STATE OF ALABAMA
DEPARTMENT OF EDUCATION

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Executive Officer

June 3, 2021

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: Accessing the 2021 Four-Year Graduation Rate, Dropout, College and Career Readiness, and Student Incident Report Applications

As a reminder to the memoranda dated May 12, 2021, titled "Data Clean Up" and "End-of-Year Processing", reviewing and updating these data to document student information in the Cohort, College and Career Readiness (CCR), Dropout, and Student Incident Report (SIR) Applications for the 2020-2021 school year will end **Monday, June 14, 2021**.

Please see the table below for detailed information on the Four-Year Graduation Rate, the Dropout Report, the SIR, and the CCR Applications collection window close dates. As a reminder, all updates are completed in INOW and are viewable 24 hours later in the applications under Cohort, Dropout, SIR, and CCR tiles in the Alabama Identity Management (AIM) Portal. Attached are screen shots of the process and the roles that the system and school must have to view and access the Cohort, Dropout, SIR, and CCR data.

A central office staff member who is assigned the role as the key program contact for Cohort and SIR in the Education Directory (Ed Dir) must certify the Cohort and/or SIR application by **Monday, June 14, 2021**. The Dropout and CCR data will be certified at later dates.

Data Points	Access	Certification Window Close Dates
Four-Year Graduation Rate Review and Update	2021 LEA Staff	June 11, 2021
Four-Year Certification	2021 LEA Central Office	June 14, 2021
Student Incident Report (2020-2021) Updates	Grades 7-12	June 11, 2021
Student Incident Report Certification	2021 LEA Central Office	June 14, 2021
Dropout Review and Update	2021 LEA Staff	June 14, 2021
College and Career Readiness Updates	2021 LEA Staff	June 14, 2021

A PowerPoint presentation on Cohort and Dropout is available at the following link:

If you have any questions, please call or email your regional contact in the Prevention and Support Services Section at 334-694-4717.

EGM/ML/SB

Attachments

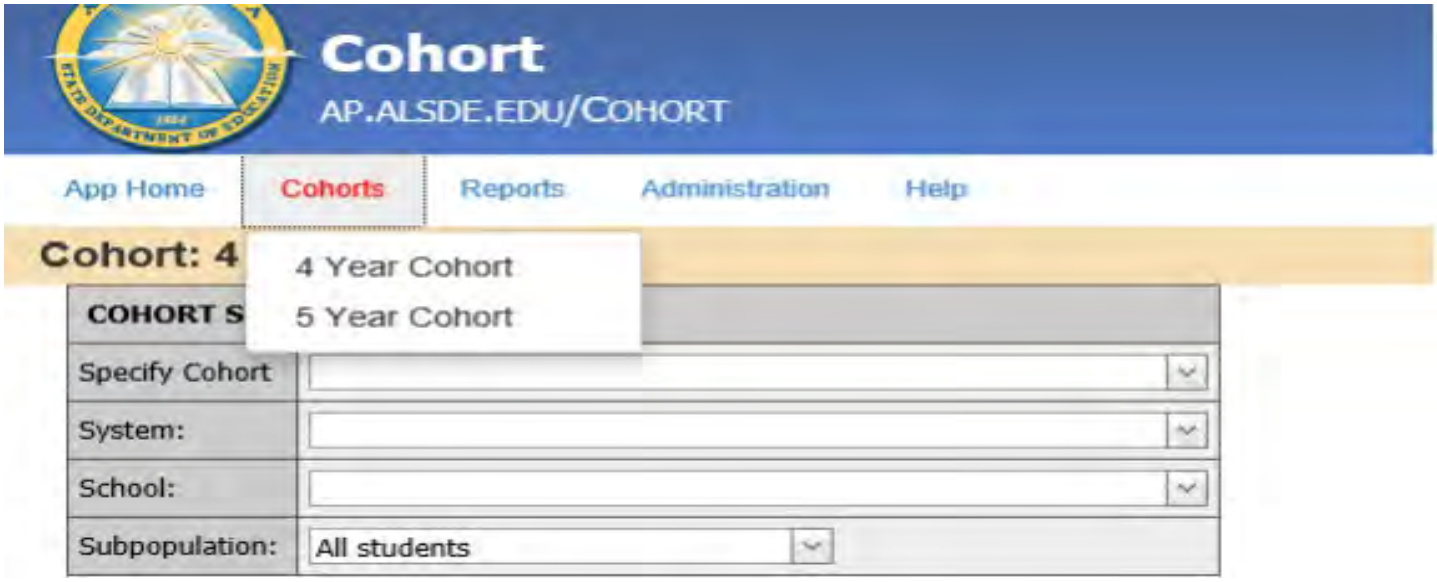
cc: LEA High and Middle School Principals
LEA High and Middle School Counselors
LEA Counselor Coordinators
LEA Accountability Coordinators
LEA Safety Coordinators
LEA Special Education Coordinators

