



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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August 25, 2025

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: 2026 World Languages State Course of Study Committee Nominations

In January 2026, the Alabama State Department of Education (ALSDE) will begin working to review and revise the *2010 Alabama Course of Study: World Languages*. To accomplish this task, a State Course of Study Committee will be appointed.

As required by §16-35-1, *Code of Alabama, 1975*, the Alabama State Board of Education appoints 21 of the 28 members of a State Course of Study Committee, and members serve for one year. The law also states that local boards of education, through superintendents, shall nominate people qualified to serve on a State Course of Study Committee. Your assistance is requested in the nomination of K-12 educators for consideration of appointment to this committee.

Once appointed, the committee will convene to prepare the 2026 version of the *Alabama Course of Study: World Languages*. When this work is completed, the World Languages State Course of Study Committee recommends to the Alabama State Board of Education the standards in this content area for Alabama's K-12 public schools.

Membership on the World Languages State Course of Study Committee requires commitment to attending meetings in Montgomery and collaborating with a diverse group of educational professionals and stakeholders. The ALSDE will reimburse travel and substitute expenses for members of the World Languages State Course of Study Committee.

In talking with potential appointees, it may be important to indicate the committee's meeting dates (**Enclosure A**) and the payment of per diem and mileage according to state rates (**Enclosure B**).

Nominations in the following categories are needed for this committee:

**CATEGORIES FOR THE WORLD LANGUAGES
EDUCATION COURSE OF STUDY COMMITTEE**

1. Elementary Classroom Teachers: Persons currently teaching elementary (Grades K-6) World Languages.

2. Secondary Classroom Teachers: Persons currently teaching secondary (Grades 7-12) World Languages.
3. Supervisors and/or Administrators: Persons having knowledge of or previous teaching experience in the field of World Languages with overall curriculum responsibility for instruction in this content area, such as elementary principals, secondary principals, supervisors, and/or assistant superintendents of instruction.
4. Special Populations Educators: Persons having knowledge of or previous teaching experience in addressing the needs of special populations.

The Nominations Form is to be completed and signed by the LEA Superintendent using the [online DocuSign PowerForm linked here](#). Before initiating this PowerForm, a best practice is to create a free DocuSign account ([DocuSign](#)). This will allow you (the originator) to track the envelope as it progresses through each assigned recipient. Account creation MUST occur prior to starting the PowerForm for the Alabama State Course of Study Committee Nomination Form.

First, enter the name and email address of each person who will be assigned one of the signing roles listed below. Then, click on the "Begin Signing" button. A window will appear with a message prompting you to enter the validation/access code. Please note that if you fail the authentication twice, the envelope will lock, and you will need to contact Dr. Blake Busbin (blake.busbin@alsde.edu) to unlock the envelope. If you copy and paste the code, ensure that no extra spaces are copied and pasted into the textbox. After the validation/access code has been verified, you will be prompted to continue to enter the information required to complete the form.

Once all the required fields have been completed, you will be prompted to click the "Finish" button. Upon clicking the "Finish" button, the envelope will automatically be sent to the next signer until all signatures have been collected. Please note that during the electronic signing process, all signers will receive an email inviting them to sign the document.

To track an envelope, you MUST have created a free DocuSign account PRIOR to the submission of the envelope. To check the status of an envelope, you will login to your DocuSign account. Access the "Manage" tab to track the envelope. It will show you the status of the envelope, such as whose signature has been collected and whose signature you may be waiting on.

For each person nominated, the law also requires that credentials and a summary of qualifications be submitted. Please provide the nominees with the weblink [2026 World Languages COS Committee Credentials Form](#) to complete information related to their education and work history. Please ensure that all forms are completed and submitted no later than **September 19, 2025**. Any questions regarding the nomination process may be addressed to Dr. Busbin via email at blake.busbin@alsde.edu or telephone at (334) 694-4768.

August 25, 2025

Course of Study development involves a commitment of both time and effort; therefore, attendance at all meetings is essential. Proposed meeting dates (**Enclosure A**) are enclosed for your information and for those whom you nominate.

EGM/BB/LCT

Enclosures

cc: Mrs. Angela Martin
Dr. Melissa Shields
Mr. Sean J. Stevens
Dr. Blake Busbin

FY25-2073

**2026 WORLD LANGUAGES
STATE COURSE OF STUDY COMMITTEE AND TASK FORCE**

PROPOSED MEETING DATES AND LOCATIONS

Meetings will be held at the Alabama State Department of Education
Offices in Montgomery or Birmingham.

Some meetings may be virtual.

January 13, 2026	9:00 a.m. – 3:00 p.m.
January 14, 2026	9:00 a.m. – 3:00 p.m.
February 10, 2026	9:00 a.m. – 3:00 p.m.
February 11, 2026	9:00 a.m. – 3:00 p.m.
March 3, 2026	9:00 a.m. – 3:00 p.m.
March 4, 2026	9:00 a.m. – 3:00 p.m.
April 7, 2026	9:00 a.m. – 3:00 p.m.
April 8, 2026	9:00 a.m. – 3:00 p.m.
May 5, 2026	9:00 a.m. – 3:00 p.m.
May 6, 2026	9:00 a.m. – 3:00 p.m.
June 16, 2026	9:00 a.m. – 3:00 p.m.
June 17, 2026	9:00 a.m. – 3:00 p.m.
July 8, 2026 (VIRTUAL MEETING)	9:00 a.m. – Noon
August 25, 2026	9:00 a.m. – 3:00 p.m.
August 26, 2026	9:00 a.m. – 3:00 p.m.
September 15, 2026	9:00 a.m. – 3:00 p.m.
September 16, 2026	9:00 a.m. – 3:00 p.m.
October 6, 2026	9:00 a.m. – 3:00 p.m.
October 7, 2026	9:00 a.m. – 3:00 p.m.
November 12, 2026 (TBA)	Board of Education Work Session
December 10, 2026 (TBA)	Board of Education Meeting

PER DIEM AND MILEAGE RATES

<i>IF A PERSON LIVES ...</i>	<i>...In Montgomery</i>	<i>...Within a 100-Mile Radius of Montgomery</i>	<i>...Outside a 100-Mile Radius of Montgomery</i>
PER DIEM FOR 6 TO 12 HOURS	-----	\$12.75	\$12.75
PER DIEM FOR OVER 12 HOURS	-----	\$34.00	\$34.00
PER DIEM FOR OVERNIGHT	-----		\$85.00 (1 night) \$100.00 (2 nights or more)
MILEAGE	<i>Currently \$0.70 per mile for private car mileage from home to the meeting site (according to ALSDE mileage chart)</i>		