



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

July 17, 2024

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey *EGM*
State Superintendent of Education
RE: District Test Coordinators Fall Training

This correspondence is to provide information pertaining to the Alabama Comprehensive Assessment Program (ACAP).

District Test Coordinators Fall Training

The annual District Test Coordinators Fall Training has been scheduled for Wednesday, **August 21, 2024**, and Thursday, **August 22, 2024**. The meeting will be held at the Mobile Convention Center located at 1 South Water Street, Mobile, AL 36602. Registration for this meeting will begin at 8:30 a.m. on Wednesday. The meeting will begin promptly at 9 a.m. and will conclude by 4:30 p.m. Thursday's meeting will begin at 8:30 a.m. and will conclude by 4:30 p.m.

The purpose of the District Test Coordinators Fall Training is to instruct all District Test Coordinators on the procedures, requirements, and logistics involved with the administration of the 2024-2025 ACAP. It is mandatory that all identified District Test Coordinators attend both full days of the training. Attendance is limited to the identified District Test Coordinator **only**. All expenses incurred will be the responsibility of the school system.

New District Test Coordinators Training

The New District Test Coordinators Training will be held on Tuesday, **August 20, 2024**, from 8:30 a.m. until 4:30 p.m. The purpose of the New District Test Coordinators Training is to familiarize the new coordinators with policies, procedures, and platforms regarding the ACAP. All new District Test Coordinators, one year or less, are encouraged to attend this unique meeting.

If you have any questions, please contact Mrs. Maggie Hicks by telephone at (334) 694-4817 or by email at mhicks@alsde.edu.

EGM/MH

cc: City and County District Test Coordinators

FY24-2061

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