November 6, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: Data Cleanup in Advance of Migration to PowerSchool

Before systems begin the latest round of data certifications, and in advance of the migration next summer from InformationNow (INOW) to PowerSchool, there are nine data components that the local education agencies (LEAs) will need to review to ensure that they are reporting the most accurate data. The last date to make changes to your Chalkable databases will be June 5, 2020. After June 5, 2019, Chalkable will be unavailable for changes while data is migrated to the PowerSchool platform. The “go-live” date for PowerSchool will be no later than July 13, 2020.

Please ensure that your systems have reviewed and made all necessary updates to the following data components:

I. Students without a Base Cohort Year
   A. A list of these students can be found in the Student Data app under the Prevention and Support, Students-Without Cohort Base Year menu option.
   B. The following Education Directory positions will grant you access to view:
      1. Student Data Prevention and Support (Program Key Contacts)
      2. Users in this position can see LEA and school-level data.
      3. Student Data Prevention and Support (School)
         Users in this position can only see information on the schools to which they are assigned in the Education Directory.

II. Students with an Invalid or Unresolved SSID
   A. A list of these students can be found in the Student Data app under the Enrollment, Invalid SSID and Student Data app under the Enrollment, Unresolved SSID menu options.
   B. Any users with access to the Student Data app will have access to this data view.
III. **Students with Duplicate SSIDs**  
A. A list of these students can be found in the Student Data app under the Enrollment, Students-Exceptions.  
B. Any users with access to the Student Data app will have access to this data view.  
C. Filter the grid for this data set by selecting “Duplicate SSID” in the Exception Type column.  

IV. **Students with an Invalid Race**  
A. A list of these students can be found in the Student Data app under the Enrollment, Students-Exceptions.  
B. Any users with access to the Student Data app will have access to this data view.  
C. Filter the grid for this data set by selecting “Invalid Race” in the Exception Type column.  

V. **Students with an Invalid Grade**  
A. A list of these students can be found in the Student Data app under the Enrollment, Student-Last Enrollment.  
B. Any users with access to the Student Data app will have access to this data view.  
C. Filter the grid for this data set by selecting “Blank” in the Grade column.  

VI. **Students without certified 2019 Summer School data**  
A. The Summer School app is being discontinued and certification of Summer School data is no longer required.  
B. Retention data can be accessed via the Student Data app under Enrollment -> Student-Ninth Month by checking the “Retained” column or filtering for 30 under the Pro Ret Indicator column.  

VII. **Student Incident Report**  
A. The 2020 SIR report will be certified via the Student Incident Report app in the AIM portal.  
B. Data is viewable in the Student Data app under Prevention and Support -> Student-Incidents and also in the Student Incident Report app.  
C. Monitor and review for accuracy.  
D. The following Education Directory positions will grant you access to the views in Student Data:  
   1. **Student Data Prevention and Support (Program Key Contacts)**  
      Users in this position can see LEA and school-level data.  
   2. **Student Data Prevention and Support (School)**  
      Users in this position can only see information on the schools to which they are assigned in the Education Directory.
E. The following Education Directory positions will grant you access to the Student Incident Report app.
   1. Student Incident Reporting (SIR) App Certifier (Program Key Contacts)
      Users in this position can see and certify LEA and school-level data.
   2. Student Incident Reporting (SIR) App Viewer (School)
      Users in this position can see school-level data.

VIII. Students without Schedules
   A. A list of these students may be found in the Student Data app under Instructional Services -> Students–No Schedules.

IX. Attendance Data Collection
   A. In order to ensure accurate and up-to-date information that will allow for a timely ninth-month attendance submission, perform the following on a regular basis:
      1. Review student data for accuracy.
      2. Compare INow student lunch status against their status in your CNP/Point of Sale systems.
      3. Verify accuracy of all student Federal Programs data.

All changes have to be made in the INOW software in the appropriate academic session. These items have to be resolved for both the 2018-2019 and 2019-2020 reporting years and should extend to all students, not just graduates. It is important that all current data be resolved proactively throughout the 2019-2020 school year in advance of the June move from INOW to PowerSchool.

It is critically important that all personnel responsible for ensuring data accuracy be provided access to appropriate data portals. The portals provide LEA personnel with comprehensive insight into the local data that has been uploaded to the Alabama State Department of Education servers.

If you have any questions or concerns, please contact Dr. James A. Thacker at thacker@alsde.edu or by telephone at (334) 694-4710.

EGM:JAT:RH

cc: LEA Technology Coordinators
    LEA Data Managers
    LEA Federal Programs Coordinators
    Dr. Daniel Boyd
    Dr. Elisabeth Davis
    Dr. Tony Thacker
    Mr. Dave Pope
    Mrs. Jean Scott

FY20-2010