



STATE OF ALABAMA
DEPARTMENT OF EDUCATION

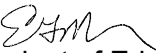


Eric G. Mackey, Ed.D.
State Superintendent of Education

August 17, 2026

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: *School Principal Leadership and Mentoring Act* New Principal Mentoring Program Requirement 2026-2027

In accordance with the *School Principal Leadership and Mentoring Act* (2023-340), one requirement for successful completion of the Alabama Principal Leadership Development System program is that first- and second-year principals complete a mentoring program for two consecutive years. The Alabama State Department of Education (ALSDE), in partnership with the Council for Leaders in Alabama Schools, will provide the Alabama New Principal Mentoring Program (ANPMP) to fulfill the requirements of the law.

Superintendents or their designee may request state approval of an alternative new principal mentoring program or an alternative implementation plan. To request approval, the 2026-2027 School Principal Leadership and Mentoring Act New Principal Mentoring Program Request Form must be completed through DocuSign (click [here](#) for the link to the DocuSign form). The attachment provides a copy of the request form for planning purposes only. This form is not required to be completed if the district participates in the ANPMP.

If the request is approved by the ALSDE, the superintendent or designee must maintain the required documentation and submit the 2026-2027 Principal Act New Principal Mentoring Program Audit Form through DocuSign at the conclusion of the program for the current school year (click [here](#) for the link to the DocuSign form). The attachment provides a copy of the program audit form for planning purposes only. This form is not required to be completed if the district participates in the ANPMP.

Before initiating the request form, the superintendent or designee will need to create a free DocuSign account ([DocuSign](#)). Doing this will allow the originator to track the envelope as it progresses through each assigned recipient. The account creation must occur prior to starting the request form.

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First, enter the name and email address of each person who will be assigned to one of the signing roles. Once all names and emails are entered, click the "Begin Signing" icon. A new window will populate, and the form filler will be prompted to access an email sent via DocuSign. The email will prompt the form filler to click the "Start" button. Then, the application will generate. Once all the required fields have been completed, a prompt to "Finish" will appear. Upon clicking the "Finish" button, the envelope will be automatically sent to the next signee until all signatures have been collected. Please note that during the electronic signing process, all signers will receive an email invitation to sign the document. To track an envelope, a DocuSign account is required prior to the submission of the envelope. To check the status of an envelope, log in to the created DocuSign account. Access the "Manage" tab to track the envelope. It will show the status of the envelope, such as which signatures have been collected and which signatures are still needed.

For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush by email at meagen.anthony@alsde.edu. If you have questions about the new principal mentoring requirements, please contact Dr. Anna Shepherd-Jones by email at anna.jones@alsde.edu or by telephone at (334) 694-0785.

EGM:ASJ:KW

Attachments

cc: Chief School Financial Officers
Mrs. Angela Martin
Mr. Arthur Watts, Jr.
Dr. Melissa Shields
Mr. Ethan Taylor
Dr. Anna Shepherd-Jones
Mrs. Meagen Anthony-Rush

FY26-2075

School Principal Leadership and Mentoring Act (2023-340)
Alabama Principal Leadership Development System
2026-2027 State-Approved New Principal Mentoring Program Audit Form



Through the Alabama State Department of Education (ALSDE), mentors and new principal mentees participate in the Alabama New Principal Mentoring Program (ANPMP). Additionally, mentors are hired, funded, trained, and placed with new principal mentees. The purpose of this form is to provide audit information for a state-approved mentoring program for new principals in accordance with the *Principal Act* (Act 2023-340).

This form is not required to be completed if the district participates in the ANPMP provided by the ALSDE in partnership with the Council for Leaders in Alabama Schools.

New Principal Mentoring Program Contact Information

School District

Contact Name

Contact Email Address

Contact Phone Number

State-Approved New Principal Mentoring Program

Program Name

Program Start Date for the Current School Year

Program End Date for the Current School Year

(Note: The program for the current school year must be completed no later than April 30, 2027.)

Mentor Selection and Training

Mentor Selection

Please provide an explanation and supporting documentation of the method for identifying exemplary, high-quality principal mentors.

Documentation:

Explanation:

Mentors for the Current School Year

Please upload a document that includes all of the following information. An example table has been provided below.

