



2025 ESY at a Glance

Dates

Parent Registration Letters Mailed: May 23rd, 2025

ESY Dates/Times: June 16th - July 10th 8:00-12:00
(EC 8:00-10:00 & 10:00-12:00, M-Th) **No School 6/19/25**

Certified Staff Orientation: June 11th from 8:00-4:00 at your assigned building
Support Staff (TAs, CNAs, RNs): June 11th from 12:00-4:00 at your assigned building

[Case Manager ESY Important Dates](#)

Locations & Offerings

Bell Graham Elementary (St. Charles)

Mades Johnstone School (Mid-Valley/St. Charles)

Shelby Transition Center (Mid-Valley/St. Charles)

Related Services Available: OT, PT, SLP, VI, SW

NOTE: Related services may be provided if they are needed for the child to benefit from special education services that are provided during ESY. Many students who attend ESY can be successful in the ESY program without related services due to other factors such as class size, shortened days, special activities, etc. Some questions to consider...

-Does the student NEED direct OT/PT/Speech/Social Work services to be successful during ESY?
-Is the 15-30 minutes a week for 4 weeks of this service truly necessary for the student to benefit from ESY?

Transportation

✓ Available to all

✓ Door-to-door or apartment complex stop

✓ Please be clear on IEP and Referral with transportation accommodations (see Educational Services and Placement Memo below)

Case-Manager Responsibilities

Referral Completion: The referral Form will be live beginning on [January 13th](#). All student referrals are [due by March 7th](#).

Step 1: Case Manager/Team [determines eligibility \(click for link\)](#) and which program their students will



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attend. If your district already has a tool to determine eligibility, please use your district's tool.

Step 2: Case Managers complete an ESY referral form for each student **after** they have checked with related services team members to see which services are being recommended and how many minutes are being recommended.

Step 3: The team clearly indicates all ESY services on IEP and clearly indicates ESY goals. **Separate ESY goals are not required.** Please clearly indicate which IEP goals are to be focused on the Educational Services and Minutes page. The ESY team will update the last benchmark with ESY data and date and their name. No goal amendments or additional benchmarks for goals will need to be created.

[Case Manager Important Dates/Info](#)

[Mid-Valley ESY Referral](#)

[Mid-Valley Late ESY Referral](#)

Educational Services and Placement Completion: Please amend this page for each student attending ESY. Refer to the memo for examples for 2025 ESY. The links below will help you with the changes.

[Mid-Valley ESY Programs](#)

[Educational Services and Placement Memo](#)

[PT Transition Form](#)

[OT Transition Form](#)

ESY Equipment/Materials Shipping: Please click the link below for the instructions and labels for shipping any student equipment or materials to your students' ESY location. **District operations and maintenance staff will be responsible for picking up and delivering equipment and materials.** Please complete equipment and materials shipping requests for **all students referred for ESY.** It is easier for us to remove students and their equipment/materials from the move requests than it is to make late requests when the registration status changes for students. These forms are critical for determining how much time district O&M depts allocate for moves and for us to keep an inventory of items that need to be picked up and returned after ESY. These forms should be sent to Jana Moynihan at jana.moynihan@d303.org.

[Mid-Valley Equipment and Materials Shipping Request/Labels](#)

Technology and Equipment List: If your student has any specialized equipment such as AAC devices, large PT equipment, etc., please provide information on the technology or equipment using the link below.

[ESY 2025 Technology and Equipment List](#)

AT notes for ESY Teachers and Related Services (link coming soon)



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Parent Registration for ESY Programs

Mid-Valley Parent registration will be live on March 3rd, 2025. **Please ask parents to register their students by March 28th, 2025.** Mid-Valley ESY Administrators will send a student registration packet directly to parents on March 3rd, 2025. Links for registration can be found on the website.

[Parent Important Dates and Info](#)

[Parent Important Dates and Info \(Spanish\)](#)

[Mid-Valley ESY Parent Registration](#)

[Mid-Valley ESY Parent Registration \(Spanish\)](#)

Verification Process

- Each district will receive a spreadsheet to notify you which parents have registered their child for ESY and which may need reminders to register prior to the end of the school year. This spreadsheet is updated at the end of each week.
- If you have a question about a student or the status of their parent registration, please email Alex Van Oeteren at alexandra.vanoeteren@d303.org.
- If you need to change information on your referral or have questions, please email the Mid-Valley ESY Coordinators, Tanner Seal at tanner.seal@d303.org, Melissa Mills at melissa.mills@d303.org, Tressa Matuszewski at tressa.matuszewski@d303.org, or Mike Ackerman at mike.ackerman@d303.org.

Joining the ESY Team

Mid-Valley needs a huge group of talented staff members and pays quite well. If you're interested in joining us for ESY, please visit our website [here](#). Returning ESY employees will not have to complete a new application. They will complete an interest survey and will be placed according to their preferences. New ESY employees will be asked to complete an interest survey unless they currently work for Mid-Valley. As we work through our hiring process, potential candidates will receive a link to an ESY application to move forward.