September 22, 2015

MEMORANDUM

TO:          City and County Superintendents of Education

FROM:        Thomas R. Bice  
              State Superintendent of Education

RE:          Local Education Agency (LEA) Representative LEArn and LEAd Training

The Alabama Department of Education, Special Education Services, is pleased to announce additional one-day training opportunities for principals and assistant principals that serve as LEA representatives for individualized Education Program (IEP) Team meetings. This educational and legal training will be provided by Resolutions in Special Education, Inc. (RISE) to inform LEA representatives of their legal and professional roles and responsibilities as process leaders during IEP Team meetings. The purpose of the training is to address the challenges Alabama schools face with the increasing number of legal disputes arising in regard to serving students with special needs.

The major goals of the training are to:

- Provide an overview of the Individuals with Disabilities Education Act (IDEA) rules and regulations relating to the roles and responsibilities of LEA representatives as an IEP Team member.
- Increase strategies needed for managing a legally compliant IEP Team meeting.
- Increase skills needed to support effective conflict resolution and collaboration between parents and school staff.

All participants will receive pre- and post-training surveys to ensure that the goals of the training have been fulfilled.

Attached is a location schedule for the 11 LEArn and LEAd training sessions. The STI-PD session number for the training is SESPD0012. Participants may register at any of the 11 training sites. Registration will be on a first-come, first-served, basis and will close at 45 participants per session. The agenda includes working through lunch, so participants may bring lunch or a menu will be provided at registration in order for participants to place orders at their own expense.

Please contact Ms. Susan Goldthwaite at (334) 242-8114 or e-mail at sgoldthwaite@alsde.edu for additional information.

TRB/SG/VR

Attachment

cc:          City and County Special Education Coordinators
              Mrs. Sherrill W. Parris
              Dr. Linda Felton-Smith
              Ms. Crystal Richardson

FY15-2109
LEArn and LEAd Training  
for  
IEP Team Members Serving as LEA Representatives

<table>
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<tr>
<th>DATE</th>
<th>TRAINING SITE</th>
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| October 1, 2015 | JSU-McClellan Inservice Center  
100 Gamecock Drive  
Anniston, Alabama 36205  
(256) 782-8363    |
| October 2, 2015 | JSU-McClellan Inservice Center  
100 Gamecock Drive  
Anniston, Alabama 36205  
(256) 782-8363    |
| October 27, 2015 | Enterprise City Schools Service Center  
1648 East Park Avenue  
Enterprise, Alabama  
(334) 347-6867    |
| October 28, 2015 | Enterprise City Schools Service Center  
1648 East Park Avenue  
Enterprise, Alabama  
(334) 347-6867    |
| January 6, 2016  | DeKalb County Facilities  
393 Main Street East  
Rainsville, Alabama 35986  
(256) 638-4131, Ext. 127 |
| January 7, 2016  | DeKalb County Facilities  
393 Main Street East  
Rainsville, Alabama 35986  
(256) 638-4131, Ext. 127 |
| March 1, 2016    | Jefferson County Board of Education  
2100 18th Street South  
Birmingham, Alabama 35209  
(205) 379-2033     |
| March 2, 2016    | Jefferson County Board of Education  
2100 18th Street South  
Birmingham, Alabama 35209  
(205) 379-2033     |
| March 3, 2016    | Jefferson County Board of Education  
2100 18th Street South  
Birmingham, Alabama 35209  
(205) 379-2033     |
| March 16, 2016   | Athens State University  
300 North Beatty Street  
Athens, Alabama 35611  
(256) 233-8100      |
| March 17, 2016   | Athens State University  
300 North Beatty Street  
Athens, Alabama 35611  
(256) 233-8100      |

For further information, please contact Ms. Susan Goldthwaite at (334) 242-8114 or e-mail at sgoldthwaite@alsde.edu.