December 14, 2011

MEMORANDUM

TO: City and County Superintendents
    Chief School Financial Officers

FROM: Warren Craig Pouncey
    Deputy State Superintendent
    Administrative and Financial Services

RE: Immigration Act – E-Verify Requirements

Section 9 of Alabama Act No. 2011-535 requires a public employer, as a state-funded political subdivision of the State of Alabama, to enroll in E-Verify by January 1, 2012. The full law is available at http://www.ago.state.al.us/Page-Immigration. **If your school board has not already enrolled in the federal E-Verify system, your timely action to complete this first step is critical.**

School boards can enroll in the E-Verify program at [http://www.uscis.gov](http://www.uscis.gov) and click on the “Employment Verification E-Verify Home Page” to get you started. Prior to starting the estimated two-hour enrollment process, it is highly recommended that you complete the short video tutorials available on the website. We also want you to know that it should not be necessary to pay a company to handle the E-Verify provisions for your school system.

Yesterday, the Alabama Secretary of State adopted rules and affidavits under the Act applicable to employers, contractors, subcontractors, vendors, suppliers and grantees of a local school board. We are meeting Friday to finalize the SDE’s suggested guidance, memoranda, and sample affidavits of immigration compliance for your use.

We are here to support your timely compliance with the Act. If you have questions regarding this correspondence, please contact Mr. Dennis Heard at telephone number (334) 242-9747 or Mrs. Sonja Peaspanen at (334) 353-9886.

WCP: DWH

FY12-3019