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DEPARTMENT OF EDUCATION



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September 8, 2025

**MEMORANDUM**

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

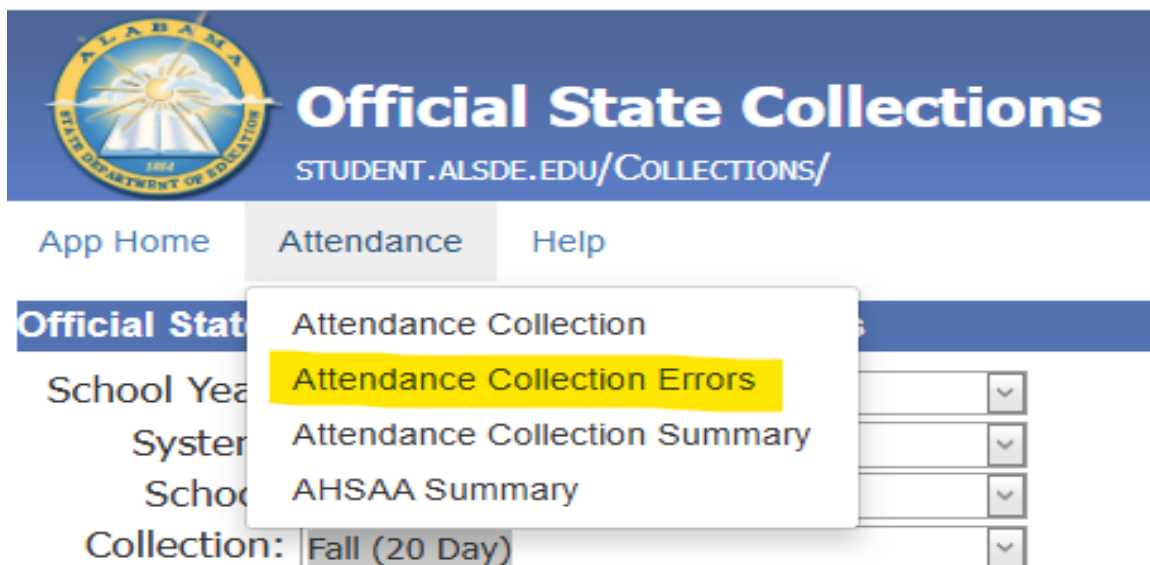
**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

**SUBJECT:** Reminder of the Fall 20-Day Average Daily (ADM) Membership Reporting  
Snapshot Approaching

As we enter the 20-Day ADM data window and the data collection deadline of the **third Friday in October**, I wanted to reiterate the importance of timely and accurate collection of the data contained in this file. The data elements in the 20-Day ADM report must be established before statewide funding and budgeting processes can begin.

Districts are to be reminded of the importance of checking the Official State Collections tile in AIM for errors in their reporting data. Districts must ensure that all errors and warnings are reviewed and resolved prior to the third Friday in October reporting date. Any student with an error in their record will not be included in the final reporting counts for the district. Any student not included in the final report means one less ADM for the district.

Please ensure the proper staff in your district are checking the Attendance Collection Errors list in the Official State Collection tile for your district. A snapshot of this tile is shown below.



Once populated, on the right side of the page, you will see the list of errors (snapshot listed below) for your district that you will want to correct prior to the third Friday in October snapshot of data. The data will have to be corrected in PowerSchool at least 24 hours prior to the final submission deadline in order for the data to be replicated up to the state AIM portal.

Severity	Error Type	Error Data
Error	Race must contain a valid code	N
Error	Race must contain a valid code	N
Error	Race must contain a valid code	N
Error	Student is provisionally enrolled	E99
Warning	Student is missing schedule	0
Error	Student is provisionally enrolled	E99
Error	Student is provisionally enrolled	E99
Error	Race must contain a valid code	N
Error	Race must contain a valid code	N
Error	Students Spec ED status is Active and has an Exceptionality but does not have an IEP Start Date	Active/AUT
Error	Student is provisionally enrolled	E99

Newly added this year, districts will see an AHSAA summary option to select and review in Official State Collections. Districts will need to review the listings for accuracies in enrollment totals for schools that will be used to determine AHSAA sports classifications.

If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact Mr. Dom Martel at [dmartel@alsde.edu](mailto:dmartel@alsde.edu) or by telephone at 334-694-4888. If you encounter any issues resolving data errors in PowerSchool, please contact Mrs. Stacy Royster at [stacy.royster@alsde.edu](mailto:stacy.royster@alsde.edu) or by telephone at 334-694-4972.

EGM/SR/RH

cc: Chief School Financial Officers  
Data Managers  
Special Education Coordinators  
Attendance Coordinators  
Federal Programs Coordinators  
Technology Coordinators

Mrs. Angela Martin  
Mr. Arthur Watts, Jr.  
Mrs. Stacy Royster  
Dr. DaLee Chambers  
Dr. Molly Killingsworth  
Mr. Dom Martel