December 2, 2020

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: 2019-2020 College and Career Readiness Dashboard Certification Process

The window for reviewing, updating, and certifying student information in the College and Career Readiness (CCR) Dashboard for the 2019-2020 school year will begin **December 2, 2020**, and end on **January 12, 2021**. All CCR updates must be completed in InformationNOW (INOW) by **January 12, 2021**, to allow for local education agency (LEA) certification by **January 14, 2021**. Please review the information contained on the CCR Dashboard. Should inaccuracies be found after reviewing the information, please make the necessary updates in INOW and place the appropriate evidentiary document(s) in each student's cumulative record. The attached guide provides additional information regarding the appropriate evidence needed to document each CCR update.

After updates have been completed, please wait two to three days to verify the updates on the CCR Dashboard. Once all corrections have been made and verified, please certify the information at the LEA level. The deadline for making CCR updates is **January 12, 2021**, and the LEA certification deadline is **January 14, 2021**.

Please remember that each person who needs access to the CCR Dashboard must be assigned the appropriate role(s) in the Education Directory (Ed Dir) by the district personnel tasked with that responsibility.

If you have any questions or concerns, please contact Mrs. Shenitra Dees or your CCR reviewer at 334-694-4717.

EGM/SB/SD

Attachment

cc: LEA High School Principals
       LEA High School Counselors
       LEA Counselor Coordinators
       LEA CCR Key Program Contacts
       LEA Accountability Coordinators
FY21-2030

College and Career Readiness Application

The Process for Updating and Certifying Data

Graduating Class: 2019-2020

This guide provides information for **updating and certifying student information in the College and Career Readiness (CCR) Dashboard** on the Alabama State Department of Education (ALSDE) Identity Management (AIM) platform. The CCR Application allows assigned ALSDE and LEA personnel to view data on past, current, and future graduates who have received benchmark scores in the six college and career indicators.

As you review, update, and verify the information in the CCR Dashboard, please keep the following key points in mind:

- The CCR rate is determined based on the percentage of students in the four-year cohort who earned, *at minimum,* one CCR credential.

- All changes to a student record are required to be made in the Student Information System (SIS) by the appropriate district/school personnel.

- All student details will be updated from the SIS → Accumulator → Student Data App → Cohort App → CCR App

- The Cohort App determines the student membership in the CCR App.

- The LEA users will certify their CCR data. CCR data will be locked after the LEA has certified its data. Changes in the SIS will not be reflected in CCR App **after** data certification.

- The ALSDE personnel will review the LEA-certified data and either accept or un-certify the CCR data from LEA.

- The ED Dir positions are as follows:
  - College Career Readiness Viewer (Program Key Contacts) ⟶ View system and school level CCR data
  - College Career Readiness Viewer (School) ⟶ View school-levelCCR data
  - College Career Readiness Certifier (Program Key Contacts) ⟶ View and certify system-level CCR data
  - By default, all LEA superintendents and assistants will have access to view CCR data.

Updating CCR Student Information

There are different instructions for updating CCR data depending on the credential being updated. Please refer to the directions below when updating CCR to a student record in INOW.

1. Viewing a Student's Current CCR Credentials in the SIS

To view whether a CCR credential is marked in INOW, please do the following:

- Log into the Student Information System (SIS).
- Open an individual student record.
- Click on the *Custom Tab* at the top of the student record screen.

- On the *Custom Tab* screen are the College and Career Ready check marks for that specific student. This tab provides a good overview of the CCR indicators a student has satisfied. **Please note that manual updates in INOW will not update the values of these checkboxes.** To verify a manual update to a student record, please check the CCR Application on the AIM platform. Keep in mind, it takes 24 hours for a change in INOW to be replicated in the CCR Application.

2. Updating Military and College Credit Attainment Credentials

These are the two easiest credentials to update.

- On the *Custom Tab* screen (see above), simply click on the *College Credit Attainment* checkbox or the *Accepted for Active Military* checkbox.

3. Updating AP, IB, ACT, and ACT WorkKeys Attainment Credentials

To update these CCR credentials on an individual student record, please do the following:

- Log into the Student Information System (SIS).

- Open an inividual student record.

- On the right-side menu on the student record, select *Standardized Tests*.

- Then click on one of the *Add* buttons to add a standardized test score.

Assigned Tests

	Name	Display Text	Description	Date	GR	School
☐	Alabama Science...	Alabama Science Asses...		04/09/2012	05	Creator Stiff School
☐	ACCESS	ACCESS		04/12/2013	06	Oafish Oven Middle...
☐	ACCESS	ACCESS		03/31/2014	07	
☐	ACCESS	ACCESS		03/23/2015	08	Oafish Oven Middle...
☐	ARMT+	ARMT+		04/09/2012	05	Hallowed Head Inter...
☐	ARMT+	ARMT+		05/06/2013	06	Oafish Oven Middle...
☐	SDE ACT Aspire	SDE ACT Aspire		05/23/2014	07	
☐	SDE ACT Aspire	SDE ACT Aspire		05/15/2015	08	
☐	SDE ACT Aspire	SDE ACT Aspire		04/21/2017	10	
☐	SDE WorkKeys	SDE WorkKeys		10/01/2018	12	Breakable Blow High...

