June 30, 2025

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: Teaching Effectiveness (TE), Alabama Principal Leadership Development System (APLDS), Alabama Teacher Growth Program (ATGP), and LEADAlabama Implementation Procedures 2025-2026

To meet the requirements of the *School Principal Leadership and Mentoring Act 2023-340*, the Alabama Principal Leadership Development System (APLDS) school leadership evaluation system will be implemented for school principals and assistant principals every school year. All public PreK-12 school administrators must participate in the APLDS school leadership evaluation system to be eligible for the stipend. The Alabama Teacher Growth Program (ATGP) will remain available to teachers, and LEADAlabama will remain available to district administrators.

To ensure school district educators can access the different evaluation systems, each school district's superintendent or designee must log in to the Teaching Effectiveness (TE) application through the ALSDE Identity Management (AIM) Portal (https://aim.alsde.edu) and select the 2025-2026 TE district option. The available district options are listed below:

- Option 1: Teachers self-assess on all ten (10) Alabama Core Teaching Standards. All classroom teachers are observed using the Alabama Teacher Observation Tool (ATOT). District leaders use the indicators from LEADAlabama. School administrators participate in the APLDS School Leadership Evaluation System.

- Option 2: Teachers self-assess on specific Alabama Core Teaching Standards determined by the district. All classroom teachers are observed using the ATOT. District leaders assess on a subset of the LEADAlabama indicators. School administrators participate in the APLDS School Leadership Evaluation System.

- Option 3: All classroom teachers are observed using the ATOT. Teachers and district leaders use the local education agency (LEA)-developed and/or adopted observation program. The LEA is responsible for the storage and maintenance of all teacher data. District leaders assess on all the indicators from LEADAlabama. School administrators participate in the APLDS School Leadership Evaluation System.

ATOT Information:
The ability to use the ATOT involves multiple steps of approval. The steps are listed as follows:

Note: All information must be correct in the Education Directory (EdDir) and in the ATOT.

1. Districts must determine that all information and rules entered in the EdDir are accurate. Districts have a local EdDir Application Editor who can assist with assigning access rules. The observers at the school level must be assigned the rule listed as the Teaching Effectiveness (TE) App School Certifier. The rule assignment allows the administrator(s) to certify all school data. The Central Office-level administrator (Reviewers/Observers) must be assigned the rule listed as Teaching Effectiveness (TE) App System Certifier. The rule assigned allows the central office staff to certify all system data. It is important that the accounts are updated with the appropriate access rule prior to completing the remaining steps.

2. The user must log into the AIM portal. When all information is correct in EdDir, the user should see the TE tile. Note: All data is generated directly from EdDir to the AIM portal. If that tile is not visible, the EdDir information is inaccurate, contact the LEA EdDir Application Editor. If issues still exist, contact the ALSDE Service Desk at 334-694-4777 or servicedesk@alsde.edu.

3. The school administrator must log into the AIM Portal and click on the TE tile/roster management. If an observer notices that any of the instructors are not assigned to the correct site or are not assigned the correct application access rules in the Education Directory for Teaching Effectiveness, the EdDir Application Editor must update the instructor's profile in EdDir (as described in Step 1 of this document). If an observer has any questions about the automated roster verification and submission process, contact the Teaching Effectiveness Help Desk by email teachingeffectiveness@asc.edu or by telephone at 800-338-8320 or 256-971-7448.

4. Allow 24 to 48 hours for the information verified and submitted via the automated process in the AIM Portal to transfer to the ATOT platform and vice versa. If the user is currently accessing the ATOT but the information does not match what is in the AIM Portal, an error message occurs. Note: The email used in the ATOT platform must match the email in the AIM Portal to ensure the user is granted access. For additional assistance, contact Client Care at https://alsde.onlinehelp.cognia.org/ or 1-888-413-3669.

5. To access the ATOT, the Observer must ensure that the teacher is listed in the myJourney platform. If the teacher is not listed, the teacher must be added to the platform via the Manage Users feature. The teacher must be added using the same name and email address as listed in EdDir. Complete this step prior to conducting observations. For additional assistance, contact Client Care at https://alsde.onlinehelp.cognia.org/ or 1-888-413-3669.

6. Users can email ATGP@alsde.edu for any questions related to the implementation of the ATGP.

The timeline of implementation of the APLDS, ATGP, and LEADAlabama for the 2025-2026 school year is as follows:

Evaluation System	Steps	Begin	Complete	Responsible
APLDS (School Administrators), ATGP (Teachers), LEADAlabama (District Administrators, optional)	Login to AIM	7/1/2025	9/16/2025	All Evaluatees and Evaluators
ATGP, LEADAlabama	Self-Assessment	7/1/2025	10/1/2025	All Evaluatees
APLDS, ATGP, LEADAlabama	Professional Learning Plan (PLP)	7/1/2025	10/1/2025	All Evaluatees and Evaluators
APLDS	APLDS Data Entry (Certification of Stipend Eligibility)	9/1/2025	10/1/2025	All Evaluatees and Evaluators

APLDS	APLDS Data Entry (Evidence, Certification of Completion)	10/1/2025	5/1/2026	Retiring Evaluatees (School Administrators retiring at the end of the school year) Evaluators/Central Office Staff responsible for certifying school administrators who have successfully completed all program requirements for the stipend
ATGP	Teacher Observations	10/1/2025	5/15/2026	All Teacher Observers
ATGP	Professional Practice Diagnostic (optional)	10/1/2025	5/15/2026	All Teacher Observers
APLDS	APLDS Data Entry (Evidence, Certification of Completion)	10/1/2025	6/19/2026	All Other Evaluatees (School Administrators) Evaluators/Central Office Staff responsible for certifying school administrators who have successfully completed all program requirements for the stipend
ATGP	ATGP Data Entry (ATOT observations)	10/1/2025	6/19/2026	Primary Teacher Observers

If you have questions about the APLDS procedures, please contact Dr. Anna Shepherd-Jones at (334) 694-0785 or by email at anna.jones@alsde.edu. If you have questions about the ATGP procedures, please contact Dr. Mark Coleman at 334-694-4886 or by email at mark.coleman@alsde.edu or Ms. Telena Madison at 334-694-4827 or by email at tmadison@alsde.edu.

EGM/TM/RW

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