



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

July 11, 2022

**MEMORANDUM**

**TO:** City and County Superintendents of Education

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

**RE:** 2022-2023 Local Education Agency (LEA) Annual Training Reference Guide

The Alabama State Department of Education (ALSDE) has updated the attached LEA Annual Training Reference Guide to assist as you prepare for the upcoming 2022-2023 school year. As you plan for meaningful training opportunities for your staff, we hope this guide will serve as a beneficial tool. It includes annual training requirements, as well as new training information from additional state and/or federal updates. In addition to required trainings, there are several optional training resources that you may find beneficial for new hires, individual staff areas of focus, or refreshers for all educators. The guide is designed to be an accessible document with the following information:

- Training name or reference.
- State or federal law aligned to each training.
- General purpose or training outcome.
- Training requirements or recommendations.
- ALSDE section contact if you need additional information or support.
- Direct links to memorandums, resources, or other materials to assist with training implementation.

I trust that you will find the 2022-2023 LEA Annual Training Reference Guide helpful and user-friendly, but please be mindful that it is not intended to be fully inclusive of all training issues you may encounter in your LEA. This is simply a reference guide, so we encourage you to verify training requirements and recommendations. The Office of Student Learning and Office of General Counsel plan to annually update and disseminate the reference guide each summer. If you have any questions or need additional information, please contact Mrs. Jessica Sanders by telephone at (334) 694-4915 or by email at [jsanders@alsde.edu](mailto:jsanders@alsde.edu) or Dr. Elisabeth Davis by telephone at (334) 694-4692 or by email at [edavis@alsde.edu](mailto:edavis@alsde.edu).

EGM/ED/DM

Attachment

cc: City and County Curriculum Directors	At-Risk Coordinators
Special Education Services Directors	Mrs. Angela Martin
Assessment and Accountability Coordinators	Mr. Chuck Marcum
Federal Programs Coordinators	Dr. Elisabeth Davis
Counseling Coordinators	Mrs. Jessica Sanders
Principals and Assistant Principals	

FY22-2067

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# 2022-2023 LEA ANNUAL TRAINING REFERENCE GUIDE

Training and References	Target Audience	Requirement(s)	ALSDE Contact(s)	Information and Resource(s)
<b>ALABAMA READING INITIATIVE (ARI)</b>				
<p><b><i>Alabama Literacy Act (ALA)</i></b></p> <p><i>ACT 2019-523</i> <i>Alabama Literacy Act</i> <a href="#">Act 2022-391</a> <i>Alabama Literacy Act Retention</i></p> <p><a href="#">Act 2022-392</a> <i>Alabama Literacy Act Revisions</i></p> <p>ARI Annual Comprehensive Memorandum <a href="#">FY21-2079 ARI</a></p>	<p>K-3 School Administrators and Teachers</p>	<p>Help! I Need More Multisensory Strategies in My Toolbox.</p> <p>Dyslexia Awareness Training: An Overview Transition to the 2021 ELA COS.</p> <p>Language Enrichment for K-5 Teachers Neuhaus Leadership Institute.</p> <p>Language Essentials for Teachers of Reading and Spelling (LETRS).</p> <p>LETRS Early Childhood.</p> <p>LETRS Administrator Training.</p> <p>Shelton Multisensory Structured Language Education.</p> <p>Neuhaus Education Basic Language Skills.</p> <p>Annual Memorandum of Agreement/Understanding from districts and local reading specialists outlining roles and responsibilities.</p>	<p>Alabama Reading Initiative (ARI) Coordinator <a href="#">Mrs. Bonnie Short</a></p> <p>Regional Literacy Leadership Specialist (RLLS)</p>	<p><a href="#">Alabama Literacy Act</a></p> <p><a href="#">Quick Links to Support the Alabama Literacy Act Implementation</a></p> <p><a href="#">ARI Webpage</a></p> <p><a href="#">ARI Twitter</a></p> <p><a href="#">ARI Facebook Page</a></p>
<p><b>Dyslexia Awareness</b></p> <p><a href="#">Act 2019-523</a> <i>Alabama Literacy Act</i></p>	<p>K-12 Teachers and Administrators</p>	<p>Training regarding dyslexia and implications for the classroom teachers will be provided and <b><i>annually reported.</i></b></p> <p>Training targets dyslexia awareness training, screening, dyslexia specific classroom strategies, academic accommodations, and use of assistive technology.</p>	<p>Alabama Reading Initiative (ARI)</p>	<p><a href="#">Alabama Literacy Act</a></p> <p><a href="#">Dyslexia Flyer</a></p> <p><a href="#">Dyslexia Resolution 2021</a></p>

