

# Process for Administrative Code Changes

## Step 1: Proposal Changes

An Alabama State Department of Education staff member notifies the State Superintendent's Office of Administrative Code Proposed changes.

The Proposed change(s) are then placed on an [Alabama State Board of Education](#) (SBE) Work Session agenda for consideration.

**Time Frame:** 30 days elapse

## Step 2: SBE Intent to Vote on Proposed Changes

The Alabama Administrative Code (AAC) Proposal is placed on State Board of Education Meeting agenda the following month under an item titled "*Intent to Amend Alabama Administrative Code, Rule Number 290-...*"

The State Board of Education then votes to announce its intent to change the Administrative Code.

The item is then placed on the Alabama State Department of Education site for AAC [Proposed Changes](#).

**Time Frame:** 2-3 weeks elapse

## Step 3: Comments Published

Within two to three weeks following State Board Adoption of Proposal, the Administrative Code Proposal Notice is published in the [Administrative Monthly](#) for public comments.

**Time Frame:** 60 days elapse

## Step 4: SBE Vote on Adoption

If no significant changes were made to the proposal during the interim period, the State Board of Education offers the public the opportunity to make public comment at the public hearing portion of the monthly meeting and then may vote to adopt the proposal. If significant changes were made, the process starts over from step 1.

**Time Frame:** 45 days elapse

## Step 5: Final Change

The Alabama Administrative Code Change becomes final within 45 days after the State Board of Education's changes are filed with the Legislative Reference Service.

The Alabama State Board of Education, Administrative Code can be found [here](#).

The full Alabama Administrative Code can found online [here](#).

*Note to the Public: If a member of the public wishes to petition for a rule change, they may do so following the steps outlined in AAC Rule 290-010-010-.10.2.*

Alabama State Department of Education

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