



ESY Materials and Equipment Moving Request

Please complete this form and send to MVSEC Administration Office, 1304 Ronzheimer Avenue, St. Charles, Illinois 60174 or scan/fax to: Bonnie.Carlson@D303.org / 331-228-4874. Make a copy of this form for yourself and your district, if appropriate. Attach Equipment labels to each item. If you have any questions please call 331-228-4873.

Date of Request: _____

Pick-up Location School Name: (do not abbreviate) _____

Student Name: _____

Address: _____

Room # _____ District: _____ School Office Phone # _____

Contact Name: (If known) _____

Phone Number: _____

Return Location in Fall (do not abbreviate) _____

Address: _____

Room # _____ District: _____ School Office # _____

Contact Name: (If known) _____

Phone Number: _____

Itemize and Identify size of equipment to be moved (be specific):

Request made by: _____



ESY EQUIPMENT/INSTRUCTIONAL MATERIALS MOVING LABEL

ATTACH LABEL TO EQUIPMENT/INSTRUCTIONAL MATERIALS

Please note: All equipment/materials will be picked-up and brought to MJC Gym for sorting before distributing to ESY locations.

Please Move Equipment – ESY (Sort at MJC)

From: School _____ Room _____

Staff Member: _____ Phone: _____

Student Name: _____

For ESY Program Location

To: School _____ Room _____

For Fall:

To: School _____ Room _____

Staff Member _____ Phone number _____

Please Move Equipment – ESY (Sort at MJC)

From: School _____ Room _____

Staff Member: _____ Phone: _____

Student Name: _____

For ESY Program Location:

To: School _____ Room _____

For Fall:

To: School _____ Room _____

Staff Member _____ Phone number _____