December 2, 2020

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: 2019-2020 College and Career Readiness Dashboard Certification Process

The window for reviewing, updating, and certifying student information in the College and Career Readiness (CCR) Dashboard for the 2019-2020 school year will begin December 2, 2020, and end on January 12, 2021. All CCR updates must be completed in InformationNOW (INOW) by January 12, 2021, to allow for local education agency (LEA) certification by January 14, 2021. Please review the information contained on the CCR Dashboard. Should inaccuracies be found after reviewing the information, please make the necessary updates in INOW and place the appropriate evidentiary document(s) in each student’s cumulative record. The attached guide provides additional information regarding the appropriate evidence needed to document each CCR update.

After updates have been completed, please wait two to three days to verify the updates on the CCR Dashboard. Once all corrections have been made and verified, please certify the information at the LEA level. The deadline for making CCR updates is January 12, 2021, and the LEA certification deadline is January 14, 2021.

Please remember that each person who needs access to the CCR Dashboard must be assigned the appropriate role(s) in the Education Directory (Ed Dir) by the district personnel tasked with that responsibility.

If you have any questions or concerns, please contact Mrs. Shenitra Dees or your CCR reviewer at 334-694-4717.

EGM/SB/SD

Attachment

cc: LEA High School Principals
LEA High School Counselors
LEA Counselor Coordinators
LEA CCR Key Program Contacts
LEA Accountability Coordinators

FY21-2030
College and Career Readiness Application
The Process for Updating and Certifying Data
Graduating Class: 2019-2020

This guide provides information for updating and certifying student information in the College and Career Readiness (CCR) Dashboard on the Alabama State Department of Education (ALSDE) Identity Management (AIM) platform. The CCR Application allows assigned ALSDE and LEA personnel to view data on past, current, and future graduates who have received benchmark scores in the six college and career indicators.

As you review, update, and verify the information in the CCR Dashboard, please keep the following key points in mind:

- The CCR rate is determined based on the percentage of students in the four-year cohort who earned, at minimum, one CCR credential.
- All changes to a student record are required to be made in the Student Information System (SIS) by the appropriate district/school personnel.
- All student details will be updated from the SIS → Accumulator → Student Data App → Cohort App → CCR App.
- The Cohort App determines the student membership in the CCR App.
- The LEA users will certify their CCR data. CCR data will be locked after the LEA has certified its data. Changes in the SIS will not be reflected in CCR App after data certification.
- The ALSDE personnel will review the LEA-certified data and either accept or un-certify the CCR data from LEA.
- The ED Dir positions are as follows:
  - College Career Readiness Viewer (Program Key Contacts) → View system and school level CCR data
  - College Career Readiness Viewer (School) → View school-level CCR data
  - College Career Readiness Certifier (Program Key Contacts) → View and certify system-level CCR data
  - By default, all LEA superintendents and assistants will have access to view CCR data.
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Criteria</th>
<th>Evidence*</th>
<th>ALSDE Program Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benchmark score on any section of the ACT test</td>
<td>• ACT College Readiness benchmark score on at least one of the following subtest: English (18), Reading (22), Math (22), and Science (23)</td>
<td>• Student Report or School Report</td>
<td>Mrs. Maggie Hicks, Assessment Coordinator</td>
</tr>
<tr>
<td>Qualifying score on an AP or IB exam</td>
<td>• AP Score of 3 or higher</td>
<td>• Student Report or School Report</td>
<td>Dr. Michal Robinson, Education Specialist Instructional Services</td>
</tr>
<tr>
<td>College or postsecondary credit</td>
<td>• IB Score of 4 or higher</td>
<td>• Official copy of student college/postsecondary transcript or Unofficial copy of student college/postsecondary transcript or Official grade report from college/postsecondary</td>
<td>Mr. Sean J. Stevens, Instructional Services Coordinator</td>
</tr>
<tr>
<td>College or postsecondary credit</td>
<td>• A minimum of one (1) transcripted college/postsecondary credit while in high school. A minimum final course grade of “D” is required in order for college/postsecondary credit to be posted to student college transcript.</td>
<td>At least a Silver Certificate (a score of 4 on each of the three subtest)</td>
<td>Mrs. Maggie Hicks, Assessment Coordinator</td>
</tr>
<tr>
<td>ACT WorkKeys</td>
<td>• Subtests Prior to 2017: Applied Math, Reading for Information, and Locating Information</td>
<td>• Student Report or School Report</td>
<td>Dr. Willietta Conner, CTE Education Specialist</td>
</tr>
<tr>
<td>Military Enlistment</td>
<td>• Subtests for 2017 and following years: Applied Math, Graphic Literacy, and Workplace Documents.</td>
<td>• An official letter from the recruiter stating the student has enlisted in the military.</td>
<td>Mrs. Jennifer Burt, CTE Administrator</td>
</tr>
<tr>
<td>Career Technical Credential</td>
<td>• The student must enlist in a branch of the military before graduating high school.</td>
<td>Please see the CTE Validation (CTE) Spreadsheet found at <a href="https://www.alsde.edu/sec/wfd/Credentialing/CTE">https://www.alsde.edu/sec/wfd/Credentialing/CTE</a> Validation (CTE) Spreadsheet.pdf.</td>
<td></td>
</tr>
</tbody>
</table>

