



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Philip C. Cleveland, Ed.D.  
Interim State Superintendent  
of Education

August 3, 2016

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Philip C. Cleveland *PCC*  
Interim State Superintendent of Education

**RE:** Attendance Matters in Alabama Training Sessions

*School Attendance Awareness Month* will be 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 design a local education agency (LEA) plan will be conducted in September. The trainings will also include information on reducing truancy, increasing the graduation rate, facilitating utilization and implementation of the Graduation Tracking System, accessing other CHALKABLE reports, and celebrating school attendance.

The scheduled training sessions are as follows:

DATE	TIME	LOCATION
September 20, 2016	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
September 22, 2016	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
September 27, 2016	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
September 29, 2016	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

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 **AMA2016**. 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](mailto:kaw@alsde.edu) or 334-242-8165.

PCC/KAW/CT

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