September 16, 2013

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice, State Superintendent of Education

SUBJECT: Rescheduled Regional Anti-Bullying Trainings

The Alabama State Department of Education (ALSDE), Prevention and Support Services Section, is making available to school personnel the following rescheduled Regional Anti-Bullying Trainings. The rescheduled training sessions are as follows.

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<th>DATE</th>
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| September 25, 2013 | Registration: 8:30 a.m.–9 a.m.  
                             Session: 9 a.m.–12 noon  | Montgomery County Board of Education Teacher Training Center 515 South Union Street Montgomery, AL 36104 |
| October 1, 2013  | Registration: 8:30 a.m.–9 a.m.  
                             Session: 9 a.m.–12 noon  | Demopolis City High School 701 Highway 80 East Demopolis, AL 36732 |
| October 3, 2013  | Registration: 8:30 a.m.–9 a.m.  
                             Session: 9 a.m.–12 noon  | Oxford High School Media Center 1 Yellow Jacket Drive Oxford, AL 36203 |

Sessions will focus on possible solutions and consequences that will equip students to address bullying and also engage the school, community, and parents. Participants will be taught skills to moderate in forum setting approaches to reduce bullying in schools and communities. The training will address root causes of bullying as participants receive strategies on how to create a culture of respect in schools and communities.

Each local education agency (LEA) is invited to include school counselors, school administrators, counseling coordinators, social workers, as well as other LEA personnel designated by the superintendent and/or principal. Please ask personnel who plan to attend to select the training date of choice and register online for this event at https://pdweb.alsde.edu. Seating is limited to 60 participants per session. The PD title number for the sessions is AB2013. The deadline for registration at each site is the Friday before the selected training date. Online registration instructions are enclosed.

If you need clarification or have additional questions regarding this opportunity, please contact Ms. Frances Stewart by e-mail at fstewart@alsde.edu or Mrs. Cecelia Mills by e-mail at cmills@alsde.edu. Either staff member each may be reached by telephone at 334-242-8165.

TRB/FS/KM
Enclosure
cc: Principals  
LEA Counseling Coordinators  
LEA Counselors

FY13-2118
Online Registration Information
Regional Anti-Bullying Training

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 2012-2013 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. 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 the legal first name, first letter of the 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 AB2013. 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 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 Ms. Karen Matthews at 334-242-8165 or by e-mail karenm@alsde.edu. Registration will be accepted through the Friday before the selected site and date.