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May 1, 2019

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
            State Superintendent of Education

SUBJECT: End-of-Year Processing for SY 2018-2019 and Key Dates for 2019-2020

I want to thank you and your staff for your hard work toward a successful year. We appreciate your efforts toward this goal. Your help in assuring that the crucial reporting dates are met will be the key to wrapping up another very successful year. Adherence to the dates listed in the attached table is of utmost importance.

With InformationNOW (INOW), there is NO MORE ROLLOVER in the state of Alabama. Local education agencies (LEAs) can begin generating Enrollment Dates as soon as their calendar is set up for the next academic year. All Enrollment Dates **MUST** be generated by Friday, **July 12, 2019**, for the upcoming academic year.

Replication to the Alabama State Department of Education (ALSDE) will be turned off on Saturday, July 13, 2019. Please notify your athletic directors/coaches that athletes entered while replication is turned off will not be sent to C2C until after replication has been reactivated. The Summer Release will be available on Monday, **July 15, 2019**, and <u>MUST</u> be applied <u>IMMEDIATELY</u>. Replication will be reactivated by the ALSDE for each district as soon as it has installed the Summer Release. A replication status report will be available by logging into the ALSDE Identity Management (AIM) system located at https://aim.alsde.edu and selecting the Student Data tile. If you do not see the Student Data tile once you login, you will need to request that your superintendent add you to the "Student Data (Program Key Contacts)" EDDir position. If you need assistance with AIM, please contact the ALSDE Helpdesk at (334) 694-4777 or email servicedesk@alsde.edu.

Enrollment will remain active throughout the entire time replication is turned off except for the window from Friday, July 19, 2019, at 5 p.m. until Monday, July 22, 2019, at 7 a.m. while the ALSDE refreshes the State Locator.

As you review these dates, please ensure that all appropriate staff members will be available to complete the reporting process and install the Summer Release.

As in previous years, PowerSchool will be providing informational web conferences for end-of-year procedures. Additional details will be provided by PowerSchool when they are available. If you will be making any changes or upgrades to servers that are involved in replication of data to the ALSDE, please let us know of these changes so that we can work with your staff to ensure continuity of communication with the ALSDE.

School changes for the upcoming school year should be submitted and approved by the ALSDE no later than Friday, **May 31, 2019**. All summer school completers MUST be changed in INOW by Wednesday, **July 31, 2019**.

We are strongly encouraging all systems to begin running the following steps in order to allow time for error corrections and to generate the final reports by the Friday, **June 14, 2019,** deadline:

(1)   9th Month Attendance and End-of-Year LEAPS Schedule Reports.
(2)   SIR Report the day after the LAST DAY of YOUR school year.

Please note that the earliest submittal date for the 9th Month Attendance, LEAPS Schedule, and SIR Reports is the **DAY AFTER THE LAST DAY OF THE DISTRICT'S SCHOOL YEAR**.

If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact my office so that we can assign someone to work directly with you in resolving those matters.

Again, in this time of extraordinary challenges, we want to work closely with everyone to assist in achieving the best possible results. To that end, we thank you, in advance, for your support.

EGM:CS:KB

Attachment

cc: Technology Coordinators
        Chief School Financial Officers

FY19-3035

END-OF-YEAR PROCESSING FOR SY 2018-2019 AND KEY DATES FOR 2019-2020

Key Reporting Dates for SY 2018-2019 and SY 2019-2020				
Data Collection/Approval/Reporting	**Start**	**Earliest Submittal**	**Deadline**	**Supt. Approval**
Annual Data Report: Special Education Personnel Data, Student Exiting Information, and Special Education Supplemental Data	05/29/2019	05/29/2019	06/12/2019	Y
SIR – End-of-Year Extract	Last Day of School	Day After Last Day of School	06/14/2019	Y
Attendance – 9th Month	Last Day of School	Day After Last Day of School	06/14/2019	Y
Schedule – LEAPS Schedule End-of-Year	Last Day of School	Day After Last Day of School	06/14/2019	Y
Summer School Completers			07/31/2019	Y
School Changes			05/31/2019	Y
Transportation Plan	08/29/2019	08/29/2019	09/20/2019	Y
District Approved State Report: Students Evaluated Within Timeline (E60)	09/03/2019	09/03/2019	09/13/2019	Y
District Approved State Report: EI to Preschool Tracking Log	09/03/2019	09/03/2019	09/13/2019	Y
District Approved State Report: Transition Verification Report	09/03/2019	09/03/2019	09/13/2019	Y
Capital Plan			09/20/2019	N
Attendance – Fall (20th Day After Labor Day)		09/30/2019	10/11/2019	Y
Fall Financials – LEAPS *Done ONLY in McAleer*			10/11/2019	Y
Child Count (as of October 1, 2019)	10/01/2019 (Systems also take snapshot)	10/01/2019	10/11/2019	Y
Transportation Route Report		10/01/2019	10/18/2019	Y
Schedule – LEAPS Fall Schedule		10/14/2019	10/25/2019	Y
School Calendars for School Year 2020-2021		01/02/2020	05/15/2020	Y
Annual Data Report: Special Education Personnel Data, Student Exiting Information, and Special Education Supplemental Data	05/27/2020	05/27/2020	06/10/2020	Y
SIR – End-of-Year SIR Extract	Last Day of School	Day After Last Day of School	06/15/2020	Y
Attendance – 9th Month	Last Day of School	Day After Last Day of School	06/15/2020	Y
Schedule – LEAPS Schedule End-of-Year	Last Day of School	Day After Last Day of School	06/15/2020	Y
Summer School Completers			07/31/2020	Y

(Calendar file and Valid Schools file will be available approximately the week of July 1, 2019)