July 24, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: 2019 Summer Promotion and Summer School Completers and Graduate Information

Each year, we provide all local education agencies (LEAs) the opportunity to review and provide updated information concerning summer school completers. All changes will be made in InformationNow (INOW). As changes are made in INOW, they will replicate at the Alabama State Department of Education (ALSDE) each evening. You will be able to view changes 24 to 48 hours by accessing the Summer School Completers tab in the Application Web Portal at https://ap.alsde.edu. All summer school updates made prior to July 15, 2019, will be part of mass enrollment. Any completers finished/inputted/updated after this date will need to be updated on an individual basis using INOW.

Students who completed the grade attended in the 2018-2019 year during summer school should be changed from retained to promoted. **Any student who completed the 12th grade must also be given an exit code.**

The window is currently open for your review and update of these summer-school-related student records in INOW, but the window for viewing Summer Promotion and Summer School Completers in the Web application will close on July 31, 2019, at 11:59 p.m. It is imperative that you or your designee remain mindful of the dates involved. This data affects the calculation of your official graduation rate for state and federal reporting.

If you have any questions about the entry of this information in INOW, please contact your Chalkable Customer Service Representative at 1-800-844-0884. If you have questions about the Web application, please contact Prevention and Support Services at 334-694-4717.

EGM/ML/KM

cc: Technology Coordinators
Special Education Coordinators
Accountability Coordinators

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