FY21-2081

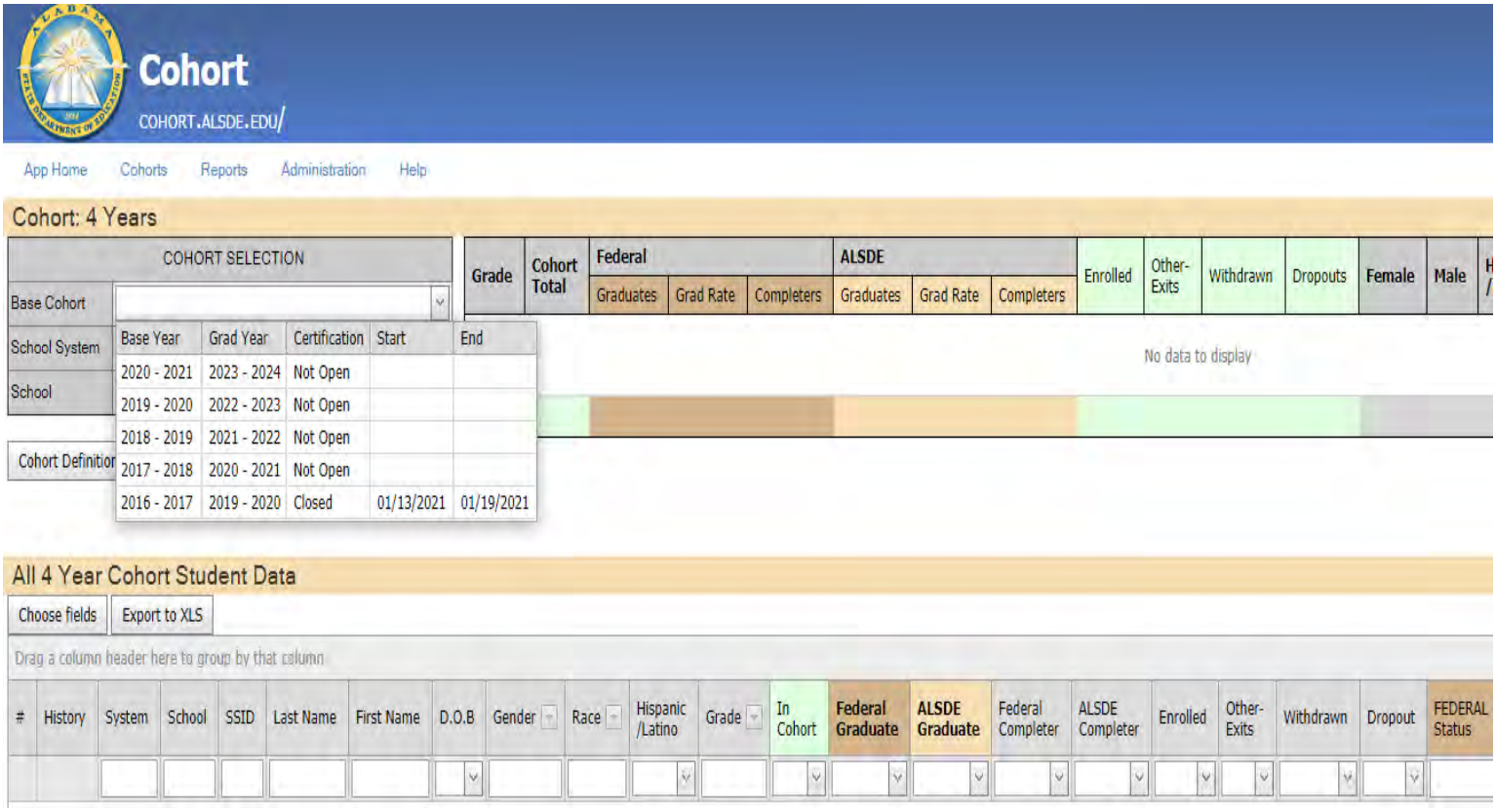
To Review the Four-Year Cohort

1. Select Four-Year Cohort from the Cohorts tab.

Attachment A

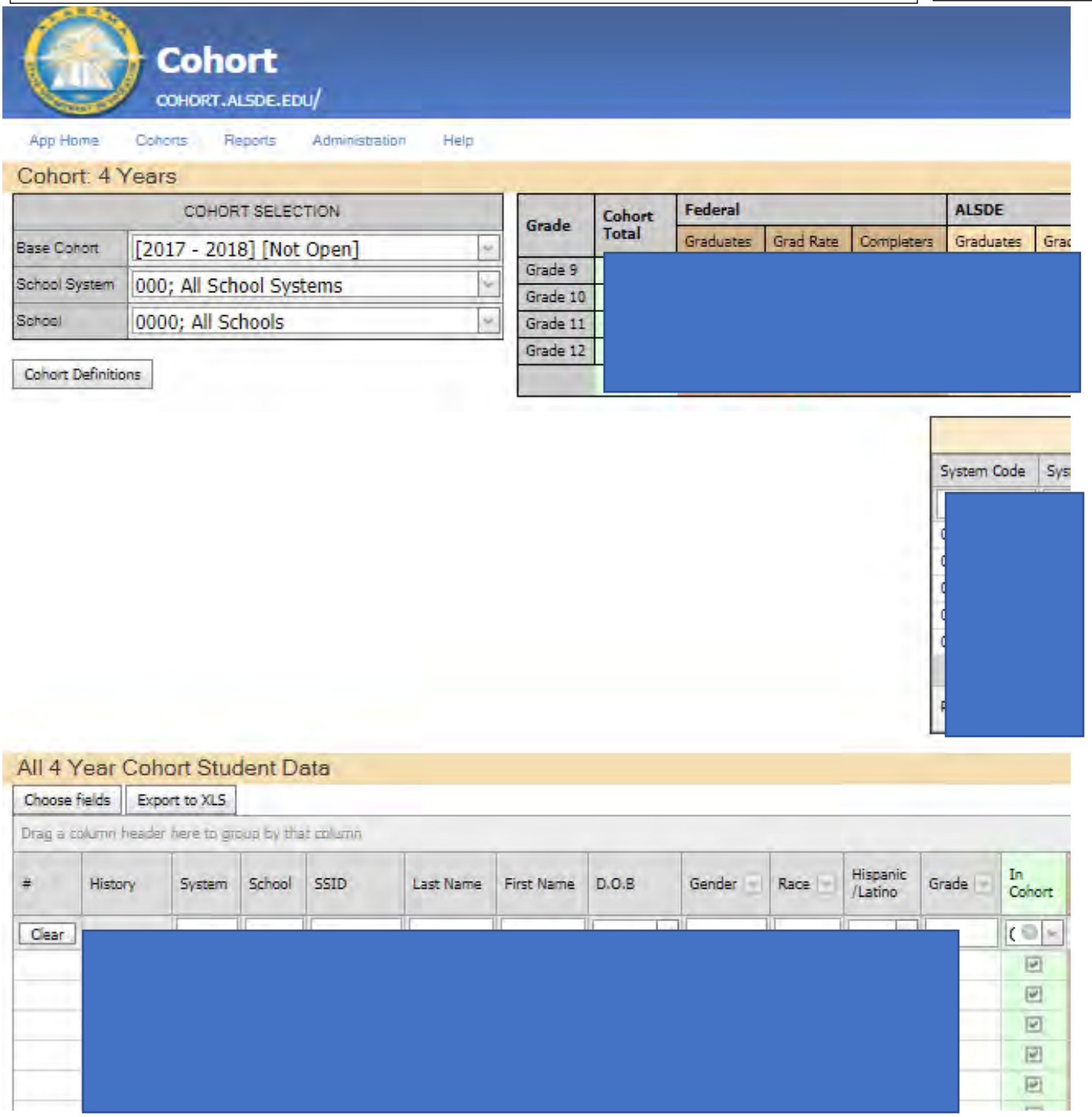


2. Select 2017-2018; 2020-2021



3. Select update statues for students in your cohort. Changes must be completed in INOW.

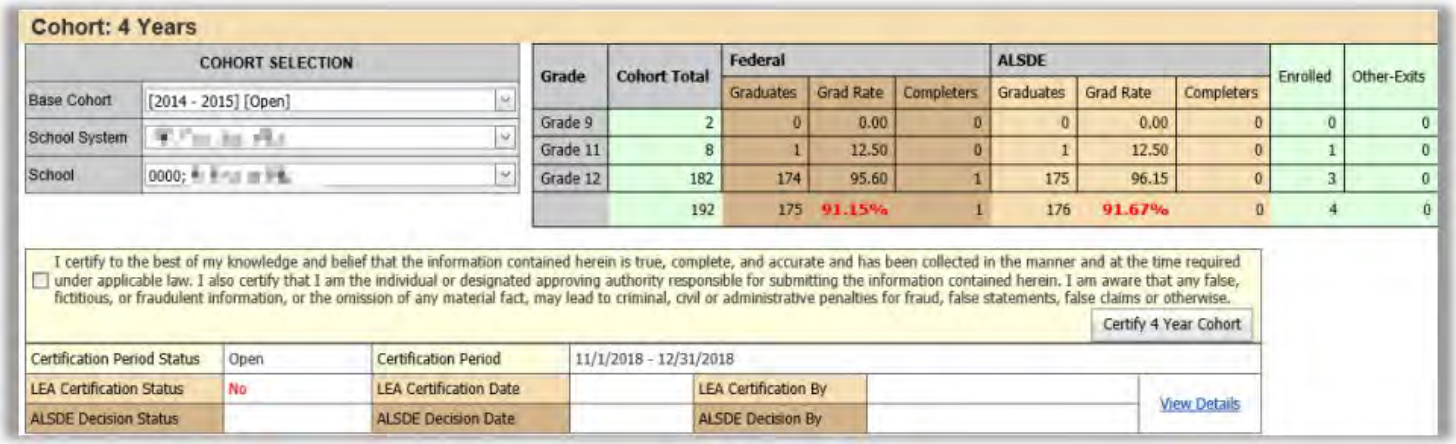
Attachment B



Certifying the System's Data –Done by Central Office Personnel

1. Select the LEA for the School and System in the Cohort Selection box.
2. Certify the data by June 14, 2021

Attachment B



Cohort: 4 Years

COHORT SELECTION	
Base Cohort	[2014 - 2015] [Open]
School System	[redacted]
School	0000; [redacted]

Grade	Cohort Total	Federal			ALSDE			Enrolled	Other-Exits
		Graduates	Grad Rate	Completers	Graduates	Grad Rate	Completers		
Grade 9	2	0	0.00	0	0	0.00	0	0	0
Grade 11	8	1	12.50	0	1	12.50	0	1	0
Grade 12	182	174	95.60	1	175	96.15	0	3	0
	192	175	91.15%	1	176	91.67%	0	4	0

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 manner 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 lead to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Certify 4 Year Cohort

Certification Period Status	Open	Certification Period	11/1/2018 - 12/31/2018			
LEA Certification Status	No	LEA Certification Date		LEA Certification By		View Details
ALSDE Decision Status		ALSDE Decision Date		ALSDE Decision By		

Attachment C

Position	Description	Accessibility	
		System	School
