



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

May 22, 2015

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MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice *TRB*
State Superintendent of Education

RE: Alabama College Application Campaign Week

The Alabama State Department of Education (ALSDE) is pleased to announce training for 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 to ensure that each participating student submits at least one admissions application.

The ALSDE, Career and Technical Education/Workforce Development Section, will provide training August–October 2015 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 may be found on the STI-PD Web site. The session number is **SDECT0164**.

The Alabama College Application Campaign Week is scheduled for November 2-6, 2015. 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, Deputy State Superintendent of Education, 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

FY15-1018



Alabama College Application Campaign Week
2015 Host 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 in this exciting initiative. 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 that we will be responsible for planning activities for the Alabama College Application Campaign Week on November 2-6, 2015.

Please return your completed registration form to Mrs. Willietta Ellis Conner by e-mail at wconner@alsde.edu or fax it to 334-353-8861 no later than October 2, 2015.