



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

May 8, 2024

**MEMORANDUM**

**TO:** City and County Superintendents of Education  
**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education  
**RE:** 2024 Secondary Summer School Registration Form

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."

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 2024. 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.**

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.

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](mailto:summerschool@alsde.edu).

EGM:AM:BC

FY24-2041

Alabama  
State Board  
of Education

Governor Kay Ivey  
President

Jackie Zeigler  
District I

Tracie West  
District II  
Vice President

Stephanie Bell  
District III

Yvette M. Richardson, Ed.D.  
District IV

Tonya S. Chestnut, Ed.D.  
District V  
President Pro Tem

Marie Manning  
District VI

Belinda McRae  
District VII

Wayne Reynolds, Ed.D.  
District VIII

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