MEMORANDUM

To: Supervisors of Special Education
From: Yvonne Ellis, Office Director
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 R.Jones@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

Cc: Margaret Ellmer, Ph.D.