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<p><b>Early Literacy Professional Learning Activities</b></p> <p>Act 2019-523 <i>Alabama Literacy Act</i> Pgs. 31-32</p> <p>Act 2022-391 <i>Alabama Literacy Act</i> Retention</p> <p>Act 2022-392 <i>Alabama Literacy Act</i></p>	<p>Preservice and In-service Elementary Teachers</p>	<ol style="list-style-type: none"> <li>1. Mentoring and shadowing with master teachers.</li> <li>2. Job-embedded, classroom-based coaching in teaching reading for first five years of teacher’s career.</li> <li>3. Curricula and resources in ALL the following reading content areas: Oral language development, phonemic awareness, phonics, fluency, vocabulary, writing, and comprehension.</li> </ol>	<p>ARI Mrs. Bonnie Short</p> <p>Regional Inservice Centers (RIC) Dr. Angie Pelton</p> <p>Teaching and Leading Ms. Shavon Harris</p> <p>Dr. Deanise Peacock</p>	<p>Alabama Literacy Act</p> <p>RIC PD Opportunities</p>
<b>STUDENT ASSESSMENT</b>				
<p><b>Novice District Test Coordinators</b></p> <p>ACAP Integrity Handbook for Test Administration</p>	<p>New District Testing Coordinators</p>	<p><b>Required training</b> for all District Test Coordinators who have been in this position less than 3 years.</p>	<p>Student Assessment Mrs. Maggie Hicks</p>	<p>ACAP Integrity Handbook for Test Administration</p>
<p><b>District Test Coordinators Fall and Spring Training</b></p> <p>ACAP Integrity Handbook for Test Administration</p>	<p>District Testing Coordinators</p>	<p><b>Required training</b> to receive instruction on the procedures, requirements, and logistics involved with the administration of statewide assessments.</p>	<p>Student Assessment Mrs. Maggie Hicks</p>	<p>ACAP Integrity Handbook for Test Administration</p>
<p><b>Testing Security and Monitoring Process</b></p> <p>ACAP Integrity Handbook for Test Administration</p>	<p>K-12 Counselors, Teachers, and Administrators</p>	<p><b>Annual</b> (minimum) <b>training</b> must take place prior to testing day(s).</p>	<p>Student Assessment Mrs. Maggie Hicks</p>	<p>ACAP Integrity Handbook for Test Administration</p>

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<b>FEDERAL PROGRAMS</b>				
<b>Twenty-First (21<sup>st</sup>) Century Community Learning Centers (CCLC)</b>  <a href="#">Every Student Succeeds Act (2015)</a>	Federal Programs Coordinators, Community Education Coordinators, 21st CCLC Grantees	Twenty-First Century Community Learning Centers grantees are <b>required</b> to participate in ALSDE cohort training at the <b>fall conference</b> and attend the <b>spring conference</b> .	Office of Federal Programs <a href="#">Ms. Annette Scogin</a>	<a href="#">Alabama 21st CCLC Website</a>
<b>Dependent Care</b>  <a href="#">Department of Human Resources (DHR)</a>	Federal Programs Coordinators	Dependent Care grantees are also asked to attend an <b>optional professional development</b> in the <b>fall</b> and participate in a <b>required training in the spring</b> .	Office of Federal Programs <a href="#">Ms. Yolonda Averett</a>	Additional information coming soon
<b>Federal Programs Annual Fall Conference</b>  <a href="#">Every Student Succeeds Act (2015)</a>	Federal Programs Coordinators	This training is <b>optional</b> , but it is highly recommended. The conference provides training and information regarding ESSA program requirements, federal updates, and best practices for administering federal grants.	Office of Federal Programs <a href="#">Dr. Molly Killingsworth</a>	<a href="#">Federal Programs Website</a> <a href="#">E-Gap Information</a> <a href="#">Alabama Cognia Support</a> <a href="#">USDOE ESSA Consolidated State Plan Information</a>
<b>Homeless Liaison Training</b>  <a href="#">The McKinney-Vento Homeless Assistance Act within the Every Student Succeeds Act (2015)</a>	LEA Homeless Liaisons	<b>Required professional development</b> annually in May  Under the federal <i>McKinney-Vento Act</i> as reauthorized by the <i>Every Student Succeeds Act</i> , and ALSDE to identify and meet the needs of children and youth experiencing homelessness to comply with federal training requirement.	Office of Federal Programs <a href="#">Dr. Molly Killingsworth</a>	<a href="#">42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths</a>

