



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

**SHANE SEARCHWELL
DIRECTOR**

**JOSEPH SANCHES
CHIEF OPERATING OFFICER**

TRANSPORTATION SERVICES
2775 HOMEWOOD ROAD
TRANSPORTATION SERVICES
WEST PALM BEACH, FL 33406

PHONE: 561-242-8322

WWW.PALMBEACHSCHOOLS.ORG

February 26, 2024
Bulletin #P 24-241 COO

Contact(s):

Joyel Loiz, 561-242-8310
joyel.loiz@palmbeachschools.org

**Action By:
May 01, 2024**

TO: Principals
FROM: Joseph Sanches / Chief Operating Officer
SUBJECT: **EXTENDED SCHOOL YEAR 2024 PROCEDURES AND DEADLINE**

Principals, please share this time-sensitive, important information with your school's Exceptional Student Education (ESE) Coordinator.

As we begin to embark on the end of another school year in just a few months, Transportation Services has begun planning for the 2024 Extended School Year (ESY) processes and needs.

We are soliciting your assistance in identifying ESE Students who have been recommended via the IEP team for ESY. In doing so, we ask for your support in the following task preparation and completion to ensure students' special transportation services are assigned and routed for ESY transportation to begin on June 10, 2024:

- Consider submission of special transportation request (Form 1848/Edplan) for those students who have not returned the registration form, but have been recommended for ESY
- Begin the ESY process as early as you can, as Transportation Services will release the ESY 2024 assigned bus routes on May 20, 2024
- Commit to ongoing communication with families encouraging timely submission of ESY Registration (Form 0673)

This appeal is to prevent students' absences during the ESY period due to the late submission of special transportation services requests. To accommodate the May 20, 2024 release date for the ESY 2024 bus routes, the Transportation Services deadline for the ESY 2024 special transport requests is May 1, 2024.

Approved:

Michael J. Burke, Superintendent