July 17, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey  
State Superintendent of Education

RE: Attendance Matters in Alabama Regional Training Sessions

In addition to the release of the 2019 Revised Alabama Attendance Manual, five regional training sessions are provided in August and September 2019. The major focus of the training is to provide guidance to the local education agencies (LEAs) and to assist persons who are new to positions connected to attendance—such as attendance officers and registrars—to effectively implement the process for students at risk of school failure based on attendance, behavior, course credits deficiencies, and to design an LEA pyramid of interventions for immediate response. Please bring an electronic device to access INOW in support of calculating your LEA’s chronic absenteeism rate. The dates, times, and locations are as follows:

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<th>DATE</th>
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| August 20, 2019     | 9:00 a.m.- 3:30 p.m.        | AIDT  
1 Technology Court, Suite E  
Montgomery, AL 36116 |
| August 23, 2019     | 9:00 a.m.- 3:30 p.m.        | Technology Center and Technology Academy  
2800 Martin Luther King Boulevard  
Tuscaloosa, AL 35401 |
| August 27, 2019     | 9:00 a.m.- 3:30 p.m.        | The University of Alabama in Huntsville  
Shelbie King Hall Building (Room 212)  
188 Sparkman Drive  
Huntsville, AL 35899 |
| August 30, 2019     | 9:00 a.m.- 3:30 p.m.        | Culinary Arts Building  
19150-A Wilters Street  
Robertsdale, AL 36567 |
| September 5, 2019   | 9:00 a.m.- 3:30 p.m.        | Jacksonville State University Regional In-Service Center  
Ft. McClellan Base, Room 2101  
100 Gamecock Drive  
Anniston, AL 36205 |

The LEA teams are requested to attend the meeting. Each team may include a maximum of three members (school improvement specialists, counselors, graduation coaches, Response to Instruction [RtI] coordinators, attendance officers, registrars, and administrators). Participants are asked to select a site and register using STI-PD#AMA2019. All trainings will assist teams in recognizing and designing additional LEA features of the Student Data Portal programs for attendance; utilizing the Alabama Graduation Tracking System as an early warning system; designing an LEA Pyramid of Intervention aligned with Tier 1, 2, and 3 best practices, programs, and/or processes for Attendance; and engaging in a guided walk of the 2018-2019 Alabama School Attendance Manual.
It is exciting to know that such a major factor in the success of students is possible and cost effective in terms of interventions and in recording accurate data.

A copy of the manual may be accessed on the Alabama State Department of Education website at www.alsde.edu.

I encourage you to have a discussion with stakeholders in your community and schools, as an Attendance Awareness special event(s) is planned for the months of August and September—official Attendance Awareness months. Please share any photos or social media releases with Dr. Kay A. Warfield, Education Administrator, Prevention and Support Services, by email at kaw@alsde.edu and pin your school system/school on the Attendance Works website.

EGM/KAW/SB

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