



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

May 10, 2023

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II
President Pro Tem

RE: 2023 Secondary Summer School Registration Form

Stephanie Bell
District III

Per the *Alabama Administrative Code*, Regulations Governing Public Schools, Public School Governance, Chapter 290-3-1-.02(6SS), Registration of Summer School, "All public schools conducting a summer school shall file a registration report with the Alabama State Department of Education."

Yvette M. Richardson, Ed.D.
District IV

Superintendents or a designated local education agency (LEA) secondary summer school contact may electronically access the [LEA Secondary Summer School Program Plan, Assurances, & Registration Form Information](#). Each LEA will complete the form and indicate if in-person or virtual secondary summer school will or will not be offered in summer 2023. Once the LEA has indicated secondary summer school is being offered and the form has been submitted, a link will be emailed to the LEA contact to complete the registration information regarding the course delivery, courses, teachers, and enrollment numbers. Individual applications must be completed for every school location within the LEA hosting secondary summer school; the form can be submitted multiple times to accommodate each program location. Submit the application(s) **no later than the end of the first week of summer school.**

Tonya S. Cheabrut, Ed.D.
District V

Marie Manning
District VI

The LEAs may go to [Summer School Applications Technical Assistance Video](#) to review the process of submitting. [Office Hours](#) will be provided to give guidance and support to LEAs.

Wayne Reynolds, Ed.D.
District VII
Vice President

Questions may be directed to Mr. Andy Meadows or Ms. Cristin M. Dillard by telephone at (334) 694-4768 or by email at summerschool@alsde.edu.

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

EGM:AM:BC

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