



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

December 16, 2024

**MEMORANDUM**

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

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

**RE:** District Test Coordinators Training

The District Test Coordinators Training has been scheduled for **Wednesday, January 29, 2025**, and **Thursday, January 30, 2025**. If attending in person, the meeting will be held at the Montgomery Renaissance Convention Center, Exhibit Hall C. 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. For those not able to attend in person, there will be a virtual meeting option available. The Renaissance Montgomery Hotel and Spa at the Convention Center is located at 201 Tallapoosa Street, Montgomery, Alabama 36104. Please be advised, there will not be a block of rooms reserved.

We are asking for the **Special Education Coordinators** to join this meeting virtually on **Wednesday, January 29, 2025**, from 1-3 p.m.

We are asking the **District Technology Coordinators** to join this meeting virtually on **Thursday, January 30, 2025**, from 1-3 p.m.

The purpose of the District Test Coordinators Training is to instruct all District Test Coordinators on the procedures, requirements, and logistics involved with the administration of the spring state assessments. Additional information will be emailed to the District Test Coordinators in advance of the training. All identified District Test Coordinators must attend.

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

EGM/MH/NC

cc: City and County District Test Coordinators

FY25-2014

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