



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 7, 2022

MEMORANDUM

TO: City and County Superintendents of Education

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

SUBJECT: 2022-2023 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 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 have 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 October 31, 2022.** We ask that you follow the instructions below to complete the required yearly Self-Assessment for your school system:

1. Go to the ALSDE website at <https://www.alabamaachieves.org>. On the Homepage, select *Divisions and Offices, locate Support Services*, then select Compliance Monitoring. Once you are on the Compliance Monitoring site, select *Self-Assessment Monitoring Forms 2022-2023*. Download and print the following:
 - 2022-2023 Document of Assurance Form (Due at the ALSDE by October 31st)
 - 2022-2023 Technical Assistance Form (Due at the ALSDE by October 31st —**must be completed whether you need Technical Assistance or not.**)
2. Review the documents located within Self-Assessment Diagnostic located in Cognia's Improvement Platform, making sure your system is conforming to all annual legal requirements. The Self-Assessment will need to be completed by each district by logging into www.cognia.org. **We will review the Self-Assessment through the Cognia Platform.**
3. Complete the "Document of Assurance Form."

Alabama
State Board
of Education

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Secretary and
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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 or email both the completed "Document of Assurance Form" **and** the completed "Technical Assistance Form." **Both** completed forms are due at the ALSDE by September 30, 2023. Please mail or email the forms to:

Mr. Paul Gay, Coordinator
Compliance Monitoring – Room 5146
Alabama State Department of Education
P. O. Box 302101
Montgomery, Alabama 36130-2101

Email: pgay@alsde.edu and/or dcannon@alsde.edu

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.

EGM/PG/DTC

cc: Mrs. Angela Martin
Mr. Terry Roller
Dr. Michael O. Sibley

FY22-2096



STATE OF ALABAMA DEPARTMENT OF EDUCATION



Complete this form whether you need technical assistance or not and...

Due Date:



TO:

Paul Gay, Coordinator
Compliance Monitoring - Room 5146
Alabama State Department of Education
P. O. Box 302101
Montgomery, Alabama 36130-2101
pgay@alsde.edu

TECHNICAL ASSISTANCE FORM

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

Board of Education, Charter School, or Specialized Treatment Center **does not** request technical assistance at this time.

OR

Board of Education, Charter School, or Specialized Treatment Center requests technical assistance in the areas indicated in **PART II**.

Additional requested information:

Pursuant to Section 8525 of the *Elementary and Secondary Education Act of 1965*, as amended by *Every Student Succeeds Act* and codified at 20 U.S.C. § 7904, **the LEA certifies that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in its schools as detailed in the U. S. Department of Education’s Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools (updated on January 16, 2020).** (Please contact Federal Programs at 334-694-4516 for any questions concerning this additional requested information.)

PART II - Complete this section only if you need technical assistance.

PROGRAM	SECTION	PAGE	PROGRAM CONTACT PERSON
LEA Accounting and Reporting			
Federal Programs			
Career Technical Education			
Counseling and Guidance			
Transcript Audits			
Prevention and Support Services			
Educator Certification			
Technology			
Special Education I			
Special Education II			
LEA System Profile/Fiscal Review			
Transportation I			
Transportation II			
Nursing/Health Services			

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

_____ DATE	_____ SUPERINTENDENT’S SIGNATURE
_____ BOARD OF EDUCATON	_____ PRINT NAME OF SUPERINTENDENT



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



DOCUMENT OF ASSURANCE

DUE DATE:



TO:

Paul Gay, Coordinator
Compliance Monitoring - Room 5146
Alabama State Department of Education
P. O. Box 302101
Montgomery, Alabama 36130-2101
pgay@alsde.edu

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

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

Print Name of Superintendent

Signature of Notary Public

Board of Education