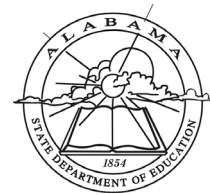




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

October 16, 2026

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey 
State Superintendent of Education

RE: *School Principal Leadership and Mentoring Act*, Career and Technical Education (CTE) and Alternative School Standalone Facilities 2026-2027

During the 2025 legislative session, a statute related to the *School Principal Leadership and Mentoring Act* (2023-340) was signed into law (Act 2025-286). For the purposes of this law, the following terms shall have the following meanings:

- **ASSISTANT PRINCIPAL.** An individual who is certified for the position of assistant principal, as prescribed by the board, and who is employed full-time by a local board of education as an administrator of a public school to assist the principal in managing and leading the school. This term includes a Career and Technical Education Building Administrator, Alternative School Administrator, or similar position approved by the State Department of Education, who is housed full-time at a standalone facility, who assists with overseeing the day-to-day schedule and operations in that facility, and helps supervise teachers at that facility in a full-time capacity.
- **PRINCIPAL.** An individual who is certified for the position of principal, as prescribed by the board, and who is employed full-time by a local board of education as the chief school administrator of a public school. This shall include a Career and Technical Education Building Administrator, Alternative School Administrator, or similar position approved by the State Department of Education, who is housed full-time at a standalone facility, oversees the day-to-day schedule and operations in that facility, and supervises teachers at that facility in a full-time capacity.

A form identifying the current CTE schools and/or alternative schools that are standalone facilities in accordance with *Act 2025-286* will be sent to district superintendents and chief school financial officers for completion and certification. The 2026-2027 form must be completed through DocuSign.

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State Board
of Education

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Executive Officer

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.

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 Principal Act requirements, please contact Dr. Anna Shepherd-Jones by email at anna.jones@alsde.edu or by telephone at (334) 694-0785.

EGM:ASJ:KW

Attachment

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

FY27-2001

School Principal Leadership and Mentoring Act (2023-340)
Alabama Principal Leadership Development System
2026-2027 Certification of Career and Technical Education (CTE)
and/or Alternative School Standalone Facilities



District Name:

Law Reference:

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Standalone Facility Certification:

The purpose of this form is to identify CTE schools and/or alternative schools that are standalone facilities in accordance with Act 2025-286.

Does your LEA have a CTE school and/or alternative school that is a standalone facility with a unique school code?

_____ Yes - Please complete the table below.

_____ No

If Yes, please list each CTE school and/or alternative school within your LEA that is a standalone facility with a unique school code. For each school, provide the unique school code, full school name, and indicate whether it is a CTE school or an alternative school.

FY27 CTE and/or Alternative School Identification List			
Unique School Code	School Name	CTE School	Alternative School

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

Superintendent Signature

CSFO Signature

