# Educational Service Plan (ESP)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **State ID** |  |
| **Student Birthdate** |  | **Age** |  | **Gender** |  |
| **District of Origin** |  | **Grade** |  |
| **School of Origin**  |  | **Race** |  |
| **Date Records Requested**  |  |  |  |
| **Date Records Received** |  |  |  |
| **Name of Juvenile Detention Center (JDC)** |  | **District of JDC**  |  |
| **Date of Entry to JDC**  |  | **Date Instruction Began** |  |
| **# of Credits Student Entered with:** |  |
| **Does the student have an IEP or 504 plan?** |  |
| **Is he/she an English learner?****(if yes, student should also have an ILP)** |  |
| **JDC Point of Contact (POC): EMAIL AND PHONE #** |  |
| **District of Origin POC: Email and Phone #** |  |

**Student Schedule**

The ESP team should review the courses in which the student was enrolled prior to entering the JDC and list them in the column labeled “Home District Courses.” In the “Grades” column, the team should list the grades the student is entering with into the JDC. The team should then decide which courses he/she will be able to continue in at the JDC and list those courses in the column labeled “Corresponding JDC Courses.” Emphasis should be placed on courses needed for graduation. The Final “Grades” column should reflect the grades the student has earned upon discharge.

|  |  |  |  |
| --- | --- | --- | --- |
| **Home District Courses** | **Course Average** | **Corresponding JDC Courses** | **Course Average** |
| **1.** |  | **1.** |  |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
| **5.** |  | **5.** |  |
| **6.** |  | **6.** |  |
| **7.** |  | **7.** |  |

## **Course Changes**

## The ESP team should make note of any changes in courses and provide an explanation for why the course was changed and how the team will plan to keep the student on track to earn enough credits for the time there.

|  |  |  |
| --- | --- | --- |
| **Unavailable Course** | **Reason for Change** | **Course Substitution** |
|  |  |  |

**Method of Instruction**

Please describe the method of instruction (in person, online, etc.) that will be provided to the student and how many hours of instruction will be provided per day. (There must be a minimum of four instructional hours per day.)

|  |
| --- |
|  |

**Special Accommodations**

Please note any special accommodations or factors the team discussed in ensuring the student is receiving an appropriate education.

|  |
| --- |
|  |

**Teacher Comments**

Upon discharge from the JDC, the teacher should note any comments or relevant information that will assist the home district in planning for the student’s education.

|  |
| --- |
|  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**

**Home District Representative Date Receiving District Representative Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**

**Student Date Parent or Legal Guardian Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Facility Teacher Date**

**Discharge**

The following information should be filled out when a student discharges from the JDC.

|  |  |
| --- | --- |
| **Date of Discharge** |  |
| **# of Credits Student Enters with:** |  |
| **Date of Records Sent to District of Origin JDC POC:** |  |

**Notes**

The following section is optional and should be used for any additional notes/comments that the team would like to address in the ESP.

|  |
| --- |
|  |

The Educational Service Plan is to be completed by the district in which the juvenile detention center is located by a student’s 15th instructional day in the juvenile detention facility. A representative from the student’s home district must be involved in the meeting. Every student who is detained for 15 days or more must have an ESP on file with the teacher at the JDC.

District personnel should exercise extreme caution when transferring student records to ensure that all information is kept confidential. All FEPRA guidelines must be followed and districts are encouraged to consult with their IT department to ensure that all electronic communication regarding incarcerated youth is transmitted in a secure and confidential manner.