MEMORANDUM

To: Selected District Superintendents and Special Education Directors

Selected Private School Administrators

From: Dr. Audrey Shaifer, Office Director

Office of Special Education

Date: May 13, 2015

Subject: 2015-2016 Section 504 Teacher Unit Allocation Request

The required request form and directions for requesting Section 504 teacher units for the 2015- 2016 school year are enclosed. For your district/agency to receive notification of approved allocations prior to the 2015-2016 school year, you must submit the completed 2015-2016 Teacher Unit Allocation Request to the Office of Special Education by **May 30, 2015.**

If you have any questions, please contact Roscoe Jones at (601) 359-3498. We look forward to assisting you throughout this process.

Enclosures

c: Ms. Gretchen Cagle

Mr. Michael Gibbons

Ms. Mary Bobbitt