TO: Special Education Directors/Supervisors

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FROM: Jennifer L. Boykin, Ed.D.

Executive Director

RE: Extended School Year Information

2024-2025

DATE: January 16, 2025

Information and guidance for the submission of the 2024-2025 ESY Application and Reimbursement Request is now available on the MDE at:

<https://mdek12.org/specialeducation/special-education-extended-school-year/>

Available information and guidance include:

* Extended School Year (ESY) Application and Instructions
* Extended School Year (ESY) Fillable Forms
* Extended School Year (ESY) Eligibility and Planning Quick Guide
* Extended School Year (ESY) Determination Quick Guide
* Extended School Year (ESY) Approved Educable Child Facilities

Relative due dates to receive funding reimbursement for ESY services are as follows:

* June 1, 2025: Initial ESY Application
  + On or before the due date, notify the ESY Program Contact (by email) that the initial application has been uploaded to SharePoint.
  + If an amendment to the initial ESY application is necessary, upload required and supporting documents to SharePoint as soon as possible. Notify the ESY Program Contact (by email) of any amended information.
* September 30, 2025: ESY Reimbursement Request
  + On or before the due date, notify the ESY Program Contact (by email) that the ESY Reimbursement Request has been uploaded to SharePoint.

The ESY Program Contact is Vanessa Virgil Ruffin, [vvirgil-ruffin@mdek12.org](mailto:vvirgil-ruffin@mdek12.org). If you have any questions, please contact the ESY Program Contact or reach out to us by phone at (601) 359-3498.