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<b>SPECIAL EDUCATION SERVICES</b>				
<p><b>Gifted Updates</b></p> <p><a href="#">Continuation of OCR Title VI Resolution Agreement (1999) and OCR Case No. 04-98-5030</a></p>	<p>Gifted Coordinators and Specialists</p>	<p><b>Mandatory training</b> that includes information on the gifted education continuous improvement process, identification procedures (i.e., Child Find, Second Grade Child Find), and gifted programming.</p>	<p><a href="#">Special Education Services</a></p> <p>Gifted Specialists  <a href="#">Mrs. Emily Hurst</a>  <a href="#">Mrs. Ashley Strickland</a></p>	<p>The mandatory gifted training is typically delivered by ALSDE gifted specialists at regional trainings after school starts each year, August-September. See: ALSDE Memorandum “Gifted Regional Trainings” for training dates and other information: <a href="#">Alabama Gifted Education</a></p>
<p><b>Addressing Disproportionality in Alabama Schools</b></p> <p>U.S. Department of Justice Compliance Agreement  <i>Lee v. Macon Co. Board of Education</i>,  <a href="#">231 F. Supp 743</a>            (M.D. Ala 1964)</p>	<p>All New Certified Employees who have <b>not</b> previously completed requirement</p>	<p>Required <b>one-time training</b> and certificate of completion provided upon completion and kept by participant in addition to providing it to LEA.</p>	<p><a href="#">Special Education Services</a></p>	
<p><b>Special Education Mandatory Training</b></p> <p><a href="#">U.S. Department of Education, Office for Civil Rights</a></p>	<p>All Administrators, Teachers, and Support Staff</p>	<p><b>Annual Inservice</b> topics <b>required</b> regarding confidentiality and shortened school day.</p>	<p><a href="#">Special Education Services</a></p>	<p><a href="#">Help Guide for School Administrators</a></p> <p><a href="#">Plain Language February 2020</a></p> <p><a href="#">Special Education Law Update: Top Eight Legal Issues</a></p>

