Today's Special

Clean Your Plate

Visit this link (it will be in the chat) - and tell us what you hope to learn today. Choose a “sticky” that matches the subjects below and share you wonders and questions.

Use a **pink** sticky

- College and Career Readiness (CCR)
- Prevention & Support

Use a **blue** sticky

- Plan 2020 Accountability (P2A)
- Accountability

Use a **green** sticky

- Cohort
- Prevention & Support
Cleaning Your “Data” Plate

OSI - On the Menu
November 10, 2020
ALSDE
HELLO!

Dr. Melissa Shields
mshields@alsde.edu

Meg Lowry
mlowry@alsde.edu

Dr. Karen Anderson
kanderson1@alsde.edu

Kathleen Knight
kknight@alsde.edu
New OSI Team Members!

Dr. Marcy Burroughs  
marcy.burroughs@alsde.edu

Dr. Joseph Garner  
joseph.garner@alsde.edu

Wendy Arnold  
wendy.arnold@alsde.edu

William Jones  
william.jones@alsde.edu

A.J. Buckner  
anthony.buckner@alsde.edu

Taurus Smith  
taurus.smith@alsde.edu
On the Menu - Virtual Norms

- Always assume positive intent.
- Seek clarification in language and ideas.
- Share experiences and grow in fellowship.
- Please use the chat feature for questions and answers.
- Mute your microphone when not speaking.

If tweeting, tag us!
@AlabamaAchieves @ALSDEOSI
Welcome! Grab a square and give us your name, school and position as a record of your attendance.

There is more than one slide. Please scroll down to the next one if this is full.

Karen Anderson
ALSDE
Mr. Sean Stevens

Sean J. Stevens, Program Coordinator
Instructional Services
sstevens@alsde.edu
334-694-4768 phone
On the Menu - Outcomes

- Improve knowledge of Alabama’s Indicators for the A-F Report Card
- Improve knowledge of the Alabama AIM Portal
- Identify students classified as Graduates or Dropouts within the Cohort Tile
- Apply strategies for Cohort cleanup
- Collaborate with other educators about improving the graduation rate by Cohort cleanup
Breakout Rooms

What are the implications of having a high Graduation Rate and a low College and Career Readiness rate?
ALSDE Identity Management (AIM)
Select “Application Login”
Select “ALSDE Identity Management (AIM)”
Login using Email Address and Password

Identity Management

In an effort to better serve our customers, the Alabama State Department of Education is in the process of streamlining the way that users access our systems. Eventually, users will need only remember one username and password to access all ALSDE systems. This concept is commonly referred to as "single sign on".

Single sign-on

This portal exists to serve as the one-and-only site for you to manage your ALSDE identity. Our ultimate goal is that users access all ALSDE systems using a single set of credentials. This is where you will manage those credentials.

Terms of Service

Login affirms you agree to abide by the ALSDE terms of usage. View the Terms of Usage
Select the **Cohort** box.
Frequently Used Tiles

Plan 2020 Accountability (P2A)

Cohort

College and Career Readiness (CCR)
Who is counted in the four-year cohort graduation rate?

Students who entered ninth grade and graduated within four years.

How is the graduation rate calculated?

The graduation rate is equal to the number of students who graduated in four years divided by the number of entering first-time ninth graders four years earlier.

What students are considered non-graduates?

Students who are:
- Still Enrolled
- Withdrawn (no records requested, no documentation to support transfer)
- No Show
- Dropouts
- Federal Completers (exited with a document other than a regular diploma).
Enter the Base Cohort year from the dropdown box (2016-2017/2019-2020 for 4-Year cohort)

Your system will pre-populate.

Select a school to view from the dropdown box or your school will pre-populate.
Click “Export to XLS”
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>In Cohort</th>
<th>Federal Graduated</th>
<th>ALSDE Graduated</th>
<th>Federal Complete</th>
<th>ALSDE Complete</th>
<th>Enrolled</th>
<th>Withdrawn</th>
<th>Dropout</th>
<th>FEDERAL Status</th>
<th>ALSDE Status</th>
<th>Withdrawn Co</th>
<th>No Show</th>
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</thead>
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<td>Withdrawn</td>
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</tbody>
</table>
Filter the excel document for students classified as 12th graders.

Under the Federal Graduate look for all students classified as “False”. Note: It is important to ensure that the graduation status of all students is correct.

Make all changes in Chalkable/I-NOW.