Tasks — Print Screen, Help
Reports — Standardized Test

Add View Delete

Close

- Then select the **appropriate** standardized test template **with the SDE prefix** (either AP, IB, ACT, or ACT WorkKeys) and click on the *Next* button. **Please do not select a template without the SDE prefix.**

Assign Test
Tests

☑ Active Only

	Name	Display Text	Description	GR
○	ACT	ACT		
○	CIVIC	CIVIC		
○	SDE AAA	SDE AAA	Alabama Alternate Assessment	06
○	SDE ACT	SDE ACT		06
○	SDE ACT Aspire	SDE ACT Aspire		06
○	SDE ACT Plan	SDE ACT Plan		06
○	SDE Advanced Placement	SDE Advanced Placement	Advanced Placement (AP) Scores	
○	SDE Int. Baccalaureate	SDE Int. Baccalaureate	International Baccalaureate	
○	SDE WorkKeys	SDE WorkKeys		06

Please select a template with the SDE prefix.

Once the appropriate SDE template is selected, the *Next* button will become active and you will be allowed to select it.

Cancel < Back Next >

- Regardless of the credential being updated (SDE ACT, SDE IB, SDE AP, SDE WorkKeys), once the *Next* button (see above) has been selected, you will be guided to enter the corrected credential information.

- On the initial screen for each SDE template, please enter the **test date** in the *Date Field*. Once the test date is entered, please click on the *Create* button and complete the requested information for each of the subsequent screens.

- To fix an error in a credential record created by the district/school from using the above process, select the standardized record type with the error and click on the *View* button. Then follow the directions to correct the error for that particular test record.

4. Updating Career Readiness Indicator for CTE

- To update CTE credential in INOW, please complete the following instructions. If you have any questions relating to updating CTE credentials in INOW, please contact Dr. Julie Turner at jturner@alsde.edu.

chalkable
InformationNOW

Enter Username and Password

Click Login

PowerSchool Scrambled

Username
jturner@alsde.edu

Password
••••••••••••

Forgot Password?   Login

chalkable
InformationNOW

Choose the school in which the credential(s) should be entered.

PowerSchool Scrambled

Please select a school and academic session.

New Breakable Bow High School
Capable Collar Intermediate
Elegant Dog Primary
Endurable Engine School
Grotesque Guide Primary
Hallowed Head Intermediate
Hesitant Haircut School
New Breakable Bow High School
Oafish Oven Middle School
Two Tax School
Typical Tricks Primary
Wretched Women Intermediate

