



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

August 27, 2025

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: Assurance of Compliance Related to School Safety

Under state and federal mandates, all Local Education Agencies are required to complete and submit the Assurance of Compliance form. This annual submission affirms that your district has adopted and is actively implementing policies aligned with Alabama laws and regulations related to school safety and student well-being.

Please click the link below to initiate the process for the Assurance of Compliance form. See Appendix A attached for instructions on completing applications through DocuSign.

Complete the application as soon as possible, **but no later than Wednesday, October 1, 2025.**

[Assurance of Compliance Form](#)

If you have further questions, contact Mrs. Tanesha Perdue (tenesha.perdue@alsde.edu), Mrs. Stephanie Rosetta (stephanie.rosetta@alsde.edu), Dr. Johnny Whaley (johnny.whaley@alsde.edu), or Dr. Autumm Jeter (autumm.jeter@alsde.edu).

EGM/JW/JR

Attachment

cc: LEA Safety Coordinators
LEA Principals
LEA Assistant Principals
Mr. Jason Swann
Dr. Autumm Jeter
Dr. Johnny Whaley

FY25-1017

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EXPLICIT INSTRUCTIONS FOR COMPLETING THE DOCUMENTS

Before initiating the PowerForm, a best practice is to [create a free DocuSign account](#). The account creation MUST occur before starting a PowerForm. Creating an account allows the originator to track the envelope as it progresses through each assigned recipient. After creating the account, please follow these steps:

1. Enter the name and email address of each person who will be assigned to one of the signing roles.
2. Once all names and emails are entered, click the “Start” icon. A new window will populate, indicating an email notification was sent to access the document.
3. Locate the email notification and click the “Start” icon within the email notification.
4. Complete all required fields and then “Finish.”
5. Upon clicking the “Finish” button, the envelope will automatically be sent to the next signee until all signatures are completed.

Please note that during the electronic signing process, all signers will receive an email invitation from DocuSign (dse_NA4@docusign.net) to sign the document. The application will not be considered complete until **all** parties have added their signatures. To check the status of signatures, log in to the created DocuSign account. Access the “Agreements” tab to track the status of the envelope. The status of the envelope will indicate the signatures that have been collected and whose signatures are still needed.

For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush at meagen.anthony@alsde.edu.