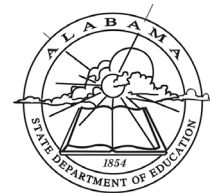




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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Executive Officer

October 10, 2025

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: New Online Process Developed for Alabama Teacher of the Year Application

Effective October 1, 2025, the Alabama State Department of Education is officially offering our state's annual Alabama Teacher of the Year (TOY) Application fully online.

Also, just for this year's application process for 2026-2027, applicants may also submit their final application using the traditional printable PDF document by accessing the link below:

[Alabama Teacher of the Year Program webpage](#)

This is the first time the state application process is being offered electronically. The goal is to make the process of applying for the Alabama Teacher of the Year even *more accessible, convenient, and efficient* for all local educators interested in this state recognition.

To apply online, interested applicants must use the state's DocuSign platform. **This official application (electronic version) is now available by accessing the following weblink:**

[The New Online Alabama Teacher of the Year Application](#)

Also, attached are the Instructions for Use. The Alabama Teacher of the Year Program salutes outstanding educators for their professionalism, commitment to student achievement, and continued service to local schools. These top educators demonstrate excellence in Grades K-12 teaching and leadership.

The Alabama Teacher of the Year Program is one of our state's oldest and most esteemed recognition programs. The Alabama Teacher of the Year serves as an ambassador for education and the teaching profession. They also represent our state for the National Teacher of the Year Award.

If you need additional information about the Alabama Teacher of the Year Program, please contact State Teacher of the Year Coordinator Ann Starks at ann.starks@alsde.edu.

For additional information on the state's new online application process through DocuSign, contact LEA Support Services Coordinator Meagen Anthony at meagen.anthony@alsde.edu.

EGM/MS/AS

Attachment

cc: City and County School Principals
LEA Public Information Officers

FY26-1000

Instructions for Use

Before initiating the PowerForm, a best practice is to create a free [DocuSign](#) account. The account creation MUST occur before starting PowerForm. Creating an account allows the originator to track the envelope as it progresses through each assigned recipient. After creating the account, please follow these steps:

- Enter the name and email address of each required recipient.
- Once all names and emails are entered, click the “Start” icon. A new window will populate, indicating an email notification was sent to access the document.
- Locate the email notification and click the “Start” icon within the email notification.
- Complete all required fields and then “Finish.”

Upon clicking the “Finish” button, the envelope will automatically be sent to the next signee until all signatures are completed. NOTE: Reassigning the application to another recipient will erase all entered information.

Please note that during the electronic signing process, all signers will receive an email invitation from DocuSign (dse_NA4@docusign.net) to sign the document. The application will not be considered complete until all parties have added their signatures. To check the status of signatures, log in to the created DocuSign account. Access the “Agreements” tab to track the status of the envelope.

The status of the envelope will indicate the signatures that have been collected and whose signatures are still needed.

For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush at meagen.anthony@alsde.edu.