



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

April 27, 2022

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: 2022 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 2022. 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**.

The LEAs may go to [Summer School Applications Resources](#) to review technical assistance videos and resources. [Office Hours](#) will be provided to give guidance and support to the LEAs.

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

EGM:AM:MS

FY22-2044

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