



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

August 13, 2020

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I
Vice President

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

Tracie West
District II

RE: District-Approved Process for State Reports

Stephanie Bell
District III

The purpose of this memorandum is to provide local education agencies (LEAs) information needed to submit reports in SETS using the District-Approved Process for State Reports.

Yvette M. Richardson, Ed.D.
District IV
President Pro Tem

All state reports to be submitted are located in SETS under Reports Desktop/State Reports. All state reports must be previewed, approved, and reviewed in this location. To preview the state reports, ensure that the **Start Date** and **End Date** are correct and click on **Preview Data**. Once all reports have been verified as accurate, each LEA must complete the Alabama State Department of Education (ALSDE) District-Approved Process in SETS by checking the District-Approved box. To view the LEA data submitted to the ALSDE after checking the District-Approved box, click on **Review Data**.

Tommie T. Stewart, Ph.D.
District V

Cynthia McCarty, Ph.D.
District VI

Data Collection Window

The data collection window for the District-Approved Process for State Reports is **between September 8, 2020, and September 18, 2020**. Data must be submitted to the ALSDE using the District-Approved Process beginning September 8, 2020, but no later than September 18, 2020. **Please note that late submissions will impact your LEA Determination.**

Jeff Newman
District VII

Start and End Dates for Submitting Reports

To submit the *Number of Students Evaluated Within Timeline Report, EI to Preschool Tracking Log Report, and Transition Verification Report* to the ALSDE, ensure that the **Start Date** indicates **07/01/19** and the **End Date** indicates **06/30/20**. Please preview reports for accuracy and resolve all errors before approving these reports.

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

City and County Superintendents of Education

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For LEAs selected to conduct the *2020 Alabama Post-School Outcomes Survey Report*:

To submit the *Post-School Outcomes Survey Report* to the ALSDE, ensure that the **Start Date of 04/01/20** and the **End Date of 09/01/20** are correct. In order to be viewable in SETS, the surveys must have been conducted during this timeframe. Please preview the report to ensure that all students are listed with accurate information before approving this report.

Directions for the ALSDE District-Approved Process are located in the document entitled *STISETS AL - State Reports.pdf* located on the PowerSchool Support website at <https://support.powerschool.com/article/82037>. To access this document, you must have a login and a password. If you do not have a login, contact your technology department or your LEA's data manager to help you to retrieve the document. If you have questions regarding this document, please call PowerSchool Support at 1-800-844-0884.

Please contact Dr. Kemeche Green at 334-694-4782 if you have any questions regarding this memorandum.

EGM/KG/MB

cc: City and County Special Education Coordinators
Dr. Daniel Boyd
Mrs. Angela Martin
Ms. Crystal Richardson
Mr. Eric Dickson
Ms. Gail Comins
Dr. Kemeche Green

FY20-2130