May 1, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

SUBJECT: Special Education Records for Incarcerated Students

The Alabama State Department of Education (ALSDE) has an agreement regarding the provision of special education and related services to eligible students who are in the custody of the Alabama Department of Corrections. The ALSDE, in conjunction with J.F. Ingram State Technical College, is in the process of implementing this agreement that contains some strict timelines as they relate to the provision of services to eligible students. To provide these services, it will be necessary for the J.F. Ingram State Technical College staff to request copies of special education records from school districts that these students previously attended. If your agency receives such a request, please forward the records in an expeditious manner so that the ALSDE may meet its obligations under the agreement.

If you have any questions regarding this request, please contact Mrs. Rosie Edwards, J.F. Ingram State Technical College, at (334) 514-6147 or Ms. Celeste Minor, ALSDE, at (334) 694-4782. Your immediate cooperation in this matter will be greatly appreciated.

EGM/CJ/BJ

cc: City and County Special Education Coordinators
    Mrs. Rosie Edwards
    Dr. Daniel Boyd
    Dr. Elisabeth Davis
    Ms. Crystal Richardson

FY19-2084