November 6, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey  
State Superintendent of Education

RE: Student Demographic Information

The Alabama State Department of Education (ALSDE) is asking that systems review the student demographic data that is entered into the student information system (SIS). To ensure an accurate match to students and the assessments they take, it is imperative that the information is correct within the SIS.

Special attention should be given to the following demographic information: last name, first name, middle initial, date of birth, race/ethnicity, grade, gender, meal status, limited-English proficiency status, special education status, migrant status, foreign exchange student status, social security numbers, SSID number, enrollment date, and withdrawal date (if applicable).

I realize the next few weeks are especially busy; however, it is essential that time be given to verify the accuracy of all student demographic information in INOW to ensure current reporting of test results. If you have questions, you may contact Mrs. Maggie Hicks at (334) 694-4817 or by email at mhicks@alsde.edu.

EGM:MAH:SDW

cc: City and County System Test Coordinators  
City and County System Accountability Coordinators  
City and County Technology Coordinators  
City and County Special Education Coordinators  
City and County EL Coordinators

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