Fax: (877) 339-2684