

TO: Private Facility Program Administrators

FROM: Vanessa Virgil Ruffin, Director
Bureau of Fiscal Services

DATE: November 18, 2024

RE: 504 Teacher Unit Allocation Request
2024-2025 School Year

The required forms and directions for requestion Section 504 teacher units for the 2024-2025 school year are enclosed. For your facility to receive approval for 504 Teacher Units, you must submit the completed 2024-2025 Teacher Unit Allocation Request to the Office of Special Education on or before December 20, 2024. Please note that only students with a current 504 Accommodation Plan (developed within one year) may be included in the application for Teacher Units.

In alignment with State Board Policy, Rule 48.1, the standard student to teacher ratio is 14:1. However, should you request a reduction to 10:1, please submit a justification letter detailing this need along with your application. The justification letter should be on official letterhead and should bear the signature of the program director.

Required forms include:

- Form 1: Request for Section 504 Teacher Unit Allocation
- Form 2: Section 504 Teacher Listing
- Form 3: Individual Teacher Schedule
- Form 4: Section 504 Student Listing
- Form 5: Teacher Verification Form
- Current copy of the facility's license

If there are any questions, please contact Vanessa Virgil Ruffin at (601) 359-3498. We look forward assisting you throughout this process.

Enclosures