


## MEMORANDUM

To: Supervisors of Special Education

From: Yvonne Ellis, Office Director  
Office of Special Education 

Date: April 19, 2019

Subject: 2018-2019 ESY Cover Page and Request for Reimbursement

As part of the ESY Application and Request for Reimbursement process, folders have been created in Sharepoint under **FY19 Fiscal Documents – ESY folders.** They are labeled Cover Page and Request for Reimbursement. Only documentation required for each folder should be placed in that designated folder. The **Original Cover Page** and documentation are due by **04/30/19.** The **Request for Reimbursement** and documentation are due by **09/30/19.**

Once all necessary documentation has been uploaded to Sharepoint for both files at the appropriate times. Notification of the completion of Sharepoint uploads must be sent to Roscoe Jones at [RJones@mdek12.org](mailto:RJones@mdek12.org) **by email.**

If you have any questions, please contact Roscoe Jones or Yvonne Ellis at (601) 359-3498. We look forward to assisting you throughout this process.

Enclosures

c: Margaret Ellmer, Ph.D.