MEMORANDUM

TO: Selected City and County Superintendents

FROM: Joseph B. Morton
State Superintendent of Education

RE: Operation Graduation: The Role of the Graduation Coach

July 30, 2009

In an effort to support students successfully graduating from high school, the State Department of Education (SDE), Prevention and Support Services Section, is offering four, two-day regional sessions for graduation coaches titled “Operation Graduation: The Role of the Graduation Coach.” The dates, times, and locations are as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>September 29, 2009</td>
<td>9 a.m. - 4 p.m.</td>
<td>Alabama Public Library Services, Montgomery, AL</td>
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<td>September 30, 2009</td>
<td>9 a.m. - 4 p.m.</td>
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<tr>
<td>October 6, 2009</td>
<td>9 a.m. - 4 p.m.</td>
<td>University of Alabama in Huntsville, Shelbie King Hall, Huntsville, AL</td>
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<td>October 7, 2009</td>
<td>9 a.m. - 4 p.m.</td>
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<td>October 22, 2009</td>
<td>9 a.m. - 4 p.m.</td>
<td>Troy University, Extended Learning Center, Troy, AL</td>
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<td>October 23, 2009</td>
<td>9 a.m. - 4 p.m.</td>
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<td>November 3, 2009</td>
<td>9 a.m. - 4 p.m.</td>
<td>Stillman Heights Training Facility, Tuscaloosa, AL</td>
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<tr>
<td>November 4, 2009</td>
<td>9 a.m. - 4 p.m.</td>
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Sessions will focus on: (1) providing awareness of Alabama dropout issues and the implications of the same on society and academic excellence; (2) providing technical assistance to local education agencies (LEAs) necessary for implementation of Continuous Improvement Plans; (3) identifying resources from the community and stakeholders of supporting an increased graduation rate and a decreased dropout rate; (4) providing guidelines for evaluating programs and for the data collection process; and (5) facilitating collaboration, coordination, and communication among and between LEAs and the SDE. These sessions are appropriate for graduation coaches/counselors who coordinate or conduct opportunities for middle or high school students at risk of not completing an education. Unfortunately, travel expenses will be the responsibility of the LEA.

Please have graduation coaches who plan to attend select the two days and location of choice and register online for this event at [http://pdweb.alsde.edu](http://pdweb.alsde.edu). The PD title number for the sessions is SDEPSS011. The deadline for registration at each site is the Friday before the selected site and date. Online registration instructions are enclosed.
If you need clarification or have additional questions regarding this opportunity, please contact Dr. Marcus Vandiver or Dr. Kay Atchison Warfield at 334-242-8165 or e-mail at mvandiver@alsde.edu or kaw@alsde.edu.

JBM/KA W/CT
Enclosure

FY09-2191
Online Registration Information
Operation Graduation: The Role of the Graduation Coach

Participant registration will be managed online by the Alabama State Department of Education (ALSDE) Software Technology Incorporated (STI) Professional Development program at (https://pdweb.alsde.edu).

The following directions are provided for STI online registration: (Note: If you were an employee of an Alabama school during the 2005-2006 school year, you are already registered with STI. Employees experiencing any difficulty should contact their program director (PD), manager, or system technology coordinator for assistance. For further assistance you may contact Dr. Marcus Vandiver at 334-242-8165. If you have already used the STI Professional Development program before, please use your assigned username and password for access into the system.)

**User Name:** Using lower case letters, enter the first letter of legal first name, first letter of last name, and the last six digits of your social security number
**Example:** Name-William Thomas Jones: User Name-wj349094

**Password:** Enter your six-digit birth date separated by dashes. Use two digits for month, two digits for day, and two digits for year.
**Example:** 02-13-80

**LEA:** Click on the LEA in which you are employed
**Example:** Montgomery County

After logging on successfully, click on “PD titles.” Next, click on “Search PD Title catalog.” In the “PD Title Number Box” (far right), enter SDEPSS011. Next, click the “Search Now” button.

Under “Matching PD Titles” you will see the training title, description, objectives, etc. Click on “List” in the far right corner.

You will see the three (3) training dates and locations offered. Click the “Enroll Now” button on the selection of your choice.

Select “Yes” on the confirm session enrollment page.

A confirmation e-mail will be sent when you have successfully completed registration. Please bring a copy of the confirmation with you to the session for which you are registered. If you are unable to register online, please contact your system’s technology coordinator for assistance.

If you have questions or need additional assistance with registration, please contact Dr. Marcus Vandiver at (334) 242-8165 or e-mail at mvandiver@alsde.edu. Registration will be accepted through the Friday before the selected site and date.