



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

June 20, 2025

**MEMORANDUM**

**TO:** City and County Superintendents

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

**RE:** Student Incident Report Application for 2024-2025

This is a reminder that the local education agency certification period for the required Student Incident Report (SIR) Application for the 2024-2025 school year is quickly approaching. Please review and update these documents and submit them by Thursday, July 3, 2025. The Alabama State Department of Education will begin the SIR certification on Monday, June 23, 2025, and close it on July 3, 2025. Please see the table below for detailed information on the SIR Application collection window dates. All updates in PowerSchool will be completed and viewable in the applications under the SIR titles within the Alabama Identity Management (AIM) Portal after 24 hours.

A central office staff member who is assigned the role of the key program contract for SIR in the Education Directory (Ed Dir) must certify by the dates below.

| Data Points                         | Access      | Review Window Open Dates | Certification Dates by Central Office Staff |
|-------------------------------------|-------------|--------------------------|---|
| Student Incident Report (2024-2025) | Grades 7-12 | June 23, 2025            | July 3, 2025                                |

If you have further questions, contact Mrs. Tanesha Perdue ([tenesha.perdue@alsde.edu](mailto:tenesha.perdue@alsde.edu)), Mrs. Stephanie Rosetta ([stephanie.rosetta@alsde.edu](mailto:stephanie.rosetta@alsde.edu)), Dr. Johnny Whaley ([johnny.whaley@alsde.edu](mailto:johnny.whaley@alsde.edu)), or Dr. Autumm Jeter ([autumm.jeter@alsde.edu](mailto:autumm.jeter@alsde.edu)).

EGM/JW/JR

cc: LEA Safety Coordinators  
LEA Principals  
LEA Assistant Principals  
Mr. Jason Swann  
Dr. Autumm Jeter  
Dr. Johnny Whaley

FY25-1006

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