

## REQUEST FOR SPECIAL EDUCATION SECTION 504 TEACHER UNIT ALLOCATION 2023-2024

☐ Initial Request – Date: \_\_\_\_\_

☐ Final Reimbursement Request – Date: \_\_\_\_\_  
(The final Reimbursement Request must include all required documentation)

Program/District Name

Program/District Code:

Number of Section 504 Teacher  
Units Requested

### STATEMENT OF ASSURANCES

I hereby certify that the students with disabilities counted on the attached Section 504 Teacher Unit Allocation Worksheets meet the following criteria:

1. Children counted for the allocation and approval of a teacher(s) unit must meet the following:
  - a. Documented birth date verifying age of five (5) through twenty-one (21) years,
  - b. Indication of being a resident citizen of the state of Mississippi
  - c. Cannot have their educational needs met in the regular public-school programs,
  - d. Have not finished or graduated from high school,
  - e. Determined by competent medical authorities and psychologists to need placement in a state licensed facility as designated below,
  - f. Cannot be counted in average daily attendance when determining the regular teacher unit allocation, and
  - g. Are not eligible for special education as defined under Part B of the Individuals with Disabilities Education Act (IDEA) and in state regulations

\_\_\_\_\_  
Program Director Name (Print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Telephone Number

### THIS SECTION FOR MDE USE ONLY

Date Submitted

Number of Section 504 Teacher  
Units Requested

Number of Section 504 Teacher  
Units Approved

#### To Be Completed by MDE Staff:

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_