1. Mentor Name
2. Documentation of Mentor Credentials (e.g., résumé, application)
3. New Principal Name
4. New Principal School

Mentor Name

**Documentation of
Mentor Credentials**
(e.g., résumé, application)

New Principal Name

New Principal School

Documentation:

Mentor Training Topics

Please provide an explanation and supporting documentation of the high-quality training for mentors that is focused on the following:

- Goal setting, including the Professional Learning Plan goals
- Active listening
- Conflict management (between mentor, new principal mentee, and aiding new principal mentees in handling conflicts on the job)
- Giving and receiving nonjudgmental feedback
- Self-reflection
- Addressing the individual needs of the new principal mentees
- Supporting the new principal mentee in achieving personal and professional goals

Documentation:

Explanation:

Mentor Training Structure

Please provide an explanation and supporting documentation of how the new principal mentoring program meets all of the following criteria for mentor professional development:

- Includes a formal orientation and foundational mentor training before mentors begin their work
- Includes continuous professional development for mentors
- Allows sufficient time and support for mentors to engage in a mentor learning community
- Includes monitoring of the degree to which the program is aiding new principal mentees in making progress toward individual desired outcomes and goals
- Has processes for mitigating and resolving problems and addressing barriers as issues arise

Documentation:

Explanation:

Program Goals, Outcomes, and Content

Alabama Standards for School Leadership Alignment

Please provide an explanation and supporting documentation of how the new principal mentoring program includes content that is focused on developing leadership competencies aligned with the [Alabama Standards for School Leadership](#):

- Visionary Leadership
- Instructional Leadership
- Managerial and Operational Leadership
- Relational Leadership
- Innovative Leadership

Documentation:

Explanation:

Program Evaluation

Please provide an explanation and supporting documentation of how the new principal mentoring program meets all of the following criteria:

- Fosters the professional, academic, and personal development of the new principal mentee
- Focuses on new principal mentees defining and articulating core values and developing professional confidence
- Focuses on the development of leadership skills, practices, and dispositions that are needed for new principal mentees to improve academic growth, academic achievement, and school climate
- Includes formative assessment that engages the mentor and new principal mentee in an ongoing reflective process and continuous improvement
- Includes program goals, outcomes, and design that reflect an understanding of research on the unique strengths and needs of individuals as they develop over time
- Includes program goals and outcomes that are explicitly linked to improving the needs of the new principal mentee in meeting the expectations of the organization
- Has program goals and outcomes that are clearly aligned with program evaluation processes

An example table for the supporting documentation has been provided below.

Goal	Outcome	Measure(s) of Success	Data Source(s)	Analysis of Findings
<i>Example: The mentor builds connection with the mentee.</i>	<i>Example: The mentee experiences support.</i>	<i>Example: Overall at least 90% of new principals will report satisfaction with the mentoring program.</i>	<i>Example: New Principal Mentoring Program surveys</i>	

Documentation:

Explanation:

Program Structure, Implementation, and Completion

Program Structure and Implementation

Please provide an explanation and supporting documentation of how the new principal mentoring program meets all of the following criteria:

- Provides sustained, coherent mentoring for two consecutive years
- Provides a minimum of 25 hours of mentor and new principal contact time each year
- Has mentor selection criteria that include successful experience as a school leader and commitment to developing new principals in school leadership
- Has a designated program leader in planning, implementing, evaluating, and refine the program through data analysis, program evaluation, and stakeholder communication
- Has sufficient staffing to implement the program efficiently and provide new principal mentees with support in successful program completion
- Has sufficient fiscal resources

Documentation:

Explanation:

Program Completion

Please provide an explanation and supporting documentation of how the new principal mentoring program maintained records of participating new principal mentees and successful program completers.

Documentation:

Explanation:

Program Completion Documentation in the PowerSchool Professional Learning (PL) Portal

I hereby certify that Information Only credit has been awarded to all new principals who successfully completed all Year 1 and/or Year 2 New Principal Mentoring Program requirements in the PowerSchool PL portal.

Course Number: 348832

Course Title: 2026-27 APLDS - New Principal Mentoring Program

_____ New Principal Mentoring Program Contact Initials

Certification of New Principal Mentoring Program Audit:

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

New Principal Mentoring Program Contact Signature



School Principal Leadership and Mentoring Act Stipend
Alabama Principal Leadership Development System
2026-2027 Alternative New Principal Mentoring Program Request Form



Through the Alabama State Department of Education (ALSDE), mentors and new principal mentees participate in the Alabama New Principal Mentoring Program (ANPMP). Additionally, mentors are hired, funded, trained, and placed with new principal mentees. The purpose of this form is for school districts to request alternative options for the new principal mentoring program as required by the *Principal Act* (Act 2023-340).

This form is not required to be completed if the district participates in the ANPMP provided by the ALSDE in partnership with the Council for Leaders in Alabama Schools.