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<p><b>One Percent (1%) Cap Requirements on Students Assessed with Alternate Assessment (AA)</b></p> <p>U.S. Department of Education - May 16, 2017, Memorandum <a href="#">ESEA section 1111(b)(2)(D)(i)(I)</a></p>	<p>All LEAs who are over the 1% Cap for the First Time</p> <p>Recommended for All New Certified Employees Making Decision Regarding Alternate Assessments</p>	<p><b>Annual Required Training</b> on One Percent (1%) Cap Requirement for Alternate Assessments (hosted by Student Assessment)</p> <p><b>Required</b> for all LEAs over the 1% Cap to complete the <i>Justification for Exceeding the One Percent Cap Requirement for Participation on the ACAP Alternate Assessment Form</i>.</p> <p><b>Required training</b> for LEAs over the 1% Cap <b>for the first time</b> hosted in Schoology.</p>	<p><a href="#">Special Education Services</a></p> <p>Trainings Hosted by Student Assessment</p>	<p><a href="#">ACAP Alternate Participation Decision-Making Tool</a></p> <p><a href="#">Justification for Exceeding the One Percent Cap Requirement for Participation on the ACAP Alternate Assessment Form</a></p> <p><a href="#">2022-2023 Schoology Course Guidance for IEP Teams on Participation Decisions for the ACAP Alternate Assessment and Alternate Achievement Standards</a></p>
<b>PREVENTION AND SUPPORT SERVICES</b>				
<p><b>Alcohol and Drug Abuse Student Prevention</b></p> <p><a href="#">16-40A-1 Code of Alabama (1975)</a></p>	<p>School Administrators, Teachers, and Counselors</p>	<p>Alcohol and drug prevention training</p>	<p>Prevention and Support Services <a href="#">Dr. Marilyn Lewis</a></p>	<p><a href="#">Alabama State Alliance of Health, Physical Education, Recreation, and Dance (ASAHPERD)</a></p> <p>Resource from Health COS <a href="#">National Institute of Drug Abuse</a> <a href="#">National Council of Alcoholism and Drug Dependence</a></p>
<p><b>Anaphylaxis Preparedness</b></p> <p><a href="#">16-1-48 Code of Alabama (1975)</a></p>	<ol style="list-style-type: none"> <li>1. Teachers</li> <li>2. Food Service Personnel, Coaches, Athletic Directors, After-School Volunteers, and Bus Drivers</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Annual training</b> provided to teachers to recognize and respond to anaphylactic emergencies.</li> <li>2. <b>Annual training</b> on the school program information, the signs and symptoms of anaphylaxis, the location of the medication and forms, and how to recognize and respond to anaphylactic emergencies.</li> </ol>	<p>Prevention and Support Services <a href="#">Dr. LaBrenda Marshall</a></p>	<p><a href="#">Alabama Dept. of Public Health</a></p>

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<p><b>Caring for Students with Diabetes</b></p> <p><a href="#">The Safe at Schools Act 16-30A.3</a></p>	Unlicensed Medication Assistants	<b>Annual</b> diabetes <b>training</b> for “unlicensed medication assistants” in the school setting.	Prevention and Support Services <a href="#">Dr. Marilyn Lewis</a> <a href="#">Dr. LaBrenda Marshall</a>	<a href="#">Alabama Health Services Diabetic Curriculum</a>
<p><b>Juvenile Sex Offender Behaviors</b></p> <p><a href="#">Annalyn’s Law 16-1-51.1, Code of Alabama (1975)</a> Page 63</p>	School Personnel including K-12 Administrators, Counselors, Teachers, etc.	Comprehensive training on taking appropriate action upon noticing an increase or escalation of those behaviors in a low-risk juvenile sex offender student.	Prevention and Support Services <a href="#">Ms. Ayanna Long</a>	<a href="#">Annalyn's Law</a>  <a href="#">Model Sex Offender Supervision Policy</a>
<p><b>Pediatric Palliative and End of Life Health Plan (PPEL)</b></p> <p><a href="#">Alabama Administrative Code 290-4-5-.02</a> and <a href="#">16-30B-3, Code of Alabama (1975)</a></p>	District and School Nurses	<b>Annual Training</b> for <b>PPEL Care</b> through the “Train the Trainer” course for PPEL Care.  <b>Training</b> to care for students with PPEL-IHPs <b>must occur before the school accepts an Order</b> of Pediatric Palliative and End-of-Life Care.	Prevention and Support Services <a href="#">Dr. Marilyn Lewis</a>  <a href="#">Dr. LaBrenda Marshall</a>	Alabama State Department of Education: <i>Alabama Health Services: Pediatric Palliative and End of Life Curriculum</i> (REVISED JUNE 2019) <a href="#">Palliative Act</a>
<p><b>Seclusion and Restraint Training</b></p> <p><a href="#">Alabama Administrative Code r. 290-3-1-.02</a></p>	All District and Local School Staff who may have to use Physical Restraints	As part of the AAC rule, LEAs must document all incidents of seclusion and restraint and annually submit a report to the Alabama State Department of Education (ALSDE).	Prevention and Support Services <a href="#">Ms. Ayanna Long</a>	<a href="#">Alabama SBOE Guidance</a>  <a href="#">Guidance Seclusion and Restraint AL Guide</a>