Cancel   Continue

Click on Students

Search Students by last name, by SSID, or by simply clicking search

Click on student for whom the credential will be entered
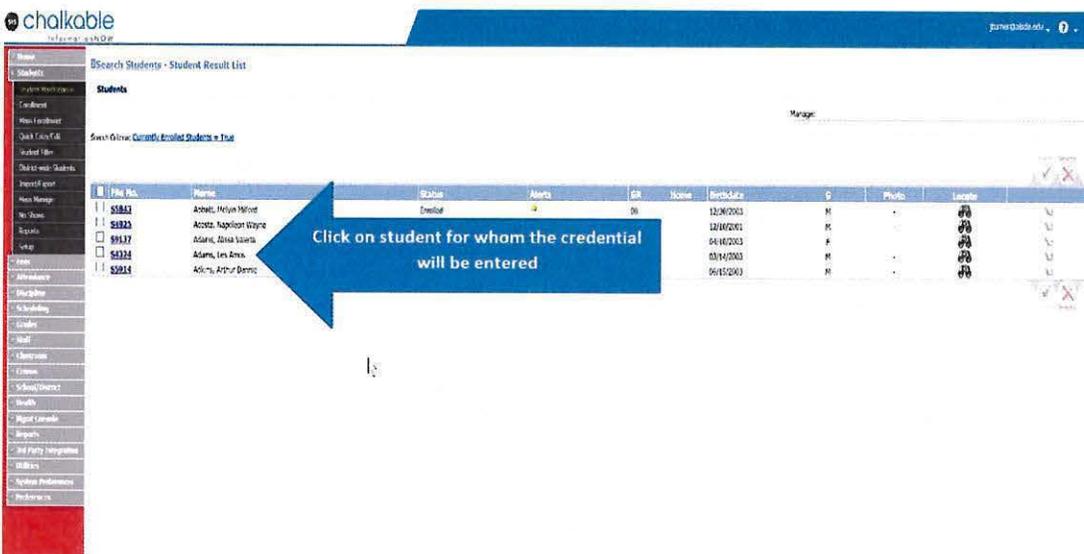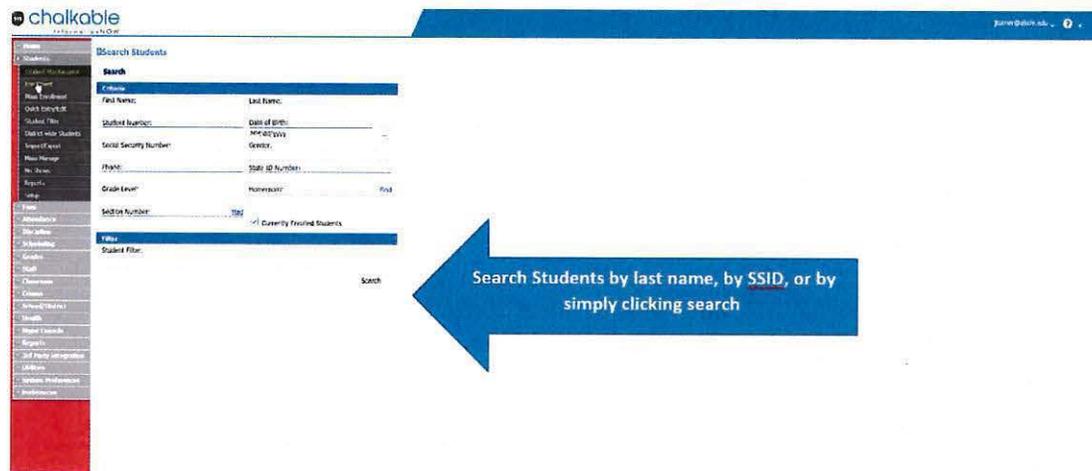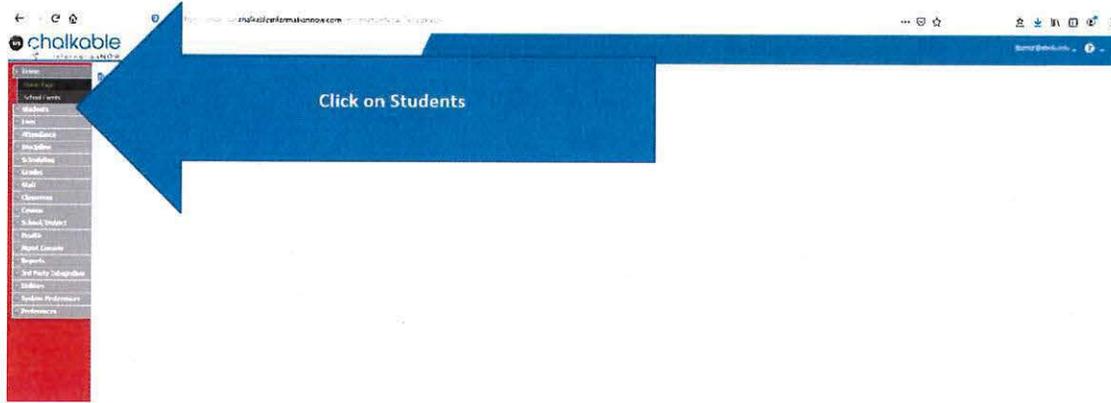
Edit Student: - Adams, Les Amos

Summary   **Main**   Misc   Custom   Contacts   Ac...   **Click on Career Tech Tab** →   Career Tech   Federal Program

Tasks
Print Screen
Required Fields
Email
Email History
Student Locator
View Associated People
View Households
Help

Manage
Attendance
Counseling
Discipline
Fees
Forms
Goals Sought
Grades
Impact Aid
Letters
Organizations
Requests
Schedule
Schedule Matrix
School Programs
Services
Standardized Tests
Textbook
Transcript

Reports
Attendance Profile
Career Tech Credentials
Comprehensive Progress
Envelope
Label
Missing Assignments
Profile
Request Verification
Schedule
Standardized Test
Standards Report Card
Student Form
Student Letter

Personal

*First Name: Les
Middle Name: Amos
*Last Name: Adams
Generation: Photogra

Preferred Name: Les
*Date of Birth: 3/14/2003
Age: 16
Phone: (555) 491-4310
More

*Social Security No.: 648-76-2229
*Gender: Male
*Hispanic/Latino: No
*Race: White
More

School Next Year: New Breakable Bow High School
Expected Graduation Date:
Original Enrollment Date:
☐ Graduated
Change Remove

*Grade Level: 10   Hist   *Lunch Code: Paid   Hist   ☐ Student Connected to an Active Duty Military Parent