* Supporting pieces of evidence are required to be placed in the student’s cumulative record.
Updating CCR Student Information

There are different instructions for updating CCR data depending on the credential being updated. Please refer to the directions below when updating CCR to a student record in INOW.

1. **Viewing a Student’s Current CCR Credentials in the SIS**

   To view whether a CCR credential is marked in INOW, please do the following:
   - Log into the Student Information System (SIS).
   - Open an individual student record.
   - Click on the **Custom Tab** at the top of the student record screen.

   - On the **Custom Tab** screen are the College and Career Ready check marks for that specific student. This tab provides a good overview of the CCR indicators a student has satisfied. Please note that manual updates in INOW will not update the values of these checkboxes. To verify a manual update to a student record, please check the CCR Application on the AIM platform. Keep in mind, it takes 24 hours for a change in INOW to be replicated in the CCR Application.
2. Updating Military and College Credit Attainment Credentials

These are the two easiest credentials to update.

- On the Custom Tab screen (see above), simply click on the College Credit Attainment checkbox or the Accepted for Active Military checkbox.

3. Updating AP, IB, ACT, and ACT WorkKeys Attainment Credentials

To update these CCR credentials on an individual student record, please do the following:

- Log into the Student Information System (SIS).
- Open an individual student record.
- On the right-side menu on the student record, select Standardized Tests.
- Then click on one of the *Add* buttons to add a standardized test score.

**Assigned Tests**

<table>
<thead>
<tr>
<th>Name</th>
<th>Display Text</th>
<th>Description</th>
<th>Date</th>
<th>GR</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alabama Science</strong></td>
<td>ACCESS</td>
<td>ACCESS</td>
<td>04/09/2012</td>
<td>05</td>
<td>Creator Stiff School</td>
</tr>
<tr>
<td><strong>ACCESS</strong></td>
<td>ACCESS</td>
<td>ACCESS</td>
<td>04/12/2013</td>
<td>06</td>
<td>Oafish Oven Middle...</td>
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<tr>
<td><strong>ACCESS</strong></td>
<td>ACCESS</td>
<td>ACCESS</td>
<td>03/31/2014</td>
<td>07</td>
<td>Oafish Oven Middle...</td>
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<tr>
<td><strong>ACCESS</strong></td>
<td>ACCESS</td>
<td>ACCESS</td>
<td>03/23/2015</td>
<td>08</td>
<td>Oafish Oven Middle...</td>
</tr>
<tr>
<td><strong>ARMT+</strong></td>
<td>ARMT+</td>
<td>ARMT+</td>
<td>04/09/2012</td>
<td>05</td>
<td>Hallowed Head Inter...</td>
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<tr>
<td><strong>ARMT+</strong></td>
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<td>ARMT+</td>
<td>05/06/2013</td>
<td>06</td>
<td>Oafish Oven Middle...</td>
</tr>
<tr>
<td><strong>SDE ACT Aspire</strong></td>
<td>SDE ACT Aspire</td>
<td>SDE ACT Aspire</td>
<td>05/23/2014</td>
<td>07</td>
<td></td>
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<tr>
<td><strong>SDE ACT Aspire</strong></td>
<td>SDE ACT Aspire</td>
<td>SDE ACT Aspire</td>
<td>05/15/2015</td>
<td>08</td>
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<tr>
<td><strong>SDE ACT Aspire</strong></td>
<td>SDE ACT Aspire</td>
<td>SDE ACT Aspire</td>
<td>04/21/2017</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>SDE WorkKeys</strong></td>
<td>SDE WorkKeys</td>
<td>SDE WorkKeys</td>
<td>10/01/2018</td>
<td>12</td>
<td>Breakable Blow High...</td>
</tr>
</tbody>
</table>