Cohort Viewer (Program Key Contacts)	View Cohort data at the system and school levels	X	X
Cohort Viewer (School)	View Cohort data for a specific school		X
Cohort Certifier (Program Key Contacts)	View and certify system-level cohort data	X	

Position	Description	Accessibility	
		System	School
Student Incident Report (SIR) Viewer (Program Key Contacts)	View SIR data at the system and school levels	X	X
Student Incident Report Certifier (Program Key Contacts)	View and certify system-level SIR data	X	

Position	Description	Accessibility	
		System	School
Dropout Viewer (Program Key Contacts)	View Dropout data at the system and school levels	X	X
Dropout Viewer (School)	View Dropout data for a specific school		X

College and Career Readiness Application

The Process for Updating and Certifying Data
Graduating Class: 2020-2021

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-level CCR 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.

CCR Indicators

To be college and career ready, a student must earn a credential in at least one of the six indicators. The table below provides the requirements and the necessary evidence for each of the six CCR indicators.

Indicator	Criteria	Evidence*	ALSDE Program Contact
Benchmark score on any section of the ACT test	• ACT College Readiness benchmark score on at least one of the following subtests: English (18), Reading (22), Math (22), and Science (23)	• Student Report **or** • School Report	Mrs. Maggie Hicks, Assessment Coordinator
