March 10, 2022

M E M O R A N D U M

TO: City and County Superintendents

FROM: Eric G. Mackey
            State Superintendent of Education

SUBJECT: End-of-Year Process and Key Dates

As we approach the end of the school year, we want to provide districts with the end-of-year timeline for PowerSchool and state reporting early so that you have time to prepare and plan for a successful end-of-year experience. The end-of-year data will be collected in the Alabama State Department of Education (ALSDE) Identity Management (AIM) Portal in the corresponding tiles for each data area. The Attendance-9 Month Extract will be collected in the new tile called "Official State Collections" just as it was for the Fall (20 Day Report) Extract. The data can be reviewed on a continuous basis prior to the final submission/pull date listed in the enclosed "Key Reporting Dates" table. Special Education submissions will be submitted via PowerSchool Special Programs.

As listed in the "Key Reporting Dates" table, the end-of-year state submissions deadline will be **Friday, June 17, 2022**. All data must be reviewed, updated, and/or corrected in PowerSchool by one day prior to this date in order to review and/or certify each of the appropriate applications on the 17th.

Prior to being able to finalize or certify data in AIM, a set of processes must be completed in PowerSchool in order to capture the correct data for students in the portals. The PowerSchool End-of-Year (EOY) Process is used to close out the current school year and transfer all students to the grade level and school that each will be attending during the upcoming school year. Having a statewide instance of PowerSchool means we will, as a state, need to all perform our EOY process within a window together. Beginning this year and moving forward, all districts will need to perform their EOY process within the window of **Tuesday, June 7, 2022, to Tuesday, June 14, 2022**. Much of the setup to begin EOY and error checks involved in the process can be started now and run periodically to ensure no errors when it is time to run the process in June. The ALSDE will be holding multiple webinars over the next couple of months to assist districts as they prepare for this process. Guidance for the EOY process can be found here: PowerSchool End of Year Process - AL.pdf

It is also important to note that for schools using PowerScheduler to build and/or load their master schedules for next year, those schedules will need to be committed before you can run the EOY process. This means schools should have a plan developed to have schedules committed from PowerScheduler to the live side by **June 6, 2022**. Once schedules are moved to the live side, adjustments can still be made manually to teacher and student schedules. Schools will just no longer make the changes using PowerScheduler.

With all of the data processing occurring in PowerSchool, we encourage you to review data regularly throughout the school year to ensure your data is valid. Any data discrepancies discovered **must** be changed in PowerSchool. All changes made in PowerSchool will be available for review the next day in the AIM portal. Also, PowerSchool has partnered with Level Data to provide reports in PowerSchool to help you identify and correct errors. We strongly encourage you to use this resource. We also encourage you to check the "Official State Collections" tile for 9-Month errors throughout the year as well.

If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact Dom Martel at dmartel@alsde.edu or by telephone at 334-694-4888. If you encounter any issues resolving data errors in PowerSchool, please contact Stacy Royster at stacy.royster@alsde.edu or by telephone at 343-694-4972.

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

EGM/BTP/LE

Enclosure

cc: Chief School Financial Officers
    Data Managers
    Special Education Coordinators
    Attendance Coordinators
    Prevention and Support Services Coordinators
    Federal Programs Coordinators
    Technology Coordinators
    Mr. Chuck Marcum

Mrs. Angela Martin
Dr. Brandon T. Payne
Mr. Dom Martel
Dr. DaLee Chambers
Dr. Marilyn Lewis
Dr. Molly Killingsworth
Mrs. Stacy Royster

FY22-3023

KEY DATES FOR 2021-2022

Key Reporting Dates for SY 2021-2022				
Data Collection/Approval/Reporting	**Start**	**Earliest Submittal**	**Deadline**	**Application**
District-Approved State Report: Students Evaluated Within Timeline (E60)	Collected Early due to conversion	N/A	N/A	N/A
District-Approved State Report: EI to Preschool Tracking Log	Collected Early due to conversion	N/A	N/A	N/A
District-Approved State Report: Transition Verification Report	Collected Early due to conversion	N/A	N/A	N/A
Capital Plan	N/A	N/A	9/20/2021	Capital Plan
Attendance /ADM – Fall (20th Day After Labor Day)	9/7/2021	N/A	Third Friday of October	Official State Collections
Fall Financials – LEAPS	N/A	N/A	Third Friday of October	Financials Upload
Child Count (as of November 1, 2021)	11/01/2021 (Systems must take snapshot on this date)	11/01/2021	Third Friday of November	PowerSchool Special Programs
Bus Route / Transportation Plan	1/1/2021	10/01/2021	Third Friday of October	Bus Route / Transportation Plan
Annual Data Report: Special Education Personnel Data, Student Exiting Information, and Special Education Supplemental Data	Last Wednesday of May	Last Wednesday of May	Third Friday of June	PowerSchool Special Programs
SIR – End-of-Year SIR Extract	Last Day of School	N/A	Third Friday of June	SIR
Attendance – 9th Month	Last Day of School	N/A	Third Friday of June	Official State Collections
Cohort	Ongoing Entries in PS for Enrolled Students	N/A	Third Friday of June	Cohort
Dropout	Ongoing Entries in PS for Enrolled Students	As of October 1st	Third Friday of October	Dropout
CCR	Ongoing Entries in PS for Enrolled Students	N/A	Third Friday of June	CCR
EL – English Learners	Last Day of School	N/A	Third Friday of June	EL – English Learners
Homeless	Last Day of School	N/A	Third Friday of June	Homeless
Immigrant Students	Last Day of School	N/A	Third Friday of June	Immigrant Students
N or D – Neglected or Delinquent	Last Day of School	N/A	Third Friday of June	N or D – Neglected or Delinquent
SWTA – School Wide/Targeted Assistance	Last Day of School	N/A	Third Friday of June	SWTA – School Wide/Targeted Assistance