Contact Information

School District/Vendor

Contact Name

Contact Email Address

Contact Phone Number

Alternative Options

Alternative Options to the State Program and Implementation

Through the ALSDE, mentors and new principal mentees participate in the ANPMP. Additionally, mentors are hired, funded, trained, and placed with new principal mentees. The purpose of this form is for school districts to request alternative options for the new principal mentoring program selection and/or implementation.

Indicate which alternative option is being requested for approval.

- ☐ **Option A. Alternative Program Implementation** - Implement the ANPMP but mentors will be hired, funded, and placed with new principal mentees through the school district; mentors will receive training from the ALSDE on the ANPMP.

Note: If selected, please complete the following Option A, Alternative Program Implementation section on the next page.

- ☐ **Option B. Alternative Program Selection and Implementation** - Select and implement a different new principal mentoring program; mentors will be hired, funded, trained, and placed with new principal mentees through the school district.

Note: If selected, please complete the following Option B, Alternative Program Selection and Implementation section on the next page.

Option A. Alternative Program Implementation

Mentor Training

Please indicate how many district mentors will need to receive training on the ANPMP.

Program Costs

Please provide the following assurance by initialing next to the statement.

_____ I understand that the ALSDE will provide program materials, resources, and mentor training, but does not assume responsibility for any other costs associated with the implementation of the ANPMP (e.g., mentor stipends, mentor travel reimbursement, etc.).

Option B. Alternative Program Selection and Implementation

Mentor Training

Please provide the following assurances by initialing next to each statement.

_____ I assure that the new principal mentoring program includes high-quality training for mentors that is focused on the following:

- Goal setting, including the Professional Learning Plan goals
- Active listening
- Conflict management (between mentor, new principal mentee, and aiding new principal mentees in handling conflicts on the job)
- Giving and receiving nonjudgmental feedback
- Self-reflection
- Addressing the individual needs of the new principal mentees
- Supporting the new principal mentee in achieving personal and professional goals

_____ I assure that the new principal mentoring program meets all of the following criteria for mentor professional development:

- Includes a formal orientation and foundational mentor training before mentors begin their work
- Includes continuous professional development for mentors
- Allows sufficient time and support for mentors to engage in a mentor learning community
- Includes monitoring of the degree to which the program is aiding new principal mentees in making progress toward individual desired outcomes and goals
- Has processes for mitigating and resolving problems and addressing barriers as issues arise

Please describe the mentor training program.

Program Costs

Please provide the following assurance by initialing next to the statement.

_____ I understand the ALSDE does not assume responsibility for any costs associated with the alternative new principal mentoring program (e.g., program contract services, mentor stipends, travel reimbursements).

Program Goals, Outcomes, and Content

Please provide the following assurances by initialing next to each statement.

_____ I assure that the new principal mentoring program includes content that is focused on developing leadership competencies aligned with the Alabama Standards for School Leadership:

- Visionary Leadership
- Instructional Leadership
- Managerial and Operational Leadership
- Relational Leadership
- Innovative Leadership

_____ I assure that the new principal mentoring program meets all of the following criteria:

- Fosters the professional, academic, and personal development of the new principal mentee
- Focuses on new principal mentees defining and articulating core values and developing professional confidence
- Focuses on the development of leadership skills, practices, and dispositions that are needed for new principal mentees to improve academic growth, academic achievement, and school climate
- Includes formative assessment that engages the mentor and new principal mentee in an ongoing reflective process and continuous improvement
- Includes program goals, outcomes, and design that reflect an understanding of research on the unique strengths and needs of individuals as they develop over time
- Includes program goals and outcomes that are explicitly linked to improving the needs of the new principal mentee in meeting the expectations of the organization
- Has program goals and outcomes that are clearly aligned with program evaluation processes

Program Structure and Implementation

Please provide the following assurance by initialing next to the statement.

- _____ I assure that the new principal mentoring program meets all of the following criteria:
- Provides sustained, coherent mentoring for two consecutive years
 - Provides a minimum of 25 hours of mentor and new principal contact time each year
 - Has mentor selection criteria that include successful experience as a school leader and commitment to developing new principals in school leadership
 - Has a designated program leader in planning, implementing, evaluating, and refining the program through data analysis, program evaluation, and stakeholder communication
 - Has sufficient staffing to implement the program efficiently and provide new principal mentees with support in successful program completion
 - Has sufficient fiscal resources

Program Structure and Implementation

Describe the method for identifying exemplary, high-quality principal mentors to participate in providing instruction through the program.

Describe how the school district will gather meaningful information about program efficacy, including how the new principal mentoring program is or is not contributing to the development of the leadership skills, practices, and dispositions that are needed for new principal mentees to improve academic growth, academic achievement, and school climate.

Describe how the school district will maintain records of participating new principal mentees and successful program completers.