Qualifying score on an AP or IB exam	• AP Score of 3 or higher • IB Score of 4 or higher	• Student Report **or** • School Report	Dr. Michal Robinson, Education Specialist Instructional Services
College or postsecondary credit	• A minimum of one (1) transcripted college/postsecondary credit while in high school. A minimum final course grade of "D" is required in order for college/postsecondary credit to be posted to student college transcript.	• Official copy of student college/postsecondary transcript **or** • Unofficial copy of student college/postsecondary transcript **or** • Official grade report from college/postsecondary	Mr. Sean J. Stevens, Instructional Services Coordinator
ACT WorkKeys	At least a Silver Certificate (a score of 4 on **each** of the three subtest) • Subtests Prior to 2017: Applied Math, Reading for Information, and Locating Information • Subtests for 2017 and following years: Applied Math, Graphic Literacy, and Workplace Documents.	• Student Report **or** • School Report	Mrs. Maggie Hicks, Assessment Coordinator
Military Enlistment	• The student must enlist in a branch of the military before graduating high school.	• An official letter from the recruiter stating the student has enlisted in the military.	Dr. Willietta Conner, CTE Education Specialist
Career Technical Credential	Please see the CTE Validation (CTE) Spreadsheet found at		Mrs. Jennifer Burt, CTE Administrator Julie Turner, Education Specialist

