STATE OF ALABAMA
DEPARTMENT OF EDUCATION

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

October 3, 2022

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of Education

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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

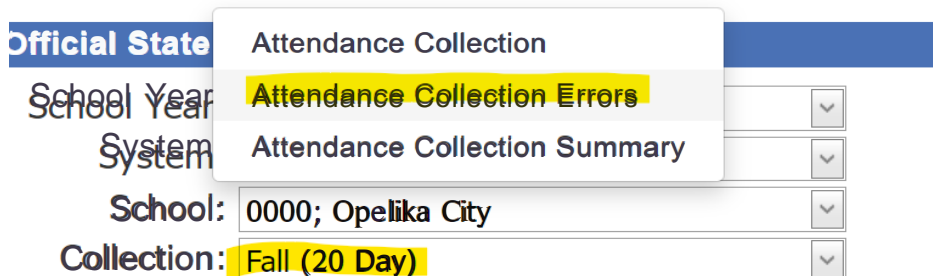**RE:**   Reminder of the Fall 20-Day Average Daily (ADM) Membership Reporting Snapshot Approaching

As we approach the closing of the 20-Day ADM data window and the data collection deadline of the third Friday in October, I wanted to reiterate the importance of timely and accurate collection of the data contained in this file. The data elements in the 20-Day ADM report must be established before statewide funding and budgeting processes can begin.

Districts have been reminded through weekly PowerSchool update emails and at the recent curriculum and instruction meetings across the state of the importance of checking the Official State Collections tile in AIM for errors in their reporting data. Districts must ensure that all errors are resolved prior to the third Friday in October reporting date. Any student with an error in their record will not be included in the final reporting counts for the district.

Please ensure the proper staff in your district are checking the Attendance Collection Errors list in the Official State Collection tile for your district. A snapshot of this tile is shown below.

Once populated, on the right side of the page, you will see the list of errors (snapshot listed below) for your district that you will want to correct prior to the third Friday in October snapshot of data. The data will have to be corrected in PowerSchool at least 24 hours prior to the final submission deadline in order for the data to replicate up to the state AIM portal.

	Severity	Error Type	Error Data
!	Error	Student is provisionally enrolled	E99
!	Error	County of Residence is required for AL resident	
!	Error	County of Residence is required for AL resident	
'	Error	County of Residence is required for AL resident	
ﾃ	Error	County of Residence is required for AL resident	
)	Warning	Student is enrolled in PK services and is not in grade 97, 98, or 99	00
!	Warning	Local Lunch Code must contain a valid code	99
ﾃ	Error	County of Residence is required for AL resident	
ﾃ	Error	LEP student missing Home language	
)	Warning	Student is missing schedule	0
)	Error	County of Residence is required for AL resident	
ﾄ	Warning	Local Lunch Code must contain a valid code	99
ﾃ	Warning	Local Lunch Code must contain a valid code	99
ﾃ	Error	Immigrant student missing Country of Origin	

If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact Mr. 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 Mrs. Stacy Royster at stacy.royster@alsde.edu or by telephone at 343-694-4972.

EGM/BTP/JR

cc: Chief School Financial Officers   Dr. Brandon T. Payne
     Data Managers   Mrs. Shanthia Washington
     Special Education Coordinators   Mr. Terry Roller
     Attendance Coordinators   Mr. David Pope
     Prevention and Support Services Coordinators Mr. Dom Martel
     Federal Programs Coordinators   Dr. DaLee Chambers
     Technology Coordinators   Dr. Molly Killingsworth
     Mr. Chuck Marcum   Mrs. Stacy Royster
     Mrs. Angela Martin

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