May 11, 2011

MEMORANDUM

TO: City and County Superintendents
    City and County Technology Coordinators

FROM: Warren Craig Pouncey
       Deputy State Superintendent of Education

RE: School Closure/Attendance Coding

Many of you have had to modify this year’s school calendar due to circumstances that were weather related. This has resulted in many of you submitting a waiver request to Dr. Morton either modifying the length of your school day and/or school week for days missed due to snow.

For those that were tornado related, you have requested permission to cancel specific instructional days all together. In either case, for those days approved by Dr. Morton, please code all students present even through specific days may not be made up.

For end of year reporting purposes, it is critical that our STI office and district reports reflect the original 180 day school calendar.

If you have any questions regarding this request, please contact me at 334-242-9755.

WCP/JW
FY11-3062