



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

May 14, 2025

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 20, 2025**, and Thursday, **August 21, 2025**. The meeting will be held at the Sheraton Birmingham located at 2101 Richard Arrington Jr. Boulevard North, Birmingham, Alabama, 35203. Registration for this meeting will begin at 8:30 a.m. on Wednesday. The meeting will begin promptly at 9:00 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. Please be advised, there **will not** be a block of rooms reserved.

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 2025-2026 state assessments. Additional information will be emailed to the District Test Coordinators in advance of the training. All identified District Test Coordinators **must** attend, and the meeting is limited to the identified District Test Coordinator(s) **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 19, 2025**, from 8:30 a.m. until 4:30 p.m. This in-person meeting will be held at the Sheraton Birmingham. The purpose of this meeting 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. There **will not** be a virtual opportunity for the New District Test Coordinators Training.

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

EGM/MH

cc: City and County District Test Coordinators

FY25-2047

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