*** Supporting pieces of evidence are required to be placed in the student's cumulative record.**

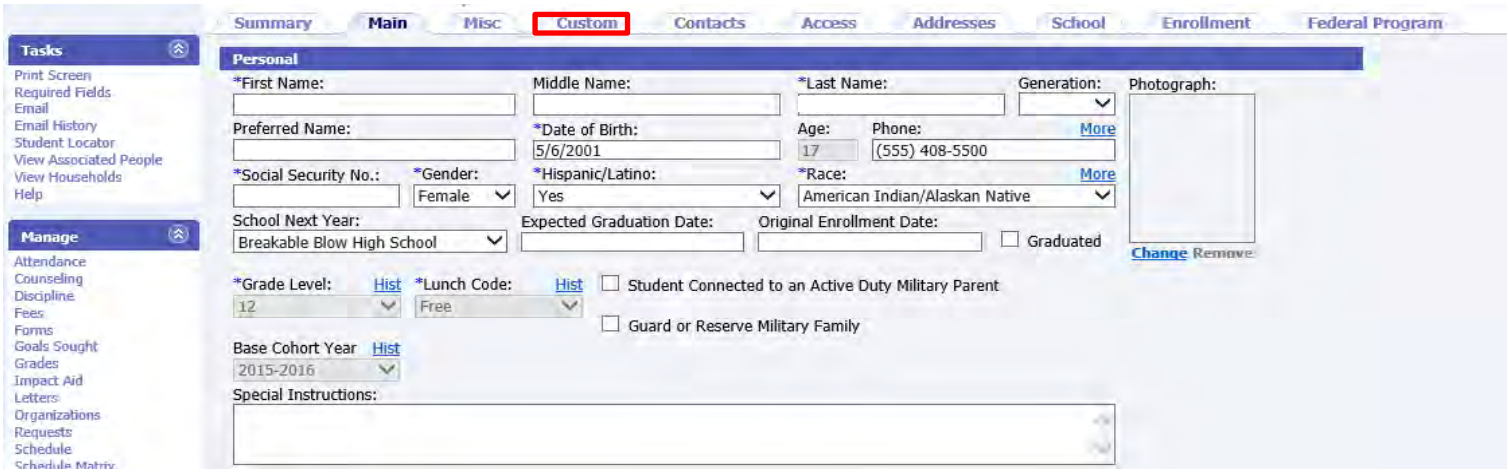
Updating CCR Student Information

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

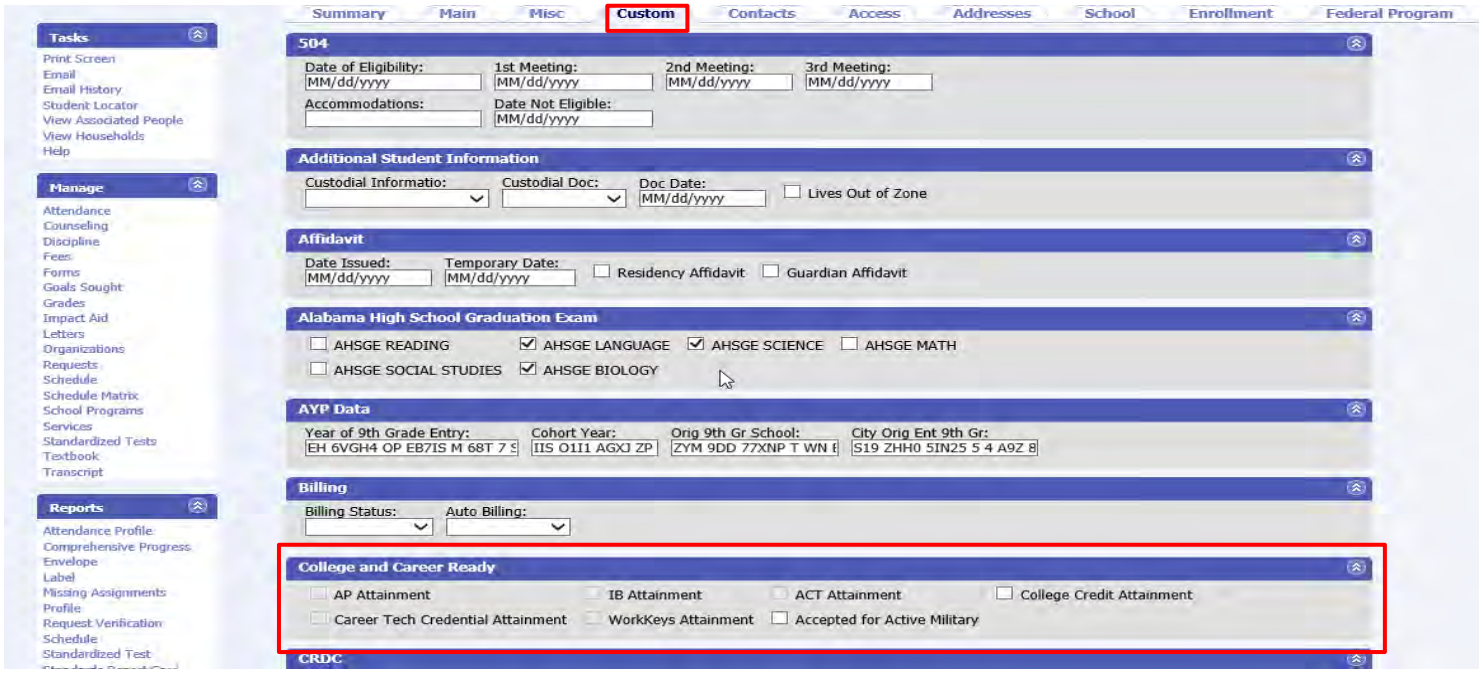
To view whether a CCR credential is marked in INOW, please do the following:

- 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.



