**MEMORANDUM**

To: University of Southern Mississippi, University of Southern Mississippi Gulf Coast, Mississippi State University, and University Medical Center

From: Dr. Audrey Shaifer, Office Director

Office of Special Education

Date: May 13, 2015

Subject: 2015-2016 University-Based Teacher Unit Allocation Request

The required request form and directions for requesting University-Based 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