MEMORANDUM

TO:        City and County Superintendents of Education
FROM:      Thomas R. Bice
            State Superintendent of Education

RE:        Revised Attendance Matters in Alabama Training Sessions

School Attendance Awareness Month has been enlightening and exciting as schools and communities coordinate innovative strategies, town meetings, and celebrations. Please share your special happenings as the importance of being present every day at school is in the spotlight. A missed day—excused or unexcused—is a missed opportunity for students to learn.

Trainings to launch the 2015 School Attendance Manual will be conducted in October and November. The trainings will also include information on reducing truancy, increasing the graduation rate, facilitating utilization and implementation of the Graduation Tracking System, accessing other INLOW reports, and celebrating school attendance.

The scheduled training sessions are as follows:

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<th>DATE</th>
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| October 22-23, 2015 | Registration: 8:00 - 8:30 a.m.  
                    Session: 8:30 a.m. - 4:00 p.m. | Trenholm State Community College 
                                                      1225 Airbase Boulevard, Building D 
                                                      Montgomery, AL 36108                  |
| October 28-29, 2015 | Registration: 8:00 - 8:30 a.m.  
                    Session: 8:30 a.m. - 4:00 p.m. | Culinary Arts Building 
                                                      19150 Wilters Street 
                                                      Robertsdale, AL 36567             |
| November 5-6, 2015  | Registration: 8:00 - 8:30 a.m.  
                    Session: 8:30 a.m. - 4:00 p.m. | Technology Center and Technology Academy 
                                                      2800 Martin Luther King Boulevard 
                                                      Tuscaloosa, AL 35401                |
| November 16-17, 2015 | Registration: 8:00 - 8:30 a.m.  
                    Session: 8:30 a.m. - 4:00 p.m. | Shelby King Hall (Room 212) 
                                                      188 Sparkman Drive 
                                                      Huntsville, AL 35899                 |

Please ask participants who plan to attend to register online at http://pdweb.alsde.edu. The PD title number for the “Attendance Matters in Alabama” session is AMA2015. The deadline for registration is the Friday before the session date.

Each team attending should have a minimum of three members that may include school improvement specialists, counselors, graduation coaches, attendance officers, RTI coordinators, and administrators.

If you should need clarification or have questions regarding these trainings, please contact Dr. Kay Atchison Warfield at kaw@alsde.edu or 334-242-8165 or Dr. Susan McKim at smckim@alsde.edu or 334-242-8165.

TRB/KAW/CT

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