September 3, 2013

MEMORANDUM

TO: City and County Superintendents

FROM: Thomas R. Bice
State Superintendent of Education

SUBJECT: 2013-2014 Self-Assessment Requirements

I hope that all of you are experiencing a successful start to another school year. Since 1998, the Alabama State Department of Education (ALSDE) has utilized some method of local system monitoring, and a major part of that monitoring effort is required by state and federal statutes. While we assume that all systems maintain compliance with both the legal and programmatic requirements that govern Alabama’s public schools, we realize that your system’s adherence to these regulations often is dependent upon your staff being informed annually of the process.

Our goal continues to be one that will protect your school system as well as the state from any financial charge back that could possibly be imposed as a result of non-compliance of legal requirements that may be identified through the annual audit process performed by the Department of the Examiners of Public Accounts or by your system’s private audit firm. More importantly, our monitoring efforts have also been designed to protect your system’s financial interest as specified in the cooperative agreement each of you have with the United States Department of Education. With your assistance, this will continue to be the department’s focus.

This program is a multi-faceted process that provides a Self-Assessment Document to your system identifying all annual legal requirements. We ask that you download the 2013-2014 Self-Assessment Document, the Document of Assurance form, and the Technical Assistance form by going to our Web site at http://www.alsde.edu. On the homepage, select Offices, then scroll down and select Office of Supporting Programs, then select Compliance Monitoring, and select Publications.
We ask that you and your staff complete the following:

1. **Review the Self-Assessment Document** making sure your system is conforming to all annual legal requirements.

2. **Print and complete the “Document of Assurance” form and the “Technical Assistance” form** and mail both by November 1, 2013, to:

   **Dennis R. Coe, Director**  
   **Office of Supporting Programs**  
   **Alabama State Department of Education**  
   **P. O. Box 302101**  
   **Montgomery, Alabama 36130-2101**

We believe that this multi-faceted compliance process will ensure that all children will have a fair and equal opportunity to obtain a quality education, and we look forward to working with all of you.

**TRB/DRC/CBC**

cc:  **Dr. Warren Craig Pouncey**  
     **Mr. Dennis Coe**  
     **Mr. Michael Sibley**  
     **Mr. Larry Craven**  
     **General Files**

**FY13-3059**