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<p><b>Sexual Abuse Prevention/ Mandatory Reporting</b>  <a href="#">Erin's Law</a>  <a href="#">16-40-9, Code of Alabama (1975)</a>   <a href="#">26-14-3, Code of Alabama (1975)</a></p>	<p>PK-12 Administrators, Teachers, and Other School Personnel</p>	<p>Public schools shall establish a child sexual abuse prevention instructional program for students that includes a <b>professional training component</b> on talking to students about child sexual abuse prevention, effects of child sexual abuse on children, handling of child sexual abuse disclosures, and mandated reporting.</p>	<p>Prevention and Support Services  <a href="#">Ms. Ayanna Long</a>                      Health and PE  <a href="#">Mr. Jonathan Thompson</a>                      Guidance and Counseling  <a href="#">Ms. Cathy Lankford</a>                      AMSTI Digital Literacy  <a href="#">Ms. Amanda Cramer</a></p>	<p><a href="#">Governors Report Erin's Law Task Force</a>   <a href="#">FY18-2133 Erin's Law Memo</a>   <a href="#">Home - Erin's Law</a>   <a href="#">Training for Mandated in Reporters</a></p>
<p><b>School Emergency Operations Safety Plan</b></p>	<p>All School Employees</p>	<p>Principal or designee will hold <b>annual training</b> session regarding school lockdown plan, drills, and procedures to be conducted during a school year.</p>	<p>Prevention and Support Services  <a href="#">Ms. Ayanna Long</a></p>	<p><a href="#">Emergency Operations Plan Safety Brochure</a>   <a href="#">Recovery Presentation</a>   <a href="#">Recovery Crisis Plan</a></p>
<p><b>Seizure Management in Public K-12 schools</b>   <a href="#">Seizure Safe Schools Act HB 76 208658-4</a>  <a href="#">Code 290-4-5-.05</a>                      (Page 6)  <a href="#">Code 290-4-5-.06</a>                      (Page 7)  <a href="#">Code 290-4-5-.07</a>                      (Page 8)</p>	<p>District and School Nurses</p>	<p><b>Requirements for Seizure Management, Treatment Plan, and Training</b></p> <ol style="list-style-type: none"> <li><b>Plan</b> - In accordance with Chapter 30C of Title 16, <i>Code of Alabama 1975</i>, seizure management and treatment plan shall be submitted and reviewed by lead nurse employed by the LEA.</li> <li><b>Training</b> - The school nurse shall follow the training guidelines developed by ALSDE in the Safe at School Seizure Curriculum.</li> <li><b>Limitations</b> - The Alabama Board of Nursing shall retain sole authority to adopt rules to permit delegation of limited nursing task by licensed nurses, to train unlicensed personnel.</li> </ol>	<p>Prevention and Support Services  <a href="#">Dr. LaBrenda Marshall</a></p>	<p>Alabama Health Services Safe Schools Seizure Curriculum  <b>Tier 1</b>  <a href="#">Overview of Epilepsy and Seizure First Aid on YouTube</a>   <b>Tier 2</b>  <a href="#">Seizure First Aid Ready</a>   <b>Tier 3</b>  <a href="#">Seizure Training for School Personnel</a></p>



