



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Thomas R. Bice  
State Superintendent of Education

February 12, 2016

**M E M O R A N D U M**

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

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

**RE:** Spring Counseling Administrator Summits

The Alabama State Department of Education, Counseling and Guidance Section, is pleased to host three Spring Counseling Administrator Summits for all system-level and school-level administrators responsible for the implementation of a comprehensive school counseling and guidance program. The summits will equip system-level counseling coordinators and school-level administrators with the tools, strategies, and best practices to enhance and evaluate your comprehensive school counseling and guidance program, as well as spotlight the school principal/school counselor relationship necessary for program success. The dates, times, and locations of the summits are as follows:

DATE	TIME	LOCATION
March 3, 2016	Registration: 8:00 – 8:30 a.m. Session: 8:30 a.m. – 3:00 p.m.	University of South Alabama College of Education, Room 3212 75 North University Boulevard Mobile, Alabama 36688
March 11, 2016	Registration: 8:00 – 8:30 a.m. Session: 8:30 a.m. – 3:00 p.m.	Shelby County Instructional Services Center 601 First Street South Alabaster, Alabama 35007
March 18, 2016	Registration: 8:00 – 8:30 a.m. Session: 8:30 a.m. – 3:00 p.m.	Athens Regional In-Service Center & AMSTI McCandless Hall 300 North Beaty Street Athens, Alabama 35611

Participants should register online at <http://pdweb.alsde.edu>. The PD title number for the session is **SDECT0190**. The deadline for registration is the Friday prior to the session date.

If you should need clarification or have questions regarding these sessions, please contact Mr. Sean J. Stevens, Education Administrator, by telephone at 334-242-9111 or by e-mail at [sstevens@alsde.edu](mailto:sstevens@alsde.edu) or Ms. Wanda Langley, Education Specialist, by telephone at 334-242-9111 or by e-mail at [wlangley@alsde.edu](mailto:wlangley@alsde.edu).

TRB:SJS:SGH  
cc: School Counseling Coordinators  
School Administrators  
**FY16-4002**

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