April 12, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: Annual Performance Report Data Reminders

As the 2018-2019 school year comes to an end, the Alabama State Department of Education (ALSDE), Special Education Services (SES) Section, offers the following reminders regarding data that are vital to meeting the reporting requirements of the Annual Performance Report (APR) for the 2018-2019 reporting period. The following reminders will assist local education agencies (LEAs) in ensuring that all required information is reported timely and accurately. Late submissions will negatively impact your LEA Determination, so it is imperative that LEAs adhere to all reporting timelines.

- **Indicator 3 – Assessment Data.**
  Ensure that all students with disabilities participate in statewide assessments. For those students who do not participate in statewide assessments, LEAs may be required to provide a reason for non-participation.

  Participation Rate and Proficiency Rate for Indicator 3 will be publicly reported.

- **Indicator 5 – Least Restrictive Environment (6-21 LRE).**
  The LRE information must be manually entered into the Student Folder each time the LRE is determined by the child’s Individualized Education Program (IEP) Team (this information does not automatically populate into the Student Folder). All publicly reported LRE information will be taken from the Student Folder and not from the IEP.

  The LRE data for Indicator 5 will be publicly reported.

- **Indicator 6 – Least Restrictive Environment (3-5 LRE).**
  The LRE information must be manually entered into the Student Folder each time the LRE is determined by the child’s Individualized Education Program (IEP) Team (this information does not automatically populate into the Student Folder). All publicly reported LRE information will be taken from the Student Folder and not from the IEP. The Preschool LRE codes should be used for children ages 3 through 5. The LRE code should be re-determined when a student begins kindergarten. When a child turns 6, whether still in preschool or in kindergarten, an LRE code for 6- to 21-year old students must be used. Additional information regarding Preschool LRE may be found at (http://www.alsde.edu/sec/ses/Pages/preschool-all.aspx?navtext=Preschool).

  The LRE data for Indicator 6 will be publicly reported.
• **Indicator 7 – Preschool Outcomes.**
The Entry Early Learning Progress Profile (ELPP) is required to be administered to all preschool children determined eligible for special education services within 60 days of the date special education services begin. Documentation to support ELPP responses must be available to view during monitoring. An Exit ELPP is required to be administered when a child exits preschool special education services for any reason and has received at least six months of special education services.

The Exit ELPP data should be gathered and the Exit ELPP completed between May 1 and May 21, 2019. For detailed submission information, consult the News You Can Use email communication from Ms. Crystal Richardson dated March 19, 2019. **Remember, each LEA is required to submit its ELPP Electronic Tracking System (EETS) spreadsheet to the SES no later than May 31, 2019. Failure to submit the required reports by the due date will adversely impact the LEA’s determination status.**

The Preschool Outcomes data for Indicator 7 will be publicly reported.

• **Indicator 11 – Child Find.**
According to the Alabama Administrative Code (AAC) each public agency has 60 calendar days from the date the public agency receives a parent’s signed consent for the initial evaluation to conduct and complete the initial evaluation. The data will be collected using the **Number of Students Evaluated Within Timeline** report in the Special Education Tracking System (SETS) and submitted through the district-approved process. The scheduled collection period is **September 3-13, 2019.**

Please view your **Number of Students Evaluated Within Timeline** report in SETS under Report Desktop/State Reports. Please enter the **Start Date** of **July 1, 2018**, and the **End Date** of **June 30, 2019**. Click on **Preview Data** to view your report.

When viewing your report, ensure that all data relevant to the 60-day timeline for the initial evaluation process are entered into each Student Folder in SETS. Incomplete information in the Student Folder impacts reported data and the LEA’s total percentage in the **Number of Students Evaluated Within Timeline** report. To complete the information in the Student Folder, select the “Basic” tab and manually enter the data in the Referral/Evaluation/Eligibility Information Section for those fields that do not automatically populate from the completed Eligibility form.

The target set by the Office of Special Education Programs (OSEP) for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 11 will be used in LEA determinations and will be publicly reported.
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- **Indicator 12 – Early Childhood Transition.**
  Data will be collected using the *EI to Preschool Tracking Log* in SETS and submitted through the district-approved process. The scheduled period for submission is **September 3-13, 2019**.

  Ensure that all current data for every child transitioning from Early Intervention (EI) to preschool are entered into the Student Folder in SETS on the “EI to Preschool” tab as each step of the special education process is completed. Review the *Early Intervention Notification to Local Education Agency* letters received to ensure the appropriate children are included in the data collection.

  Please view your *EI to Preschool Tracking Log* in SETS under Report Desktop/State Reports to ensure that all students are included for whom notification letters have been received and a referral has been started or completed. (Note: Only EI to Preschool students who turn 3 years old during the report run dates and who have “From Early Intervention” in the Type of Referral field in the student folder will be included in the data on the report.) Please enter the **Start Date** of **July 1, 2018**, and the **End Date** of **June 30, 2019**. Click on **Preview Data** to view your report.

  The target set by OSEP for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 12 will be used in LEA determinations and will be publicly reported.

- **Indicator 13 – Secondary Transition.**
  Secondary transition data is collected on **ALL** students age 16 years (or older) or students who will be turning 16 during the implementation year of the IEP. The data will be collected using the *Transition Verification Report* (TVR) in SETS. Data fields on the TVR are populated from the Transition Services page of the IEP. Data for this indicator are submitted through the district-approved process. The scheduled collection period is **September 3-13, 2019**.