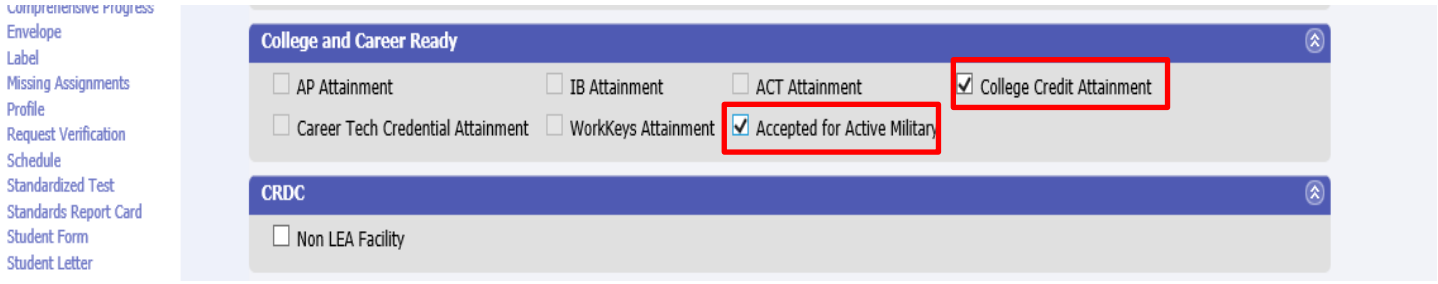
- On the *Custom Tab* screen are the College and Career Ready check marks for that specific student. This tab provides a good overview of the CCR indicators a student has satisfied. **Please note that manual updates in INOW will not update the values of these checkboxes.** To verify a manual update to 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.

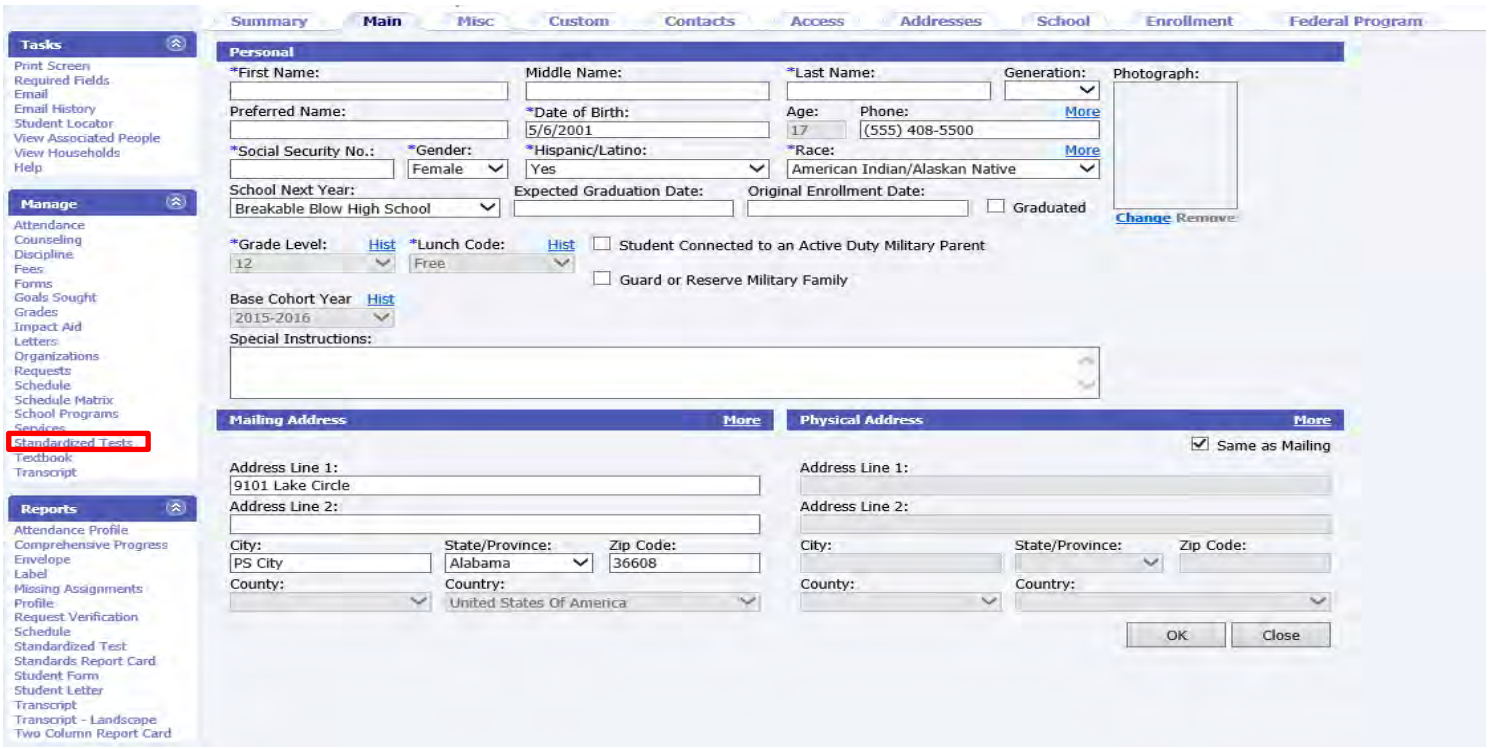
- On the *Custom Tab* screen (see above), simply click on the *College Credit Attainment* checkbox or the *Accepted for Active Military* checkbox.



