August 13, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: District-Approved Process for State Reports

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.

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.

Data Collection Window


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.
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

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