

MEMORANDUM

To: University-Based Programs

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

Date: November 18, 2024

Subject: 2024-2025 University-Based Teacher Unit Allocation Request

The required request form and directions for requesting University-Based teacher units for the 2024-2025 school year are enclosed. For your program to receive notification of approved allocations, you must submit the completed 2024-2025 Teacher Unit Allocation Request to the Office of Special Education by December 20, 2024.

In alignment with State Board Policy, Rule 74.8, 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: UBP Teacher Unit Allocation Request
- Form 2: UBP Student Listing
- Form 3: UBP Teacher Listing
- Form 4: UBP Individual Teacher Schedule

If you have any questions, please contact Vanessa Virgil Ruffin at (601) 359-3498 or vvirgil-ruffin@mdek12.org. We look forward to assisting you throughout this process.

Enclosures