

Guidance for PIP Submissions for ESY and Fall 2025

In an effort to streamline our process and expedite the scheduling of collaboration meetings for the Extended School Year and School Year 2025-2026, we are asking that you determine the appropriate designation and submit only the signed PIP documents as warranted.

- **New PIPs for ESY or Fall 2025** will need to complete a full *Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet 25-26 (updated 5/2025) with **PIP Credentials and submit for clearance. A collaboration meeting will need to be scheduled with the school administrator/designee and classroom teacher.
- **Continuing PIPs assigned for Extended School Year** will need to submit a Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet 25-26. They will not need to resubmit PIP credentials if credentials on file are current. They will need to schedule collaboration meeting with the ESY site administrator/designee and classroom teacher(s) prior to start of ESY to address the compacted schedule and specific areas to be addressed during ESY.
- **Continuing PIPs assigned for ESY and for the Fall that will be continuing at the same site with the same student for ESY and FALL** placement will not need to resubmit PIP credentials if they are still current and on file. They will need to submit the Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet 25-26 and participate in a collaboration meeting with school administration/designee and classroom teacher addressing goals for ESY and Fall.
- **Continuing PIPs for the fall that will be continuing at the same site with the same student (with no ESY)** will not need to resubmit PIP credentials if they are still current and on file. They will need to submit the Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet 25-26 and participate in a collaboration meeting with school administration/designee and classroom teacher.

*** Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet:** Parent/PIP Acknowledgement; Authorization for Release of Information form; Indemnification form, and RBT form if applicable for 25-26 school year.

****PIP Credentials:** Professional Certification/Licensure, Liability Insurance, and Jessica Lunsford Act (yellow) badge. They must also have their Vendor (blue) badge to be on campus.

Revised Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet* (updated 5/2025) will be available for submission for ESY and Fall 2025 will be available for submission the week of May 5, 2025. All packets should be submitted for review to PrivateInstructionalPersonnel@hcps.net.