

MEMORANDUM

To: Selected District Superintendents and Special Education Directors
Selected Private School Administrators

From: Margaret Ellmer, Bureau Director
Office of Special Education

Date: May 26, 2020

Subject: 2020-2021 Section 504 Teacher Unit Allocation Request

The required request form and directions for requesting Section 504 teacher units for the 2020-2021 school years are enclosed. For your district/agency to receive notification of approved allocations prior to the 2020-2021 school years, you must submit the completed 2020-2021 Teacher Unit Allocation Request to the Office of Special Education by **June 30, 2020.**

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

Enclosures