

To: Supervisors of Special Education

From: Margaret Ellmer, Ph.D., Bureau Director
Policy and District Supports

Subject: 2021-2022 Extended School Year (ESY) Program Application

Date: March 31, 2022

ESY Application guidance, along with fillable forms, for the 2021-2022 ESY Program can be found on the MDE website at <http://www.mdek12.org/OSE/funding/special-education-extended-school-year>.

Requirements to receive funding for ESY services for students with disabilities in your district or facility include:

- **Initial Application:** Form A, copies of the district's 2021-2022 school year calendar and Forms D through H must be uploaded to SharePoint on or before June 1, 2022. Form B must be submitted if an amendment is necessary. Form C must be submitted if the district has identified that no students are eligible for ESY services for the school year 2021-2022. An email must be sent to Roscoe Jones (rjones@mdek12.org) on or before June 1, 2022 notifying him that the application has been uploaded to SharePoint.
- **Reimbursement Request:** Forms I and J, along with an expenditure report from the District's accounting software package must be uploaded to SharePoint by close of business on September 30, 2022 (along with any revised forms needed). Facilities must submit proof of attendance to comply with *State Board Policy 9.2, Chapter 9: Attendance Reporting Rule 9.2* (see page 40). An email must be sent to Roscoe Jones (rjones@mdek12.org) by close of business on September 30, 2022 notifying him that the reimbursement request has been uploaded to SharePoint.

If you have any questions, please contact me (margaret.ellmer@mdek12.org) or Roscoe Jones (rjones@mdek12.org). You may also get in touch with us by phone at (601) 359-3498.

c: Robin Lemonis, M.Ed., CALT, LDT