September 17, 2015

MEMORANDUM

TO: City and County Superintendents

FROM: Thomas R. Bice
State Superintendent of Education

SUBJECT: 2015-2016 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 with 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 has 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. Two forms are required to be completed and mailed back to the ALSDE by November 1, 2015. We ask that you follow the instructions on the following page to complete the required yearly Self-Assessment for your school system.
1. Go to the ALSDE Website at http://www.alsde.edu. On the homepage, select Department Offices, under Office of Supporting Programs select Compliance Monitoring. Once you are in the Compliance Monitoring site, select Documents. Download and print the following:
   - 2015-2016 Self-Assessment Document
   - 2015-2016 Document of Assurance
   - 2015-2016 Technical Assistance Form

2. Review the Self-Assessment Document making sure your system is conforming to all annual legal requirements. Do not mail the document back to the ALSDE. This document is for your school system's use and should be filed in your central office.

3. Print and complete the "Document of Assurance" form.

4. Print the "Technical Assistance Form" whether you request assistance or not.
   - If your system does not need technical assistance, complete PART I and PART III.
   - If your system needs technical assistance, complete PART I, II, and III.

5. Mail both the "Document of Assurance" and the "Technical Assistance Form" by November 1, 2015, 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: Mr. Dennis Coe
    Dr. Michael Sibley
    Mrs. Juliana Dean
    General Files

FY15-3056
This form is due November 1, 2015.

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

STATE OF ALABAMA
DEPARTMENT OF EDUCATION

DOCUMENT OF ASSURANCE

In accordance with 29 CRF Subpart D-Section 99-400 and OMB Circular No. A-133, the Alabama State Department of Education requests this Document of Assurance from all school systems.

A. AFFIDAVIT OF LOCAL SUPERINTENDENT

After careful review of the Self-Assessment, we hereby certify that all federal laws and state regulations have been properly observed and implemented in this school system. This system will assure that all programs are in compliance. When non-compliance occurs, this system will request technical assistance from the Alabama State Department of Education immediately.

__________________________
Signature of Superintendent

__________________________
Date

__________________________
Print Name of Superintendent

__________________________
Signature of Notary Public

Subscribed and sworn to before me this ______ day of ________________
20 ______.

__________________________
Board of Education

Document of Assurance Revised Sept 11, 2015, 9:50 a.m.
STATE OF ALABAMA
DEPARTMENT OF EDUCATION

This form is due November 1, 2015.

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

TECHNICAL ASSISTANCE FORM

PART I - Complete this part whether you need technical assistance or not.

________________________ Board of Education does not request technical assistance at this time.

OR

________________________ Board of Education requests technical assistance in the areas indicated
in PART II.

PART II - Complete this part only if you need technical assistance.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>SECTION</th>
<th>PAGE</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUCATE/LEAD Alabama</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevention &amp; Support Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART III - Complete this part whether you need technical assistance or not.

SUPERINTENDENT'S SIGNATURE __________________________ DATE ____________

PRINT NAME OF SUPERINTENDENT __________________________ BOARD OF EDUCATION __________________________

Technical Assistance Form Revised Sept. 11, 2015, 10:00 a.m.