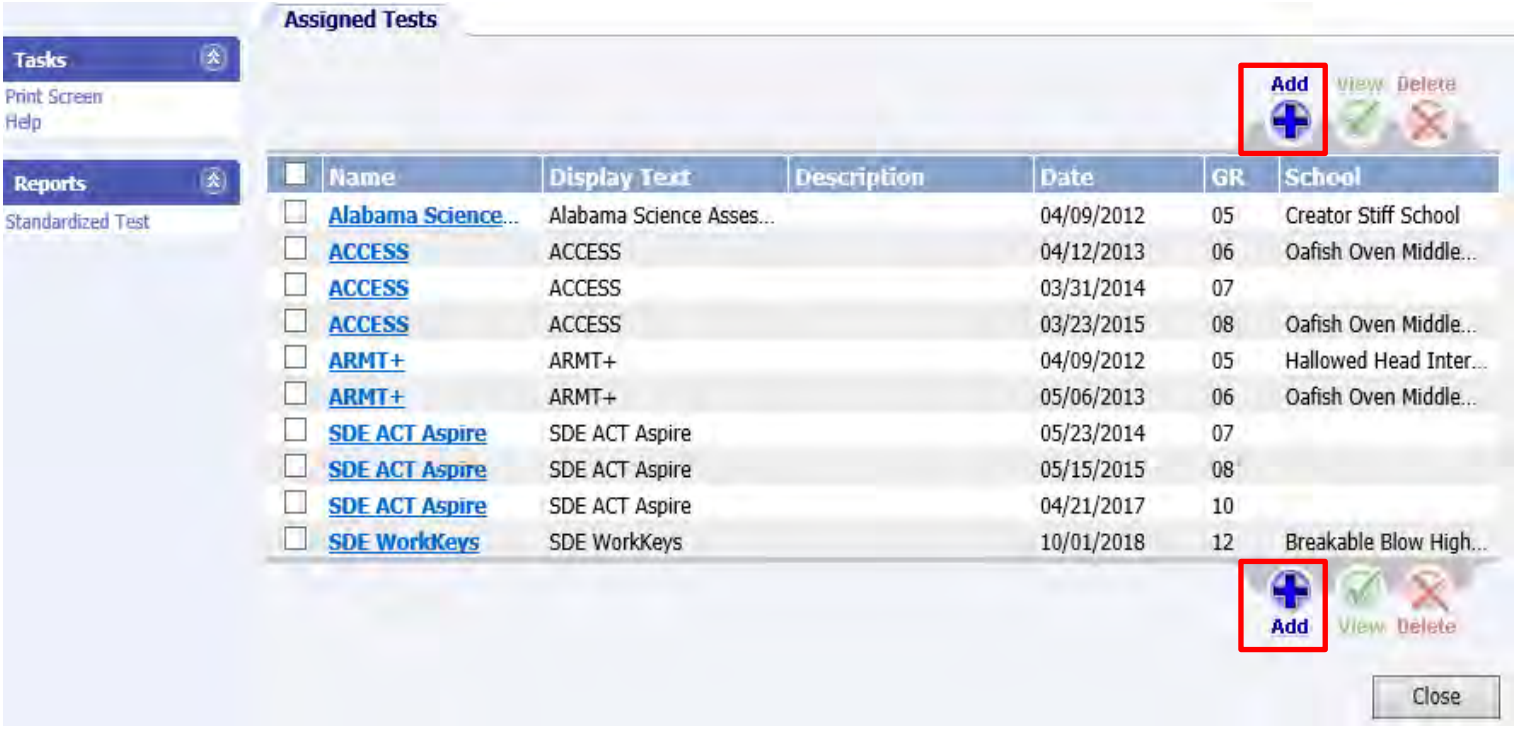
3. Updating AP, IB, ACT, and ACT WorkKeys Attainment Credentials

