


## MEMORANDUM

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

From: Yvonne Ellis, Office Director  
Office of Special Education 

Date: June 14, 2019

Subject: 2019-2020 University-Based Teacher Unit Allocation Request

The required request form and directions for requesting University-Based teacher units for the 2019-2020 school year are enclosed. For your district/agency to receive notification of approved allocations prior to the 2019-2020 school year, you must submit the completed 2019-2020 Teacher Unit Allocation Request to the Office of Special Education by **July 15, 2019.**

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

Enclosures