

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

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

DATE: October 3, 2023

RE: 2023-2024 504 Teacher Unit Allocation Request

The required forms and directions for requesting Section 504 teacher units for the 2023-2024 school year are enclosed. For your district/agency to receive approval for 504 Teacher Units, you must submit the completed 2023-2024 Teacher Unit Allocation Request to the Office of Special Education on or before January 16, 2024. Please note that only students with a current active 504 plan developed within one year may be included in the application for Teacher Units.

Required forms include:

- Request for Special Education Section 504 Teacher Unit Allocation (Form 1)
- Section 504 Teacher Unit Certification Request: Teacher Form (Form 2)
- Individual Teacher Schedule (notarized teacher signature required) (Form 3)
- Section 504 Teacher Unit Certification Request: Student Form (Form 4)
- Teacher Verification Form (notarized teacher signature required) (Form 5)
- Individual Class Student Roster (notarized teacher signature required) (Form 6)
- Attestation of Student Enrollment Form (notarized parent signature required) (Form 7)

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

Enclosures