



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

September 6, 2023

**MEMORANDUM**

**TO:** City and County Superintendents of Education

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

**SUBJECT:** 2023-2024 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 13, 2023.** 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 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](http://www.cognia.org). **We will review the Self-Assessment through the Cognia Platform.**
2. Complete the “Document of Assurance Form.”
3. 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.

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of Education

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Secretary and  
Executive Officer

City and County Superintendents of Education  
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4. 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 October 13, 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](mailto:pgay@alsde.edu) and/or [dcannon@alsde.edu](mailto: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: Dr. Autumm Jeter  
Dr. Michael O. Sibley

**FY23-3053**



# STATE OF ALABAMA DEPARTMENT OF EDUCATION



**Complete this form.**

**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](mailto: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			
Gifted			

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

_____ <b>DATE</b>	_____ <b>SUPERINTENDENT’S SIGNATURE</b>
_____ <b>BOARD OF EDUCATON</b>	_____ <b>PRINT NAME OF SUPERINTENDENT</b>

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](mailto: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