May 20, 2020

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M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
           State Superintendent of Education

SUBJECT: End-of-Year Processing for SY 2019-2020 and Key Dates for SY 2020-2021

I want to thank you and your staff for your hard work toward a successful year. We appreciate your efforts toward this goal. Your help in assuring that the crucial reporting dates are met will be the key to wrapping up another very successful year. Adherence to the dates listed in the attached table is of utmost importance.

With InformationNOW (INOW), there is NO MORE ROLLOVER in the state of Alabama. Local education agencies (LEAs) can begin generating Enrollment Dates as soon as their calendar is set up for the next academic year. All Enrollment Dates **MUST** be generated by Friday, **July 10**, **2020**, for the upcoming academic year.

As PowerSchool has moved to a monthly maintenance release schedule for INOW, there is no longer a major summer release. As a result, replication to the Alabama State Department of Education (ALSDE) will not need to be turned off.

Enrollment will remain active throughout the entire summer break except for the window from Friday, July 17, 2020, at 5 p.m. until Monday, July 20, 2020, at 7 a.m. while the ALSDE refreshes the State Locator.

As you review these dates, please ensure that all appropriate staff members will be available to complete the reporting process.

As in previous years, PowerSchool will be providing informational web conferences for end-of-year procedures. Additional details will be provided by PowerSchool when they are available. If you will be making any changes or upgrades to servers that are involved in replication of data to the ALSDE, please let us know of these changes so that we can work with your staff to ensure continuity of communication with the ALSDE.

School changes for the upcoming school year should be submitted and approved by the ALSDE no later than Friday, **May 29**, **2020**. All summer school completers MUST be changed in INOW by Friday, **July 31**, **2020**.

We are strongly encouraging all systems to begin running the following steps in order to allow time for error corrections and to generate the final reports by the Friday, **June 19**, **2020,** deadline:

(1) 9th Month Attendance.
(2) SIR Report the day after the LAST DAY of YOUR school year.
  a. The Student Incident Report is now reviewed and certified using the Student Incident Report application in the AIM portal at https://aim.alsde.edu.

Please note that the earliest submittal date for the 9th Month Attendance and SIR Reports is the **DAY AFTER THE LAST DAY OF THE DISTRICT'S SCHOOL YEAR**.

If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact my office so that we can assign someone to work directly with you in resolving those matters.

Again, in this time of extraordinary challenges, we want to work closely with everyone to assist in achieving the best possible results. To that end, we thank you, in advance, for your support.

EGM:CS

Attachment

cc: Technology Coordinators
  Chief School Financial Officers

FY20-2084

END-OF-YEAR PROCESSING FOR SY 2019-2020 AND KEY DATES FOR 2020-2021

Key Reporting Dates for SY 2019-2020 and SY 2020-2021				
Data Collection/Approval/Reporting	**Start**	**Earliest Submittal**	**Deadline**	**Supt. Approval**
Annual Data Report: Special Education Personnel Data, Student Exiting Information, and Special Education Supplemental Data	Last Day of School	Day After Last Day of School	06/19/2020	Y
SIR – End-of-Year Extract	Last Day of School	Day After Last Day of School	06/19/2020	Y
Attendance – 9th Month	Last Day of School	Day After Last Day of School	06/14/2020	Y
School Changes			05/31/2020	Y
Transportation Plan	08/29/2020	08/29/2020	09/20/2020	Y
District-Approved State Report: Students Evaluated Within Timeline (E60)	09/03/2020	09/03/2020	09/13/2020	Y
District-Approved State Report: EI to Preschool Tracking Log	09/03/2020	09/03/2020	09/13/2020	Y
District-Approved State Report: Transition Verification Report	09/03/2020	09/03/2020	09/13/2020	Y
Capital Plan			09/20/2020	Y
Attendance – Fall (20th Day After Labor Day)		10/06/2020	10/20/2020	Y
Fall Financials – LEAPS			10/16/2020	Y
Child Count (as of October 1, 2020)	10/01/2020 (Systems also take snapshot)	10/01/2020	10/11/2020	Y
Transportation Route Report		10/01/2020	10/16/2020	Y
School Calendars for School Year 2021-2022		01/04/2021	05/14/2021	Y
Annual Data Report: Special Education Personnel Data, Student Exiting Information, and Special Education Supplemental Data	05/28/2021	05/28/2021	06/18/2021	Y
SIR – End-of-Year SIR Extract	Last Day of School	Day After Last Day of School	06/18/2021	Y
Attendance – 9th Month	Last Day of School	Day After Last Day of School	06/18/2021	Y
Summer School Completers			07/31/2021	Y

(Calendar file and Valid Schools file will be available approximately the week of July 1, 2020)