



STATE OF ALABAMA
DEPARTMENT OF EDUCATION




Eric G. Mackey, Ed.D.
State Superintendent of Education

May 12, 2021

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey 
State Superintendent of Education

SUBJECT: End-of-Year Processing for School Year (SY) 2020-2021

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 the migration from InformationNOW (INOW) to PowerSchool this summer, it is critical that all data entry, corrections, and submissions are completed no later than the closeout date of Friday, June 18, 2021, at 5 p.m. PowerSchool will take a backup of your data that night, which will then be used to migrate your INow data to PowerSchool. Due to the conversion of INow to PowerSchool, you will not be able to go back and adjust or correct data in INOW after Friday, June 18, 2021. An additional backup will occur on Saturday, July 31, 2021, to migrate only Summer School data. That data will be limited to Summer School promotions, graduations, and grades.

State Enrollment for INOW and all State Imports, including the nightly Direct Certification and Migrant Data will be turned off on June 18, 2021. Replication to the State will continue through July 31, 2021, to ensure that all Summer School promotions, graduations, and grades are replicated and updated at the Alabama State Department of Education (ALSDE).

All Summer School completers **MUST** be changed in INOW by Saturday, **July 31, 2021**. PowerSchool will be taking a final backup of your INOW Summer School data to migrate your Summer School changes of only promotions, graduations, and grades to PowerSchool.

School changes for the upcoming school year should be submitted and approved by the ALSDE no later than Monday, **May 31, 2021**. As you review these dates, please ensure that all appropriate staff members will be available to complete the reporting process.

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We strongly encourage all systems to begin running the following steps in order to allow time for error corrections, generation of final reports in INOW, and certification of data in the AIM Portal applications at <https://aim.alsde.edu> by Friday, **June 18, 2021**:

1. Generate 9th Month Attendance in INOW.*
2. Review Current Dropouts. Certification in October 2021.
3. Review and Certify Student Incident Report (SIR) in the AIM Portal.
4. Review and Certify Cohort Data in the AIM Portal (Summer School Data will be applied at the end of July 2021).
5. Review CCR in the AIM Portal (current year ACT, Career Tech, AP, and IB attainment data may not be available at this time, CCR certification will be at a later date).
6. Review and Submit Special Education Submissions in SETS.
 - a. Annual Data Reports are due May 12, 2021 - May 28, 2021
 - Special Education Personnel Data
 - Student Exiting Information
 - Special Education Supplemental Data
 - b. Indicator 11-14 Reports are due May 3, 2021 - May 17, 2021
 - Indicator 11, Students Evaluated Within Timeline (E60)
 - Indicator 12, EI to Preschool Tracking
 - Indicator 13, Transition Verification Data
 - Indicator 14, Post-School Outcomes Survey Report
7. Review and Certify English Learners in the AIM Portal.
8. Review and Certify Homeless in the AIM Portal.
9. Review and Certify Negligent or Delinquent in the AIM Portal.
10. Review and Certify Schoolwide/Targeted Assistance in the AIM Portal.
11. Review and Certify Career Tech - OCR – Office of Civil Rights in the AIM Portal.
12. Review and Certify Career Tech - Student Profile – in the AIM Portal.

*Starting with SY 2021-2022, the 20 Day and 9th Month Attendance Reports will be generated by the ALSDE and will be reviewable by the local education agencies in the Student Data tile in the AIM Portal. On the deadline date, the ALSDE will snapshot all 20 Day and 9th Month Attendance data.

Once you have verified that all data is correct, please submit/certify your data as soon as possible to ensure that the ALSDE is given enough time to review your data and, if needed, request any resubmissions or recertifications.

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Please note that the earliest submittal date for the 9th Month Attendance and certification of enrollment 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:AC

Attachment

cc: Technology Coordinators
Chief School Financial Officers

FY21-2078

END-OF-YEAR PROCESSING FOR SCHOOL YEAR (SY) 2020-2021

Key Reporting Dates for Data Other Than Students SY 2020-2021				
Data Collection/Approval/Reporting	Start	Earliest Submittal	Deadline	Supt. Approval
School Changes			05/31/2021	Y
Transportation Plan	08/29/2021	08/29/2021	09/20/2021	Y
Key Reporting Dates for Data Other Than Students SY 2021-2022				
Data Collection/Approval/Reporting	Start	Earliest Submittal	Deadline	Supt. Approval
Capital Plan			09/20/2021	N
Fall Financials – LEAPS			10/16/2021	Y
Transportation Route Report		10/01/2021	10/18/2021	Y