

Media Request Policy

Alabama State Department of Education

The Alabama State Department of Education (ALSDE) welcomes all media opportunities and requests. This policy governs when a member of the media will be granted permission to interview ALSDE staff.

ALSDE's permission is required to conduct media interviews. ALSDE will consider reasonable requests for news-related, non-commercial interviews and tapings but reserves the right to deny requests.

The following guidelines apply to all members of the media engaged in the acquisition of news with the intent of disseminating it through legitimate and recognized mediums requesting permission to conduct an interview, film, videotape or photograph.

1. Requests for permission to conduct an interview, film, videotape or photograph must be made through the Communication Section of ALSDE Monday through Friday between 8:00 a.m. and 5:00 p.m. at 334-242-9950 or comm@alsde.edu or directly to a Communication staff member.
2. Requests for permission to conduct an interview, film, videotape or photograph must be made at least one (1-2) business days before proposed interview, filming, videotaping or photographing. In the case of breaking news where a one-two (1-2) business day lead time is not feasible, requests will be considered on a case-by-case basis.
3. Requests for permission to conduct an interview, film, videotape or photograph made directly to the subject are in violation of these guidelines and may not be honored.
4. Members of the media should be accompanied by ALSDE Communication staff member.