June 16, 2014

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice, State Superintendent of Education

RE: Alabama College Application Campaign Week

The Alabama State Department of Education (ALSDE) is pleased to announce the expansion of the Alabama College Application Campaign (ALCAC) Program. This program will be open to all high schools in our state to participate. The goal of the campaign is to increase the number of first-generation and low-income students who pursue a postsecondary education by assisting high school seniors with the college admissions process and ensuring that each participating student submits at least one admissions application.

The ALSDE, Career and Technical Education/Workforce Development Section, will provide training June–October 2014 on the ALCAC Program. Topics that will be covered are: hosting the event; preparing and implementing the event; planning pre-event activities; planning and advertising the event; reviewing event timelines; providing resource materials; planning post-event activities; and reviewing the site coordinator’s manual. The two-hour workshop training is available for all Alabama high school guidance counselors. Specific dates, times, and locations of the training may be found on the STI-PD Web site. The session number is SDECT0164.

The Alabama College Application Campaign Week is scheduled for November 3–7, 2014. If your school would like to participate as a host site, please complete the attached registration form. Schools will be contacted with additional information upon receipt of a completed registration form. Each school wishing to participate must complete the attached registration form.

Thank you for your support in extending the college application campaign program to high school students statewide. For questions or more information, please contact Dr. Philip C. Cleveland, Director, Career and Technical Education/Workforce Development Section, at 334-242-9960 or Mrs. Willietta Ellis Conner, Education Specialist, at 334-353-1607 or by e-mail at wconner@alsde.edu.

TRB/PCC/WEC

Attachment

FY14-1026
Alabama College Application Campaign Week
2014 School Registration Form

Thank you for your interest in participating in the Alabama College Application Campaign Week as a host site. We look forward to working with your school as we expand this exciting initiative together. Please complete the registration form below to indicate your school’s interest.

High School Name:__________________________________________________________

System Name:______________________________________________________________

School Address:____________________________________________________________

School Counselor:___________________________________________________________

School Administrator:________________________________________________________

School Superintendent:______________________________________________________

Name of Site Coordinator:______________________________________________________

Title:______________________________________________________________

Telephone Number:__________________________________________________________

E-mail Address:____________________________________________________________

Fax Number:______________________________________________________________

Estimated Size of Senior Class:______________________________________________

Agreement:

I understand as a host site, we will be responsible for planning activities for the Alabama College Application Campaign Week on November 3-7, 2014.

Please return your completed registration form to Mrs. Wilietta Ellis Conner by e-mail at wconner@alsde.edu or fax it to 334-353-8861 no later than October 3, 2014.