



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

August 22, 2024

**MEMORANDUM**

**TO:** City and County Superintendents of Education  
**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education  
**RE:** 2024-2025 Self-Assessment Requirements

On behalf of the Alabama State Department of Education (ALSDE), we would like to thank you for your diligence and resilience to the children of Alabama. Since 1998, the 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 chargeback 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 to the ALSDE by October 1, 2024. 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 the [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. We will review the Self-Assessment through the Cognia Platform.
2. Compliance Monitoring will alert you through DocuSign to complete and submit the "Document of Assurance" and "Technical Assistance" forms. Our office will notify you if your LEA needs assistance from the ALSDE.

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. If you have any questions or concerns, please contact Mr. Paul Gay at [pgay@ALSDE.edu](mailto:pgay@ALSDE.edu) or Dr. Erica Butler at [erica.butler@ALSDE.edu](mailto:erica.butler@ALSDE.edu).

EGM:PG:MDT

cc: Dr. Brandon T. Payne  
Dr. Autumm M. Jeter

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