  Please view your TVR in SETS under Report Desktop/State Reports. Please enter the **Start Date** of **July 1, 2018**, and the **End Date** of **June 30, 2019**. Click on **Preview Data** to view your report.

  The target set by the OSEP for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 13 will be used in LEA determinations and will be publicly reported.

- **Indicator 14 – Post-School Outcomes (selected LEAs only).**
  Selected LEAs have been contacted regarding participation in the Post-School Outcomes reporting process. Post-School Survey interviews must be conducted between **May 1, 2019**, and **September 1, 2019**. Data for this indicator are submitted through the district-approved process. The scheduled collection period is **September 3-13, 2019**.

  To ensure that all student surveys have been completed, please view your *Post-School Survey* report in SETS under State Reports. Please enter the **Start Date** of **May 1, 2019**, and the **End Date** of **September 1, 2019**. Click on **Preview Data** to view your report.

  Post-School Outcomes data, including response rates, will be publicly reported.
• **Rules forArchiving Student Information in SETS.** Please remember that archiving student information in SETS can impact the data collected through the district-approved process for reporting. The following rules were developed to assist LEAs that choose to archive student information:

  o Student information should not be archived until after March 1 following the annual submission of the LEA data for indicators using the district-approved process. After March 1, the LEA may archive graduates with a regular diploma from the previous year.

  o If the LEA has multiple Student Folders, the LEA should review the processes and forms in each Student Folder and decide which Student Folder should be kept and archive the other(s). When archiving duplicate Student Folders, it is important to check the duplicate folder check box.

Additional assistance is available through the SPP/APR Help Document for the District-Approved Process for State Reports for Indicators 11, 12, 13, and 14 and may be accessed at the following link: [https://www.alsde.edu/sec/ses/Reports/District-Approved%20Process%20for%20State%20Reports%20Help%20Document_Revised%2020202018.pdf](https://www.alsde.edu/sec/ses/Reports/District-Approved%20Process%20for%20State%20Reports%20Help%20Document_Revised%2020202018.pdf).

It may be helpful to keep a copy of the attached current Quick List Timeline Submission Reminders for your reference. Please ensure that all data are kept current in the SETS program to allow the LEA and/or the ALSDE to run reports at any time. If you have any questions regarding this memorandum, please contact Mrs. Susan Williamson at (334) 694-4782.

EGM/SW/MB

Attachment

cc:  City and County Special Education Coordinators  
    Dr. Daniel Boyd  
    Dr. Elisabeth Davis  
    Ms. Crystal Richardson  
    Mrs. Susan Williamson  
    Ms. Gail Comins

FY19-2066
**Quick List**

Report Submission Timeline Reminders

The purpose of this *Quick List* is to provide a one-page reminder for submission timelines for major IDEA reports. The intent of this report is not to be an exhaustive list but a quick reference of timelines for most annual reports. The user is strongly encouraged to read the more comprehensive memoranda and other detailed directives issued by the Alabama State Department of Education (ALSDE), Special Education Services (SES) Section, prior to the submission periods for specific content and timelines. These memoranda are issued twice per year, generally in April and August.

**IMPORTANT:** Only submit these reports during the required submission timelines. Reports submitted earlier than the required submission period will not be considered as timely submissions and will require re-submission during the correct submission timeline. *Failure to submit timely reports may impact a Local Education Agency’s determination status.*

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>REQUIRED SUBMISSION TIMELINE</th>
<th>Data Source: SETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>District-Approved Report Submissions</td>
<td>Begins first Tuesday in September</td>
<td></td>
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<tr>
<td>The following reports are to be submitted via the District-Approved Report process each September for the previous reporting period of July 1-June 30.</td>
<td></td>
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<tr>
<td>• Students Evaluated within Timeline Report (Indicator 11 Report)</td>
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<tr>
<td>• EI to Preschool Tracking Log (Indicator 12 Report)</td>
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<tr>
<td>• Transition Verification Report (Indicator 13 Report)</td>
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<tr>
<td>• Post-School Outcomes Survey Report (Indicator 14 Report)</td>
<td>only selected systems submit each year</td>
<td></td>
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<tr>
<td>IDEA Child Count</td>
<td>Begins October 1</td>
<td></td>
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<tr>
<td>Refer to the Child Count Help Document located on the SES Web page for assistance.</td>
<td>(Snapshot also taken on October 1)</td>
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<tr>
<td>Annual Data Report</td>
<td>Begins Last Wednesday in May</td>
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<tr>
<td>The Annual Data Report consists of the Personnel Data Report, Student Exiting Information, and Supplemental Data Report. All three reports must be submitted by the due date each year.</td>
<td>Data Source: SETS</td>
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<tr>
<td>Early Learning Progress Profile (ELPP)</td>
<td>Completed by June 1 Annually</td>
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<tr>
<td>Early Learning Progress Profile (ELPP) is the mechanism for collecting the data for Preschool Outcomes (Indicator 7).</td>
<td>Data Source: EETS 2.0 Spreadsheet</td>
<td></td>
</tr>
</tbody>
</table>

*Note: This Quick List does not represent a complete list of reporting timelines; please refer to the memoranda and detailed directives issued by the ALSDE, SES Section.*