March 22, 2006

MEMORANDUM

TO: City and County Superintendents of Education
    City and County Special Education Coordinators

FROM: Joseph B. Morton
      State Superintendent of Education

RE: Special Education Records for Incarcerated Students

The State Department of Education (SDE) has an agreement regarding the provision of special education and related services to eligible students who are in the custody of the Alabama Department of Corrections. The SDE, in conjunction with J. F. Ingram State Technical College, is in the process of implementing this agreement, which contains some strict timelines as they relate to the provision of services to eligible students. To provide these services it will be necessary for the J. F. Ingram staff to request copies of special education records from school districts that these students previously attended. If your agency receives such a request, please forward the records in an expeditious manner so that the SDE may meet its obligations under the agreement.

If you have any questions regarding this request, please contact Ms. Rosie Edwards, J. F. Ingram State Technical College, at (334) 514-6147 or Mr. Barry Blackwell, SDE, at (334) 242-8114. Your immediate cooperation in this matter will be greatly appreciated.

JBM/BSB/GMT

cc: Mr. Feagin Johnson, Jr.
    Dr. Ruth C. Ash
    Ms. Rosie Edwards
    Dr. Mabrey Whetstone
    Mr. Barry S. Blackwell

FY06-2105