October 2, 2019

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: Alabama Association of Section 504 Coordinators 25th Annual Conference

The Alabama State Department of Education (ALSDE), Prevention and Support Services Section, supports the work of the Alabama Association of Section 504 Coordinators as a network for local education agencies (LEAs) for providing Section 504 knowledge, laws, forms, assistance, and best practices.

The conference will be held on December 10-11, 2019, at the Hyatt-Wynfrey Hotel, Birmingham, AL. Please see the attached for registration information.

If you need clarification or have any questions regarding this memorandum, please contact Dr. Marilyn Lewis by telephone at 334-694-4717 or by email at mlewis@alsde.edu. Should you have questions regarding registration, please contact Dr. Annie Spike by telephone at 256-582-3171, Extension 01008, or by email at spikeaj@marshallk12.org.

EGM:ML:KM

Attachment - REVISED

FY20-2000
Alabama Association of 504 Coordinators’
25th Annual Conference
Hyatt-Wynfrey Hotel, Birmingham, AL
Tuesday, December 10, 2019 ~ 9:30 a.m. – 4:00 p.m.
Wednesday, December 11, 2019 ~ 8:30 a.m. – 11:30 a.m.

Presenters

Mr. Rodney Lewis, Esq.
Lanier, Ford, Shaver & Payne, P.C., Huntsville, Al.

Ms. Tina Sanders, Education Specialist
Alabama State Department of Education

Ms. Jennifer C. Ventress, Nurse Administrator
Alabama State Department of Education
Hyatt-Wynfrey Hotel, 1000 Riverchase Galleria, Birmingham, Al.

Conference Fee:
Early Bird Registration $100.00

“Early Bird Payment” must be postmarked by DECEMBER 1, 2019, in the form of check or money order. Purchase orders will not be accepted for early bird registration.

Registration postmarked after DECEMBER 1, 2019, is $125.00

Check, money order, or purchase order.
Onsite registration will be accepted in the form of check or money order.

Registration Procedures:
Complete the Conference Registration Form and submit along with payment to:
Lana Tew
Alabama Association of 504 Coordinators
Morgan County School System
235 Highway 67 South
Decatur, Alabama 35603

You must register on STIPD to receive proof of attendance and Continuing Education Credits.
Alabama Association of 504 Coordinators’ Conference

REGISTRATION FORM

FEES PAYABLE TO ALABAMA ASSOCIATION OF 504 COORDINATORS

Early Bird Registration $100 – Postmarked by December 1, 2019
Late Registration $125 – Postmarked after December 1, 2019

Name: Phone #:

School System or School:
Position with System or School:

Mailing Address:
Email Address:

Amount Enclosed:

For 504 Office Use Only

Date Payment Received:

CHECKLIST OF REGISTRATION PROCEDURES

☐ I have included my Early Bird payment of $100.00
OR
☐ I agree to pay $125.00 for late registration.

☐ I have included the registration form along with the appropriate payment.
    ☐ Check ☐ Money Order ☐ Purchase Order

HOTEL INFORMATION
Conference is held at the Hyatt-Wynfrey Hotel. Hotel rooms range in price from $119 – $159 per night if booked by November 7, 2019.

Reservations: Passkey-Individual