

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: August 30, 2024

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 recommend to the Board of Education for approval for the 2024-2025 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 for the 2024-2025 school year:

Director of Special Education
Preschool Coordinator
Principals
Assistant Principals
School Counselors at Holmes High School
Transition Coordinator at Holmes Middle School
Special Education Facilitator/Coaches