October 2, 2019

MEMORANDUM

TO:  City and County Superintendents of Education

FROM:  Eric G. Mackey
        State Superintendent of Education

RE:  Help Guide for School Administrators

The Alabama State Department of Education (ALSDE), Special Education Services (SES) Section, will be providing all school administrators (superintendents, special education coordinators, principals, and assistant principals) with a copy of the updated Help Guide for School Administrators (Help Guide). The Help Guide will be distributed in three-ring binders and delivered via mail to your local education agency (LEA). The notebooks will be packaged and labeled with the special education coordinator’s name. Please assist your special education coordinators with distributing these notebooks throughout your system.

The SES Section is very excited to be able to provide all school administrators with this very important resource. During the 2019 MEGA Conference, the Help Guide was presented during multiple sessions. Following the conference, the Help Guide was updated, and the final copy has been duplicated for your use.

Thank you in advance for your assistance with ensuring that all administrators are provided a copy of the guide. This resource will greatly support the efforts of your LEA to make sure the Individuals with Disabilities Education Act (IDEA) is implemented correctly for students with disabilities.

If you have any questions, please contact Ms. Celeste Minor at (334) 694-4782.

EGM/CR/BJ

cc:  City and County Special Education Coordinators
     Dr. Daniel Boyd
     Dr. Elisabeth Davis
     Ms. Crystal Richardson
     Ms. Celeste Minor

FY20-2002