May 10, 2019

M E M O R A N D U M

TO: City and County Superintendents of Education
FROM: Eric G. Mackey, Ed.D.
State Superintendent of Education
RE: Student Assessment Data Review

The first phase of the Student Assessment Data will become available on May 10, 2019, in the Student Data Portal. We are providing this data in a secure environment, limited to you and designated staff only to determine if there are any abnormalities based on your individual school and school system data. The portal contains raw data, which has not been protected in accordance with the Family Educational Rights and Privacy Act (FERPA) guidelines and, as such, cannot be released without prior approval from Alabama State Department of Education (ALSDE). Within this review, note any missing students, issues with SSID numbers, etc. Once reviewed, submit confirmation of the review through the following link: Data Review - 2018-2019. We will need for you to provide us with any inquiries to accuracy by the dates listed so we can inquire and adjust if necessary.

Appropriate District and School staff may be given access to review this data by assigning them to the position “Student Data Student Assessment” in the Education Directory.

Please find below information regarding our required posting of student-level assessment data provided by our assessment vendors for the 2018-2019 school year.

Portal information
To gain access to the Student Data Portal, please take the following steps:

- Go to the following URL: http://aim.alsde.edu/aim/index.aspx.
- Log in with your email address and your password.
- Once you are logged in, click on the tile that reads “Student Data.”
- The application will appear.

Using the application

- Choose an assessment from the drop-down list labeled “Assessments” (Note: At this point in time, not all assessments are available for review. The other assessments are in the process of being available).
- Choose a School Year from the drop-down list labeled “School Year.”
- Choose a School System from the drop-down list labeled “School System.”
- Choose a School from the drop-down list labeled “School.”
- If you are viewing the WorkKeys data, you will have an additional drop-down list labeled “Roll-Up Data,” which will have Yes/No choices.
  - No: All tests for students will be displayed regardless of the number of times they took the test.
  - Yes: Data is rolled up by student and their certificate will be calculated based on their best scores in each of the subject areas regardless of the number of times they tested.
Below each column header in the grid is a filter box. If you want to filter the grid results, type the appropriate text into the filter box for the appropriate column header (Ex: If you are reviewing WorkKeys data and want to see all students who earned a Platinum certificate, type Platinum in the Certificate Level field). After a second or two, the grid will refresh and the data will be filtered. To remove a filter, simply delete the text in the box and the grid will return to its original setting.

The timeline for data review is listed in the chart below:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Districts will receive via Student Data Portal</th>
<th>Review Data and Confirm Review By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT WorkKeys</td>
<td>May 10</td>
<td>May 25</td>
</tr>
<tr>
<td>ACT with Writing</td>
<td>July 8</td>
<td>July 22</td>
</tr>
<tr>
<td>ACT with Writing Growth</td>
<td>July 29</td>
<td>August 9</td>
</tr>
<tr>
<td>Scantron with Growth</td>
<td>July 22</td>
<td>August 2</td>
</tr>
<tr>
<td>ACCESS with Growth</td>
<td>July 29</td>
<td>August 9</td>
</tr>
<tr>
<td>Alabama Alternate Assessment (AAA)</td>
<td>August 5</td>
<td>August 16</td>
</tr>
</tbody>
</table>

If you encounter any errors or for help with logging in, please contact the ALSDE Helpdesk by email at servicedesk@alsde.edu or by telephone at 334-694-4777 so that a ticket can be created.

Once all assessment data have been reviewed, final data (with FERPA guidelines applied) will be uploaded into the Assessment Review Portal for you to certify by September 4, 2019. Please thoroughly review uploaded data as this will publically reported. The final certification will be through the Assessment Review Portal.

If you have questions, please contact Mrs. Maggie Hicks, Coordinator, Student Assessment, at mhicks@alsde.edu or 334-694-4817.

EGM/MH

c: City and County System Test Coordinators
   Dr. Daniel Boyd
   Dr. Tony Thacker

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