August 15, 2016

MEMORANDUM

TO: City and County Superintendents

FROM: Philip C. Cleveland Interim State Superintendent of Education

SUBJECT: 2016-2017 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 Self-Assessment Manuals to your system identifying all annual legal requirements. Two forms are required to be completed and are due at the ALSDE by September 15, 2016. We ask that you follow the instructions below to complete the required yearly Self-Assessment for your school system.

1. Go to the ALSDE Web site at http://www.alsde.edu. On the Homepage, select Department Offices and under Office of Supporting Programs, select Compliance Monitoring. Once you are on the Compliance Monitoring site, select Self-Assessment Monitoring. Download and print the following:
   - 2016-2017 Special Education Self-Assessment Manual Part I
   - 2016-2017 Special Education Self-Assessment Manual Part II
   - 2016-2017 Gifted Education Self-Assessment Manual
   - 2016-2017 Document of Assurance Form (Due at the ALSDE by September 15)
   - 2016-2017 Technical Assistance Form (Due at the ALSDE by September 15 - must be completed whether you need assistance or not.)

2. Review all the Self-Assessment Documents making sure your system is conforming to all annual legal requirements. Do not mail the manuals to the ALSDE. These manuals are for your school system’s use and should be filed in your central office.
3. Complete the “Document of Assurance Form.”

4. Complete 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 completed "Document of Assurance Form" and the completed "Technical Assistance Form." Both completed forms are due at the ALSDE by September 15. Mail to:

   Dr. 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.

   PCC/DRC/CBC

   cc: Dr. Dennis R. Coe
       Dr. Michael Sibley
       Ms. Juliana Dean

   FY16-3041
Please complete and mail by September 15 to:

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

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-Assessments, 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

________________________
Board of Education

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

________________________
Signature of Notary Public

Revised August 10, 2016
This form is required to be completed whether you need technical assistance or not. Please complete and mail by September 15 to:

Dr. 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.

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

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