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

April 28, 2021

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: 2021 Secondary Summer School Registration Form

Per the *Alabama Administrative Code*, Regulations Governing Public Schools, Public School Governance, Chapter 290-3-1-.02(6), Registration of Summer School, "All public schools conducting a summer school shall file a registration report with the Alabama State Department of Education."

Superintendents or a designated local education agency (LEA) secondary summer school contact may electronically access the LEA Secondary Summer School Program Plan, Assurances, & Registration Form Information. Each LEA will complete the form and indicate if in-person or virtual secondary summer school will or will not be offered in summer 2021. Once the LEA has indicated secondary summer school is being offered and the form has been submitted, a link will be emailed to the LEA contact to complete the registration information regarding the course delivery, courses, teachers, and enrollment numbers. Individual applications must be completed for every school location within the LEA hosting secondary summer school; the form can be submitted multiple times to accommodate each program location. Submit the application(s) **no later than the end of the first week of summer school**.

Questions may be directed to Andy Meadows or Cristin M Dillard by telephone at (334) 694-4768 or by email at summerschool@alsde.edu.

EGM:AM:KD

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