


MEMORANDUM

To: University-Based Programs

From: Vanessa Virgil Ruffin, Bureau Director 
Office of Special Education

Date: October 3, 2023

Subject: 2023-2024 University-Based Teacher Unit Allocation Request

The required request form and directions for requesting University-Based teacher units for the 2023-2024 school years are enclosed. For your program to receive notification of approved allocations, you must submit the completed 2023-2024 Teacher Unit Allocation Request to the Office of Special Education by December 1, 2023.

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