- Then select the *appropriate* standardized test template with the SDE prefix (either AP, IB, ACT, or ACT WorkKeys) and click on the *Next* button. **Please do not select a template without the SDE prefix.**

**Assign Test**

**Tests**

<table>
<thead>
<tr>
<th>Name</th>
<th>Display Text</th>
<th>Description</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACT</strong></td>
<td>ACT</td>
<td>SDE ACT Aspire</td>
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<tr>
<td><strong>SDE ACT</strong></td>
<td>SDE ACT</td>
<td>Alabama Alternate Assessment</td>
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</tr>
<tr>
<td><strong>SDE ACT Aspire</strong></td>
<td>SDE ACT Aspire</td>
<td>Advanced Placement (AP) Scores</td>
<td>06</td>
</tr>
<tr>
<td><strong>SDE Int. Baccalaureate</strong></td>
<td>SDE Int. Baccalaureate</td>
<td>International Baccalaureate</td>
<td>06</td>
</tr>
<tr>
<td><strong>SDE WorkKeys</strong></td>
<td>SDE WorkKeys</td>
<td>SDE WorkKeys</td>
<td>06</td>
</tr>
</tbody>
</table>

*Please select a template with the SDE prefix.*

*Once the appropriate SDE template is selected, the *Next* button will become active and you will be allowed to select it.*
• Regardless of the credential being updated (SDE ACT, SDE IB, SDE AP, SDE WorkKeys), once the Next button (see above) has been selected, you will be guided to enter the corrected credential information.

• On the initial screen for each SDE template, please enter the test date in the Date Field. Once the test date is entered, please click on the Create button and complete the requested information for each of the subsequent screens.

• To fix an error in a credential record created by the district/school from using the above process, select the standardized record type with the error and click on the View button. Then follow the directions to correct the error for that particular test record.
4. Updating Career Readiness Indicator for CTE

- To update CTE credential in INOW, please complete the following instructions. If you have any questions relating to updating CTE credentials in INOW, please contact Dr. Julie Turner at jturner@alsde.edu.

Enter Username and Password
Click Login

Choose the school in which the credential(s) should be entered.
Click on Students

Search Students by last name, by SSID, or by simply clicking search

Click on student for whom the credential will be entered
<table>
<thead>
<tr>
<th>Add Student Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Initials:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Contact Information:</td>
</tr>
</tbody>
</table>

**Data Certification**

Signature: [Signature] Date: [Date]

I certify that the information provided is true and complete to the best of my knowledge and belief.

Agreed: [Agreed]

[Agreement]
Certifying CCR Data

The CCR data must be certified at the district level. To certify your system’s CCR data, please do the following:

- Log into your AIM account and access the CCR Application.
- Once selections are made for each field in the default view, the screen will refresh and the requested student data will be generated. Because you are certifying CCR data for the entire system, please select your system’s name in the School field.
- The top-half of the screen will provide summary CCR information for your system. Below the summary data is the checkbox for certifying the data set.

- To certify system data for the selected cohort, check the certification checkbox and click on the **Certify CCR** button. A message will pop up asking if you are sure you want to certify the data. Click **OK** to continue or **Cancel** to end the certification process.
- Once the data is certified by the LEA, no updates will be applied to the data set. In other words, any changes made in INOW to student data after the certification process will not be updated in the CCR Application.
- After certifying the data, if the LEA notices an error in the data set **prior to the closing of the certification window**, please do the following to reopen the certification process:
  - By email, submit to your system’s CCR Reviewer a request to uncertify the CCR data submitted to the ALSDE.
  - In the request, please include the date the CCR data was initially certified by the LEA.
- Once this request is processed (an email response will be sent to the LEA), the certification process will be reopened and changes entered in INOW will be processed into the CCR Application within 24-48 hours.
- Remember to re-certify the CCR data once changes have been verified in the CCR Dashboard.
- Please be aware that CCR Reviewers do not have the authority to reopen/uncertify CCR data after the certification window has closed.
- If you have any questions/concerns, please contact your CCR Reviewer (this is the same ALSDE contact who reviewed your system’s Cohort data).