May 12, 2021

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

RE: Data Cleanup in Advance of Migration to PowerSchool

In advance of the migration this summer from InformationNow (INOW) and SETS (INOW/SETS) to PowerSchool and data certifications for the 2020-2021 school year, there are data components that the local education agencies (LEAs) will need to review to ensure that they are migrating the most accurate data. **The last date to make changes to your INOW/SETS databases will be June 18, 2021. After June 18, 2021, INOW/SETS will no longer be available for changes to data. There will be no capability for you to go back to previous academic data and make changes.** Therefore, it is extremely important that the data you have in your INOW/SETS databases is correct. Below are some data checkpoints to help you ensure that you have reviewed and made all necessary updates.

I. Students without a Base Cohort Year
- A list of these students can be found in the Student Data application under the Prevention and Support, Students-Without Cohort Base Year menu option.

II. Students with an Invalid or Unresolved SSID
- A list of these students can be found in the Student Data application under the Enrollment, Invalid SSID and Enrollment, Unresolved SSID menu options.

III. Students with Duplicate SSIDs
- A list of these students can be found in the Student Data application under the Enrollment, Students-Exceptions menu option. Filter the grid for this data set by selecting "Duplicate SSID" in the Exception Type column.

IV. Students with an Invalid Race
- A list of these students can be found in the Student Data application under the Enrollment, Students-Exceptions menu option. Filter the grid for this data set by selecting "Invalid Race" in the Exception Type column.

V. Student Incident Report
- Incident data is viewable in the Student Data application under Prevention and Support, Student-Incidents and also in the Student Incident Report application.

VI. Students without Schedules
- A list of these student may be found in the Student Data app under Instructional Services, Students-No Schedules.

Student Transcript Data Conversion to PowerSchool
Each course on a student's transcript should have a valid course number in the course number field or be left blank. During the conversion to PowerSchool, this data set validates on the course number. If the course number is invalid then the course will not be converted and the course will have to be manually reentered from scratch to the student transcript. If the course number is left blank, then the course will be converted to allow for updating in PowerSchool with a valid course number at a later time.

Transcripts for currently enrolled non-graduated students must be correct in order to have them converted correctly into PowerSchool.

A report has been created to help identify these records. The link will be listed in AIM in the Student Data Tile under the Instructional Services menu item. The name of the link is Students - Transcripts - Invalid State Course Codes. Listed below is a snapshot of the report.
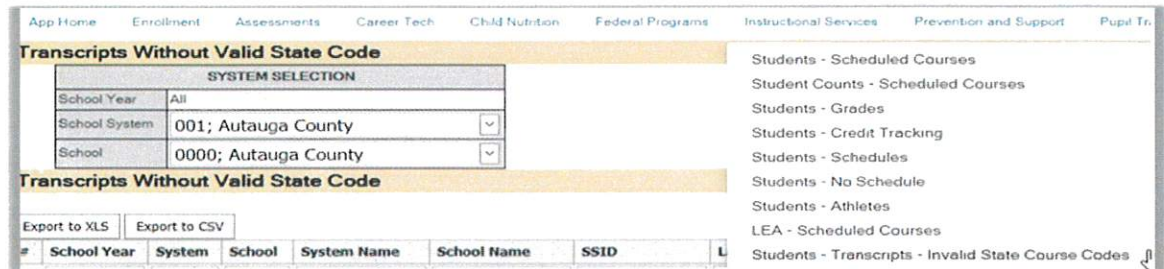
Attendance Data Collection
In order to ensure accurate and up-to-date information that will allow for a timely ninth-month attendance submission, perform the following on a regular basis:
A. **Review student data for accuracy.**
B. **Compare INOW student lunch status against their status in your CNP/Point of Sale systems.**
C. **Verify accuracy of all student Federal Programs data.**

The ALSDE also suggests that the appropriate LEA personnel begin the process of monitoring their 2020-2021 Federal Programs, Prevention and Support Services, and Career and Technical Education (CTE) data now. The portals listed below will be open for certification in late May and the window will be short for reviewing and certifying data. Users may begin reviewing the information to be used in these portals in the Student Data application now and begin making the necessary corrections in the INOW system in advance of the portals opening. Prompt attention to issues now will prevent delays in certifying data this spring.

Federal Program Applications:
    English Learners
    Homeless
    Neglected or Delinquent.
    Schoolwide/Targeted Assistance (SWTA)
Prevention and Support Applications:
    Cohort
    College and Career Readiness
    Dropout
Career and Technical Education - CTE
    Career Tech Placement
    Career Tech Student Profile

All INOW data components should be completed prior to beginning the special education SETS data review and cleanup. It is suggested to run and preview on a weekly basis to stay on top of the data throughout the months prior to the migration to the new platform. Please ensure that your LEA has reviewed and made all necessary updates to the data components listed below.

Note: If you have not been saving your submitted state reports from SETS (Review Data) on an ongoing basis, please do so now.

Child Count Errors and Working Folders
The Child Count Error List can be found under Child Count Desktop, Error List in SETS. All errors (X) and warnings (W) should be reviewed and, if necessary, corrected. Only working folders will be migrated to PowerSchool Special Programs. As a result, it is essential that when students transfer into your LEA, the working folders are selected immediately, and the non-working folders are archived. See student records with error Z9 More than One Folder on the Child Count Error List.

Valid Case Managers
Verify that all students have been assigned to a valid case manager. All transfer records you intend to keep that show SETS System Admin, as the case manager must be corrected by going to the student folder and selecting the new Case Manager under Student Desktop, Change Case Manager in SETS.

Annual Data Report, Student Exiting Information
A list of students who are reported as special education under the IDEA exiters, may be found under Report Desktop, State Reports, Student Exiting Information, Preview Data in SETS. Use the list to review and, if necessary, make corrections based on the validations.

Indicator 11 Students Evaluated Within Timeline
The Students Evaluated Within Timeline report can be found under Report Desktop, State Reports in SETS. All evaluations that have been completed must show data in the "Final Completion Date for All Evaluations" and, if applicable, "Range of Days" and "Reasons for Late Evaluation" fields.

Indicator 12 EI to Preschool Tracking Data
The EI to Preschool Tracking Data report can be found under Report Desktop, State Reports in SETS. Ensure that all manual entries are entered accurately.

Indicator 13 Transition Verification Data
The Transition Verification Data report can be found under Report Desktop, State Reports in SETS. Users should verify the report for accuracy. If data are missing or an N is shown in any field, the student's Transition Services page and the Annual Transition Goal page of the IEP should be reviewed and, if necessary, corrected. Users should also review the duration dates on the Profile Page of the current IEP to ensure that dates were entered correctly.

Indicator 14 Post-School Survey Report
The Post-School Survey report can be found under Report Desktop, State Reports in SETS. Download and save a copy of your SY 2019-2020 Student Exiting Information that is part of the Annual Data Report (follow the steps to save a report above).

All changes need to be made in the INOW/SETS software in the appropriate academic session. It is important that all current data be resolved proactively throughout the 2020-2021 school year in advance of the June move from INOW to PowerSchool.

It is critically important that all personnel responsible for ensuring data accuracy be provided access to appropriate data portals. The portals provide LEA personnel with comprehensive insight into the local data that has been uploaded to the Alabama State Department of Education servers.

Dr. Melinda Maddox has joined our implementation team. If there are implementation questions or concerns, please contact Dr. Maddox at melinda.maddox@alsde.edu or Mrs. Jean Scott at jscott@alsde.edu by telephone at (334) 694-4710.

EGM:JS:MD

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