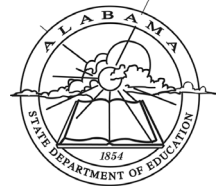




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

June 14, 2023

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

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

Tracie West
District II
President Pro Tem

RE: District Test Coordinators Fall Training

This correspondence is to provide information pertaining to the Alabama Comprehensive Assessment Program (ACAP).

Stephanie Bell
District III

District Test Coordinators Fall Training

Yvette M. Richardson, Ed.D.
District IV

The annual District Test Coordinators Fall Training has been scheduled for Wednesday, **August 23, 2023**, and Thursday, **August 24, 2023**. The meeting will be held at the Montgomery Marriott Prattville Hotel & Conference Center at Capitol Hill located at 2500 Legends Circle, Prattville, Alabama 36066. Registration for this meeting will begin at 8:30 a.m. on Wednesday. The meeting will begin promptly at 9 a.m. and conclude by 4:30 p.m. Thursday's meeting will begin at 8:30 a.m. and conclude by 4:30 p.m.

Tonya S. Chestnut, Ed.D.
District V

Marie Manning
District VI

The purpose of the District Test Coordinators Fall Training is to instruct all District Test Coordinators on the procedures, requirements, and logistics involved with the administration of the 2023-2024 ACAP. It is mandatory that all identified District Test Coordinators attend both full days of the training. Attendance is limited to the identified District Test Coordinator **only**. All expenses incurred will be the responsibility of the school system.

Belinda McRae
District VII

New District Test Coordinators Training

Wayne Reynolds, Ed.D.
District VIII
Vice President

A new District Test Coordinator is defined as one who has been in the position for three years or less. The New District Test Coordinators Training will be held on Tuesday, **August 22, 2023**, from 8:30 a.m. until 4:30 p.m.

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

The purpose of the New District Test Coordinators Training is to familiarize the new coordinators with policies and procedures regarding the ACAP. All new District Test Coordinators, as defined above, are **required** to attend this unique training.

City and County Superintendents of Education
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June 14, 2023

Superintendent's Identification of Key Assessment Personnel

Each year Student Assessment requires superintendents to complete a *Superintendent's Identification of Key Assessment Personnel* form. This form will be emailed to the District Test Coordinators and must be submitted to Student Assessment no later than Tuesday, **June 20, 2023**.

If you have any questions, please contact Mrs. Maggie Hicks at (334) 694-4817 or via email at mhicks@alsde.edu.

EGM/MH

cc: City and County District Test Coordinators

FY23-2058