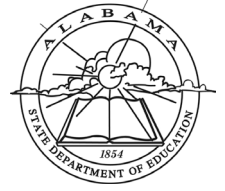




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 3, 2026

MEMORANDUM

TO: City and County Superintendents

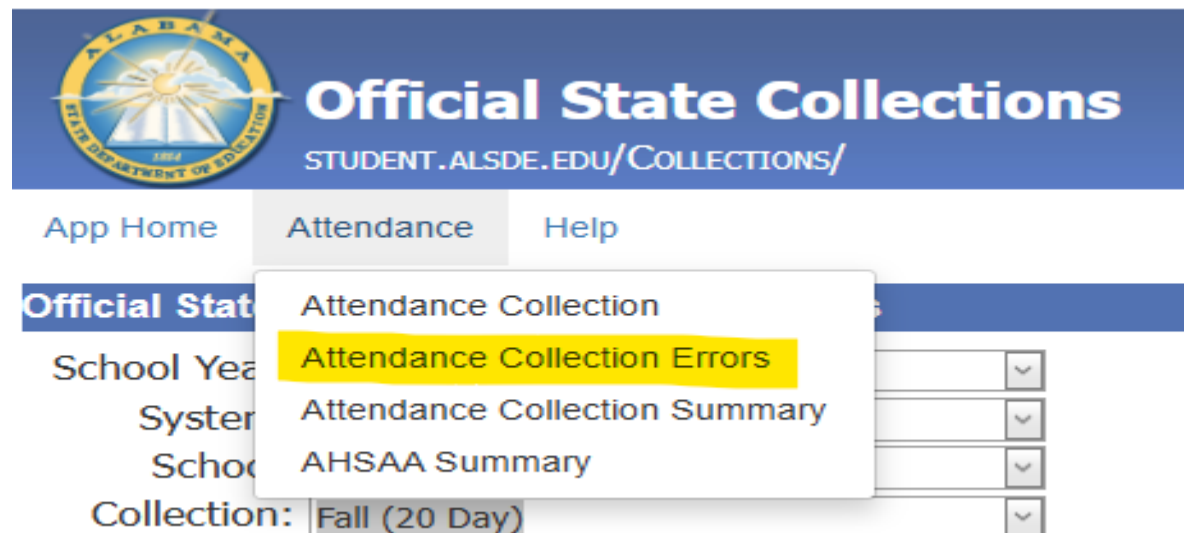
FROM: Eric G. Mackey *EGM*
State Superintendent of Education

SUBJECT: Reminder of the Fall 20-Day Average Daily Membership (ADM) Reporting Snapshot
Approaching **Friday, October 16, 2026**

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 validated 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.



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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

Districts will also see an Alabama High School Athletic Association (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 by email 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 by email 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
Mr. Chuck Marcum

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