



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



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

May 15, 2023

**MEMORANDUM**

**TO:** City and County Superintendents

**FROM:** Eric G. Mackey *EGM*  
 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 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 "Key Reporting Dates" table below. Special Education submissions will be submitted via PowerSchool Special Programs.

As in prior years, the end-of-year state submissions deadline will be **Friday, June 16, 2023**, the third Friday in June. 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 16th.

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. All districts will need to perform their EOY process within the window of **Tuesday, June 6, 2023, to Tuesday, June 13, 2023**. 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 weeks 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, it is best practice to have schedules 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, 2023**. Once schedules are moved to the live side, adjustments can still be made manually to teacher and student schedules. For districts needing to continue using PowerScheduler after the EOY process has been run, adjustments will have to be made in PowerSchool to allow for its use. Directions for using PowerScheduler after EOY can be found here: [Continuing Scheduling After End-of-Year Process - PowerSchool Community](#)

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.

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If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact Mr. Dom Martel at [dmartel@alsde.edu](mailto: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](mailto:stacy.royster@alsde.edu) or by telephone at 334-694-4972. As you review these dates, please ensure all appropriate staff members will be available to complete the reporting process.

<b>Key Reporting Dates</b>				
<b>Data Collection/Approval/Reporting</b>	<b>Start</b>	<b>Earliest Submittal</b>	<b>Deadline</b>	<b>Application</b>
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

**EGM/BTP/LT**

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

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