

Covington Independent Public Schools

25 East 7th Street
Covington, KY 41011

M E M O R A N D U M

To: Mr. Alvin Garrison, Superintendent
From: Sarah Graman, Director of Special Education
Date: September 22, 2022
Re: ARC Chairpersons (CIPS Representatives)

According to our special education procedures, “the Superintendent, in consultation with the Director of Special Education, will recommend to the Board of Education for approval a list of CIPS Representatives”. The Covington Independent Public School District (CIPS) representative is also defined in our procedures as an individual “who is qualified to provide, or supervise, the provision of, specially designed instruction to meet the unique needs of children with disabilities, and is knowledgeable about the general education curriculum and the availability of the resources of the CIPS”.

Attached is a list by job titles of the CIPS representatives that I would like to recommend to the Board of Education for approval for the 2022-2023 school year. By approving these individuals to serve as the CIPS representative, the board is granting them authority to obligate resources for the implementation of Individual Education Plans for students with disabilities.

A list of all personnel by job titles who are qualified (pending completion of ARC Chairperson training) to chair ARC meetings as of September :

Director of Special Education

Director of Exceptional Child Services

Preschool Coordinator

Principals

Assistant Principals

Guidance Counselors at Holmes High School and Holmes Middle School