Place a copy of the student’s transcript in their cumulative folder.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cohort</th>
<th>Federal Graduate</th>
<th>ALSDE Graduate</th>
<th>Withdrawn</th>
<th>Dropout</th>
<th>FEDERAL Status</th>
<th>ALSDE Status</th>
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<td>Graduate</td>
</tr>
</tbody>
</table>
To determine the dropout rate

- Use the 2019-2020 school year.
- Review the current status of students identified as dropouts in any school with Grades 7 through 12.
- Go through the four-year process to determine if the status of these students changed.
- All changes will be made in prior years’ academic session in INOW/Chalkable.
Filter and Review

- Filter the ‘Dropout’ column for the word “True”

Tips for locating students
- Look for records request
- Contact people on the student’s contact list
- Attempt to find the student on social media
- Contact currently enrolled students who may know the student
- Contact the designated military recruiter
- Conduct a statewide search in Chalkable

Make all changes in the prior year’s academic session in INOW/Chalkable.
Maintain Clean Data

- Track students when they begin 9th grade;
- Code withdrawals correctly in Chalkable/I-NOW;
- File withdrawal documentation in student’s cum folder when a student withdraws. [Exit Interview Memorandum]
- Conduct transcript audits at least twice per year.
Cumulative Folder

- Profile
- Progress Report
- Contact Information
- Transcript
- Attendance Report
- Discipline
- Schedule
- Exit Interview Form
- Records Request

Note: Under the Enrollment tab in the SIS enter the Withdrawal Code and a note with where the student is going.
1. Log into Chalkable/INow for the student’s last year enrolled.
2. Pull up the student’s information.
3. Click on the Enrollment Tab.
1. **Click To Highlight The Entry**

<table>
<thead>
<tr>
<th>Enrollment Code</th>
<th>Reason Code</th>
<th>Reported Date</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry</td>
<td>E1</td>
<td>Resident Enrollment</td>
<td>09/14/2020</td>
</tr>
</tbody>
</table>

2. **Click Withdraw**
Change Enrollment
1. Make sure code reflects Withdrawal
2. Change Reason Code
3. Provide Information
4. Click Create
Transfer Codes

TA1- Sch Choice-in System-Public
TA2- Sch Choice-in System-Private
TA3- Sch Choice- in System- Church/Home
TB1- Sch Choice-in State-Public
TB2- Sch Choice-in State-Private
TB3- Sch Choice-in State-Home
TD5- Sch Choice-Spec Services
Withdrawal Codes

WA1- Transfer in System- Public
WA2- Transfer in System- Private
WA3- Transfer in System- Church or Home

WB1- Transfer in State- Public School
WB2- Transfer in State- Private School
WB3- Transfer in State- Church or Home School

WC1- Transfer out of State
WC2- Transfer out of Country

WD2- Deceased
WD3- Disciplinary Action
WD4- Transferred to Youth Service
WD5- Transferred to Special Services
WD6- Expulsion
WD7- Exit Private School Services
WD8- Exit Preschool/Under Mandatory Age

WG1- Midyear Graduate
Dropout Codes

D02- Academic Difficulties
D03- Marriage
D04- Pregnancy
D05- Employment
D06- Physical Illness
D07- Language Difficulty
D08- Dislike of school experience
D09- Needed at Home
D10- Parental Influence
D11- Relations, student/staff
D12- Relationship, fellow students
D13- Entered Military Service
D14- Behavioral Problems
D15- Other Known Reason
D16- Reason Unknown
PD5- Parent Placed–Special Services
FINISH THE RACE
Freeze and Save Your Evidence!

His 5 Hour Energy Drink Timed Out!
If only he had taken it 3 seconds later!
Dinner Mints

▸ This session was recorded and will be posted on our OSI Youtube Channel.
▸ OSI Google Drive Folder
▸ Next Session - TBA, determined by your feedback
What you Say Matters to Us

Reflection Survey

https://docs.google.com/forms/d/e/1FAIpQLSdoRg46bV2gPrM4pDpKZ7r20DiF8yXJXGyA0q0Bqe9q52bcA/viewform
Presentation Links

Presentation Slides:
https://docs.google.com/presentation/d/1MON5PYe4C2NuWL78zUtkhjpKT8fyDVBJkO3VV_2oDGY/edit?usp=sharing

OSI On the Menu Google Folder
{includes this presentation (.pdf) and more}
https://drive.google.com/drive/folders/1p2mPUH7mMHsHbtHs7q2xmFjChuD1fD1W?usp=sharing

Attendance Form:
https://docs.google.com/presentation/d/18i4-rvqAAesoR9jA4pGy0oWE-Cys1lwmDP7Ntbt_EiY/edit?usp=sharing

Session Reflection:
https://docs.google.com/forms/d/e/1FAIpQLSdoRq46bV2gPMM4pDpKZ7r20DIaF8yXJXGyA0q0Bqe9g52bcA/viewform