September 29, 2015

MEMORANDUM

TO: Specialized Treatment Centers

FROM: Thomas R. Bice
State Superintendent of Education

RE: STI-PD Access

The Alabama State Department of Education (ALSDE) is offering an opportunity for teachers at Specialized Treatment Centers to have access to STI-PD. The treatment center administrator will need to designate a person to be in charge of the PD management program. This individual will be designated as a PD Manager for the Center. The PD Manager will be responsible for creating/editing teachers’ accounts, which may include some personally identifiable information. He/she will also create and post courses and award credit.

The treatment center administrator will need to sign, scan, and e-mail a letter to the ALSDE on the school’s letterhead indicating the name, e-mail address, and telephone number of the person(s) designated as the PD Manager for the Center. An example of the designation statement is as follows: “I am designating Jane Doe as PD Manager for St. Harry’s School.” This statement or a similar statement will be sufficient. The letter needs to be e-mailed to Lori Newton, Education Administrator, at lnewton@alsde.edu. Please send a copy to Sabrina May at smay@alsde.edu and Rhett Cutts at rcutts@alsde.edu.

The newly designated PD Manager will need to attend training at the Alabama State Department of Education. The training lasts approximately three hours and is provided at no cost. The ALSDE will notify Centers of the training details by utilizing the e-mail addresses of the designated PD Managers.

If you and your staff wish to participate, please e-mail the letter no later than October 13, 2015.

If you have questions and/or need further clarification, please contact Lori Newton at 334-353-4285 or via e-mail at lnewton@alsde.edu, Sabrina May at 334-353-0732 or via e-mail at smay@alsde.edu, or Rhett Cutts at 334-353-4285 or via e-mail at rcutts@alsde.edu.

TRB/SM/LN