August 5, 2014

MEMORANDUM

TO:       County and City Superintendents

FROM:    Thomas R. Bice
            State Superintendent of Education


The Alabama State Department of Education (ALSDE) has begun preparation for the 2014-2015 Alabama Education Directory. It is vital that each school system submit accurate information for the Education Directory, and the deadline for this information is Wednesday, August 20, 2014. The Education Directory contains important information used by educators, law and policymakers, state agency representatives, members of the media, and the general public. This year's Education Directory will go to print on Wednesday, September 3, 2014—no exceptions. It is the responsibility of each school system to upload the most recent and accurate information to the ALSDE Website. The following link provides instruction on how to update information in the Education Directory: https://schools.alsde.edu/EdDir/Instructions2.0.pdf. Please direct all questions to the ALSDE Helpdesk at 334-353-1250 or Helpdesk@ALSDE.edu.

Please note that if a school or school system position has not been filled, the Education Directory slot should read not filled until someone has been hired for that position. Please do not wait until the deadline to get started as the ALSDE will begin updating submissions immediately. Updates will continue until the August 20, 2014, deadline. A draft of the directory will be sent to each school system for proofing prior to September 3. Any changes not made before September 3 will not be reflected in the 2014-2015 Education Directory. It is the school system’s responsibility to make sure that information regarding names, titles, positions, addresses, telephone/fax numbers, e-mail addresses, Websites, etc., is correct.

We look forward to beginning the 2014-2015 school year with a resourceful, accurate Education Directory that can adequately serve the needs of those seeking information about Alabama’s schools and personnel. Your attentiveness to this matter is greatly appreciated.

TRB/MS/RS
Attachment
FY14-1031