Submitting a Request for Extended School Year Services

Please follow the steps outlined below when submitting a request for ESY services.

1. Obtain a request for by downloading it from the Paul V. Sherlock Center on Disabilities website located at www.sherlockcenter.org. Click the link for RI Vision and Education Services Program from the main menu.

2. Complete the request form.

3. Submit requests by May 15th of the current school year by mail to:

   Kathy Greenwell
   Paul V. Sherlock Center on Disabilities
   Rhode Island College
   600 Mount Pleasant Avenue
   Providence, Rhode Island 02908

4. Requests may also be submitted via fax at 401-456-8150
Request for Extended School Year Services
RIVESP

Date of Request ______/_____/______

The __________________________ school department requests Extended School Year (ESY) services for _________________________________________________.

_______ Teacher of Students with Visual Impairments

_________ hours per day x ________ days per week x ________ weeks

_________ other: __________________________________________________________

_______ Certified Orientation and Mobility Specialist

_________ hours per day x ________ days per week x ________ weeks

_________ other: __________________________________________________________

______________________________________________________________________

LEA Representative Signature Date

===================================================================

RIVESP office use only

Case assigned to: __________________________________________________________