



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

May 31, 2023

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: Enrolling Preschool Students in School Code 4999

Beginning with the 2023-2024 school year, all preschool students receiving special education and related services (i.e., Pre-K Special Education Services only) should be enrolled in School Code 4999. Preschool-services-only students currently enrolled in their zone school, or in the school where they are receiving services, must be reenrolled in School Code 4999.

As districts prepare for the end-of-year process in PowerSchool, the Next School field will need to be updated for your preschool services only students to move their enrollment to School Code 4999 when the end-of-year process is run in June. The process describing the changes to be performed by districts is documented in the video located [here](#).

A Non-Traditional School Type should be entered on the student record for all preschool students. Preschool Non-Traditional School Type options are as follows:

- Homeschooled
- Head Start
- Local Pre-K
- Office of School Readiness (OSR)/First Class
- Pre-K Special Education Services

Private school students, including students with disabilities who have been parentally placed in a private school that meets the definition of an elementary school in Alabama, receiving equitable services should continue to be enrolled in School Code 4999. The Non-Traditional School Type field on the student record must be set to Private School Services for all private school students.

Please share this information with all personnel in your local education agency who enroll students, work directly with School Code 4999, or are responsible for entering withdrawal codes.

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If you need further clarification about this change or for assistance with student records in the PowerSchool Student Information System (SIS), please contact Mrs. Stacy Roster by email at stacy.royster@alsde.edu or by telephone at 334-694-4972.

If you have questions related to preschool students receiving special education and related services, contact Mrs. Stephanie Frucci-Bear by email at stephanie.bear@alsde.edu or Mrs. Kathy Wilkins by email at kathy.wilkins@alsde.edu or by telephone at 334-694-4782.

If you have questions regarding technical issues with the PowerSchool SIS and Special Programs software, contact PowerSchool Support by using the Alabama direct line (1-866-512-1899) or by accessing the PowerSchool Community at <https://help.powerschool.com/>.

EGM/KG/MB

cc: City and County Special Education Coordinators
Mrs. Angela Martin
Mrs. Shanthia Washington
Mr. Dom Martel
Mrs. Stacy Roster
Dr. DaLee Chambers
Dr. Kemeche Green
Mrs. Stephanie Frucci-Bear
Mrs. Kathy Wilkins

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