



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

August 14, 2025

**MEMORANDUM**

**TO:** City and County Superintendents of Education  
**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education  
**RE:** 2025-2026 Self-Assessment Requirements — REVISED

On behalf of the Alabama State Department of Education (ALSDE), we would like to thank you for your diligence and resilience to the children of Alabama. Since 1998, the 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 chargeback 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 Alabama Department of 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 that 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 to the ALSDE by **October 1, 2025**. We ask that you follow the instructions below to complete the required yearly Self-Assessment for your school system:

1. Review the documents located within Self-Assessment Compliance Monitoring Diagnostic 2025-2026 located in the [Cognia's Improvement Platform](#). To get into the diagnostic, put in the correct email and password, type in your institution name into the search box, and select the diagnostics module. If needed, type in 2025-2026 or Self-Assessment in the search box. The Self-Assessment is divided into Part 1, Part 2, Part 3, and Health Services. The Self-Assessment is designed to make sure your system is conforming to all annual legal requirements and will need to be completed by each district. We will review the Self-Assessment through the Cognia Platform.
2. Compliance Monitoring will alert you through DocuSign to complete and submit the "Document of Assurance" and "Technical Assistance" forms. Our office will notify you if your LEA needs assistance from the ALSDE.

We believe that this multifaceted compliance process will ensure that all children will have a fair and equal opportunity to obtain a quality education. If you have any questions or concerns, please contact Mr. Paul Gay at [pgay@ALSDE.edu](mailto:pgay@ALSDE.edu) or Dr. Erica Butler at [erica.butler@ALSDE.edu](mailto:erica.butler@ALSDE.edu).

EGM:PG:MDT

cc: Mr. Jason Swann  
Dr. Autumm Jeter

FY25-1015

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