☐ Guard or Reserve Military Family

Base Cohort Year   Hist
2017-2018

Special Instructions:

Mailing Address   More

Address Line 1: 2875 Thomas Jefferson Pike

Address Line 2:

City: PS City   State/Province: Alabama   Zip Code: 36608

County: Country: United States Of America

Physical Address   More

☑ Same as Mailing

Address Line 1:

Address Line 2:

City: State/Province: Zip Code:

County: Country:

OK   Close

Edit Student: S5843 - Abbott, Melvin Milford

Summary   Main   Misc   Custom   Contacts   Access   Addresses   School   Enrollment   **Career Tech**   Federal Program

Tasks
Print Screen
Email
Email History
Student Locator
View Associated People
View Households
Help

Manage
Attendance
Counseling
Discipline
Fees
Forms
Goals Sought
Grades
Impact Aid
Letters
Organizations
Requests
Schedule
Schedule Matrix
School Programs
Services
Standardized Tests
Textbook
Transcript

Reports
Attendance Profile
Career Tech Credentials
Comprehensive Progress
Envelope
Label
Missing Assignments
Profile
Request Verification
Schedule
Standardized Test
Standards Report Card
Student Form
Student Letter
Transcript
Transcript - Landscape
Two Column Report Card

Career Tech Student   ✓ Career Tech Credentialed   First Year Career Tech: Career Tech in Current Academic Year

Student Declared Programs

Add   Delete

Cluster	Program	Acad Year
Agriculture, Food & Natural Resources	Aquaculture	2019
Arts, A/V Technology & Communications	Advertising Design	2020
Hospitality & Tourism	Lodging	2019

Add   Delete

Student Courses

Course Name	Course Code	Credits Earned	Academic Year	Term	System

← **Click here to add credential**

Student Credentials

Credential	Acad Year	Credential Date	Passed	Cluster	Program	System	School	Non-Public
NCCER Core	2020	11/22/2020	Yes	Agriculture, Food...	Agribusiness Syst...	Madison City	Bob Jones High S...	No
Aquaculture Training...	2019	03/01/2019	Yes	Agriculture, Food...	Aquaculture	Baldwin C...	Baldwin County H...	No
Lifeguard Certification	2019	06/07/2018	Yes	Health Science	Health Science	YMCA		Yes

Add   Delete

OK   Close

Add Student Credential

*Academic Year:
| 2025 | ▼ |

*Cluster:
| Architecture & Construction | ▼ |

*Program:
| Building Construction | ▼ |

*Credential:
| NCCER Carpentry Level 1 | ▼ |

*Credential Date:
| 10/20/2020 | ... |

☑ Passed

Credential Earned: Non Public System   Location Earned:

*System Earned:
| Alabaster City | ▼ |

*School Earned:
| Thompson High School | ▼ |

Create   Cancel

Data Certification   ✕

By submitting this information, I certify to the best of
my knowledge and belief that the information contained
herein is true, complete, and accurate and has been
collected in the same and at the time required under
applicable law. I also certify that I am the individual or
designated approving authority responsible for
submitting the information contained herein. I am aware
that any false, fictitious or fraudulent information, or
the omission of any material fact, may result in criminal,
civil or administrative penalties for fraud, false
statements, false claims or otherwise.

Agree   Cancel

Certifying CCR Data

The CCR data must be certified at the district level. To certify your system's CCR data, please do the following:

- Log into your AIM account and access the CCR Application.

- Once selections are made for each field in the default view, the screen will refresh and the requested student data will be generated. Because you are certifying CCR data for the entire system, please select your system's name in the *School* field.

- The top-half of the screen will provide summary CCR information for your system. Below the summary data is the checkbox for certifying the data set.

- To certify system data for the selected cohort, check the certification checkbox and click on the **Certify CCR** button. A message will pop up asking if you are sure you want to certify the data. Click **OK** to continue or **Cancel** to end the certification process.

- Once the data is certified by the LEA, no updates will be applied to the data set. In other words, any changes made in INOW to student data after the certification process will not be updated in the CCR Application.

- After certifying the data, if the LEA notices an error in the data set **prior to the closing of the certification window**, please do the following to reopen the certification process:

  o By email, submit to your system's CCR Reviewer a request to uncertify the CCR data submitted to the ALSDE.

  o In the request, please include the date the CCR data was initially certified by the LEA.

- Once this request is processed (an email response will be sent to the LEA), the certification process will be reopened and changes entered in INOW will be processed into the CCR Application within 24-48 hours.

- Remember to re-certify the CCR data once changes have been verified in the CCR Dashboard.

- Please be aware that CCR Reviewers do not have the authority to reopen/uncertify CCR data **after** the certification window has closed.

- If you have any questions/concerns, please contact your CCR Reviewer (this is the same ALSDE contact who reviewed your system's Cohort data).