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<b>Requirements for Seizure Management and Treatment Plans Training</b>  <a href="#">Code of Alabama (1975), 16-30c-1</a>	District and School Nurses	<b>Annual training</b> for seizure management provided through the ALSDE “Train the Trainer” program located in the ALSDE Seizure Safe at School Curriculum.	Prevention and Support Services <a href="#">Dr. Marilyn Lewis</a>	ALSDE Health Services Safe Schools Seizure Curriculum
<b>Suicide Awareness Prevention and Bullying Prevention</b>  <a href="#">Act 16-28B-8, Code of Alabama (1975)</a>	All Certified School Personnel	<b>Annual</b> suicide education <b>training</b> .	Prevention and Support Services <a href="#">Ms. Ayanna Long</a>	<a href="#">Jason Flatt Act</a>  <a href="#">Jamari Terrell Williams Student Bullying Prevention Act</a>
<b>Universal Precautions</b>  Occupational Safety and Health Standards 29 CFR <a href="#">1910.1030</a>	All Certified and Classified School Personnel	<b>Annual training</b> of standard precautions (bloodborne pathogens, process of disease transmission, communicable, and infectious diseases, etc.) in the school setting.	Prevention and Support Services <a href="#">Dr. LaBrenda Marshall</a>	Standard Precautions in the School Setting: Resource Procedure  <a href="#">ALSDE Standard Precautions in the School Setting Document</a>
<b>TRANSPORTATION</b>				
<b>Bus Drivers</b>  <i>Alabama Administrative Code</i> <a href="#">290-2-4-.04</a> and <a href="#">16-27-4, Code of Alabama (1975)</a>	All Bus Drivers Seeking Recertification	<b>Annual training required</b> for anyone new or currently working as a bus driver.	<a href="#">Mr. Chad Carpenter</a>	<a href="#">New Transportation Supervisor Orientation 2021 Memo</a>  <a href="#">Alabama School Bus Driver Handbook</a>  <a href="#">Recertification and New Driver Class Checklist</a>  Transportation Supervisor’s Information Notebook

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<b>OTHER</b>				
<b>Athletic Head Injury Safety Training</b>  <a href="#">Section 22-11E-2 Code of Alabama (1975)</a>	All Certified Coaches (Faculty and Non-Faculty)	<b>Annual training prior to the beginning of practice for school athletic teams</b> to learn how to recognize the symptoms of concussion and how to seek proper medical treatment for anyone suspected of having a concussion.	AHSAA Central Board Member <a href="#">Mr. Terry Roller</a>	AHSAA Handbook Online NFHS Concussion Course  <a href="#">Concussion-Law ACT No. 2011-541</a>  <a href="#">2021-22 Concussion Information Form</a>
<b>Educator Ethics</b>  <a href="#">FY19-1006</a>	Determined by LEAs	Although <b>training is not mandatory</b> , it focuses on prevention of behaviors that violate the appropriate boundaries between teachers and students.	Office of General Counsel <a href="#">Mrs. Susan Crowther</a>	<a href="#">Proposed Alabama Educator Code of Ethics</a>  <a href="#">Educator Ethics Training Memo 19-1006</a>  PowerPoint, Videos, and Discussion Guides provided online <a href="#">Legal - Alabama Department of Education</a>
<b>School Board Governance</b>  <a href="#">16-1-41.1, Code of Alabama (1975)</a>	District School Board Members	<b>Ongoing training</b> for local school boards.	Office of General Counsel <a href="#">Mrs. Jessica Sanders</a>	AASB ( <a href="#">Alabama Association of School Boards</a> )  <a href="#">Training Law</a>
<b>The Family Educational Rights and Privacy Act FERPA</b>  <a href="#">20 U.S.C. § 1232g; 34 CFR part 99</a>	Determined by LEAs	Although <b>training is not mandatory</b> , it is imperative that ALL educational institutions understand the restrictions that must be followed to protect student privacy. Failure to adhere to FERPA could be an extremely costly mistake.	Educational Technology <a href="#">Mrs. Jean Scott</a>	<a href="#">The A-B-C's of Student Directory Information Video</a>  <a href="#">FERPA 101: For Local Education Agencies   Protecting Student Privacy</a>

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<p><b>Superintendents Professional Development Training Courses</b></p> <p>Alabama Legislative Acts <a href="#">2001-706</a> and <a href="#">2006-196</a></p>	<p>All City and County Superintendents</p>	<p><b><i>One-time professional development</i></b> in instruction, school finance, and education law required to hold office.</p>	<p>Chief of Staff <a href="#">Mr. Chuck Marcum</a></p>	<p><a href="#">2021 Superintendents' Professional Development Training Course Memo FY2021-2028</a></p>