

ESS Modesto City Schools ESS

Extended Summer School

Routing for IK12 ESS Ballot

Step 1 – Initiator

Counselor initiates and sends to Parent to sign
OR
Parent initiates and then sends to self to sign

Step 2 – Parent

Parent signs and send to Site ESS Coordinator

Step 3 – Site ESS Coordinator

Receives form and make sure all information is accurately entered and completed.
Sends to student's counselor

Step 4 – Counselor

Reviews ballot for completeness and accuracy.
Enters student on the Site tracking sheet.
Enrolls student in appropriate ESS course(s) based on priority and available space.
Informs student & parent of course enrollment