



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

October 23, 2024

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

**RE:** 2024-2025 Local Education Agency (LEA) Annual Training Reference Guide

Stephanie Bell  
District III

The Alabama State Department of Education (ALSDE) has revised the [LEA Annual Training Reference Guide](#). As you plan for meaningful training opportunities for your staff, we hope this guide will serve as a valuable resource. It outlines annual training requirements and includes new information from state and federal updates.

Yvette M. Richardson, Ed.D.  
District IV

In addition to mandatory training, the guide highlights several optional opportunities that may benefit new hires, target individual staff focus areas, or serve as refreshers for all educators. The guide is designed for easy navigation and includes the following details:

Tonya S. Chestnut, Ed.D.  
District V  
Vice President

- Training name or reference
- State or federal law aligned to each training
- General purpose or training outcome
- Target audience
- ALSDE section contact
- Direct links to memorandums, resources, or other materials to assist with training implementation

Marie Manning  
District VI  
President Pro Tem

We trust you will find the LEA Annual Training Reference Guide helpful and user-friendly. However, this guide does not exhaustively cover all training issues you may encounter within your LEA or the ALSDE. We encourage you to verify training requirements and recommendations as needed.

Belinda McRae  
District VII

If you have questions or need clarification, please contact Mrs. Tina Hammonds at (334) 694-4915 or via email at [tina.hammonds@alsde.edu](mailto:tina.hammonds@alsde.edu), or Dr. Melissa Shields at (334) 694-4692 or via email at [mshields@alsde.edu](mailto:mshields@alsde.edu).

Wayne Reynolds, Ed.D.  
District VIII

EGM/MS/DM

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

cc: Special Education Services Directors  
Federal Programs Coordinators  
Counseling Coordinators  
Assessment and Accountability Coordinators  
At-Risk Coordinators  
City and County Curriculum Directors  
Dr. Autumm Jeter

Mrs. Angela Martin  
Mr. Chuck Marcum  
Mr. Dodd Hawthorne  
Dr. Melissa Shields  
Mrs. Shanthia Washington  
Mrs. Tina Hammonds

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