



STATE OF ALABAMA
DEPARTMENT OF EDUCATION

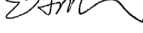


Eric G. Mackey, Ed.D.
State Superintendent of Education

April 9, 2026

MEMORANDUM

TO: City and County Superintendents

FROM: Eric G. Mackey 
State Superintendent of Education

RE: Student Incident Report Certification for 2025-2026

This is a reminder that the Local Education Agency (LEA) certification period for the required Student Incident Report (SIR) is quickly approaching for the 2025-2026 school year. The central office staff member assigned the SIR role in the Education Directory (Ed Dir) must certify the data.

The Alabama State Department of Education will open the SIR certification window on Monday, **June 1, 2026**, and it will close on Thursday, **June 18, 2026**. State data is captured and locked on the third Friday of June. SIR data will be locked at the time of your certification.

All updates in PowerSchool will be viewable in the applications under the SIR titles within the Alabama Identity Management (AIM) Portal after 24 hours. It is encouraged to identify errors and make corrections in PowerSchool before the roll-over. PowerSchool roll-over opens on June 9, 2026, and closes on June 16, 2026. Once the roll-over is completed, the level data report will not reflect prior school year data.

Please review incident data for each school in the LEA before submission. There are three locations where data can be reviewed before certification:

1. Level Data Validation in PowerSchool
2. Student Data Tile in the AIM Portal
3. SIR Tile in the AIM Portal

To provide additional assistance to LEAs, SIR Q&A Sessions will be held on the dates shown below. These sessions will be designed for anyone reviewing incident data before certification.

Session Date	Session Time	Link to Session
April 21, 2026	10:00 a.m.	Session Link
May 5, 2026	1:00 p.m.	Session Link
May 22, 2026	1:00 p.m.	Session Link

If you have further questions, contact Mrs. Stephanie Rosetta (stephanie.rosetta@alsde.edu), Mrs. Tenesha Perdue (tenesha.perdue@alsde.edu), Dr. Johnny Whaley (johnny.whaley@alsde.edu), or Dr. Autumm Jeter (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

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Executive Officer

Name
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Date

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