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

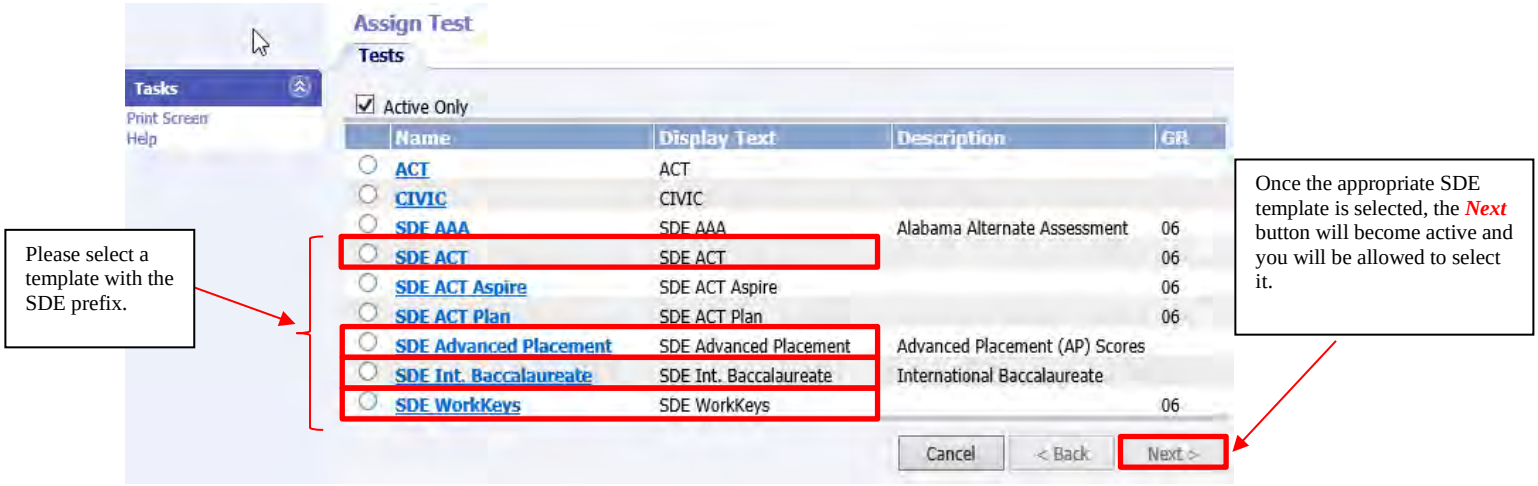
- Log into the Student Information System (SIS).
- Open an individual student record.
- On the right-side menu on the student record, select ***Standardized Tests***.



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

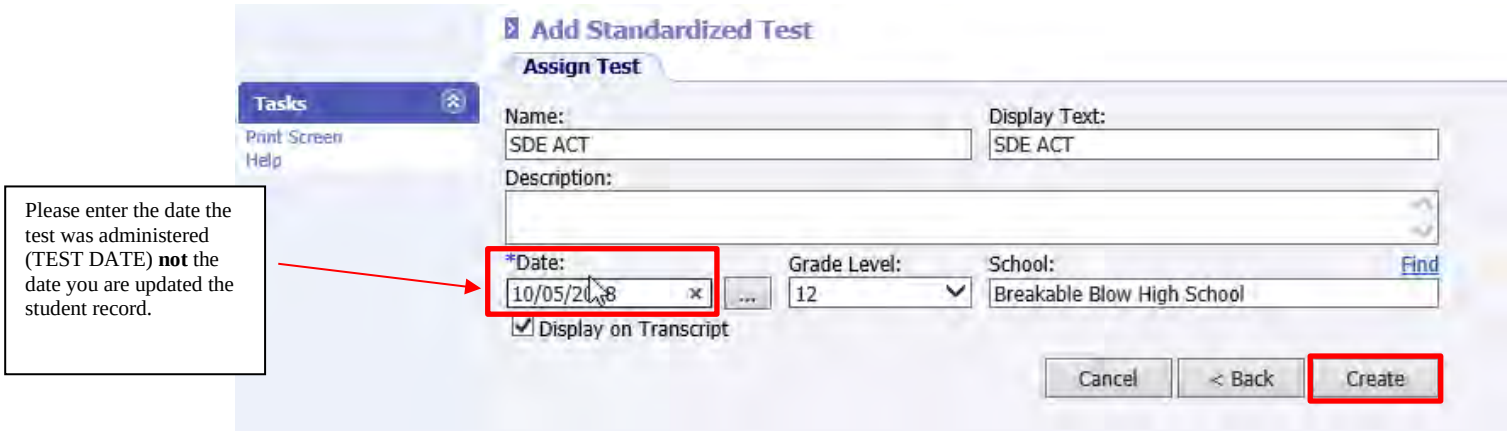


- Then select the **appropriate** standardized test template **with the SDE prefix** (either AP, IB, ACT, or ACT WorkKeys) and click on the ***Next*** button. **Please do not select a template without the SDE prefix.**

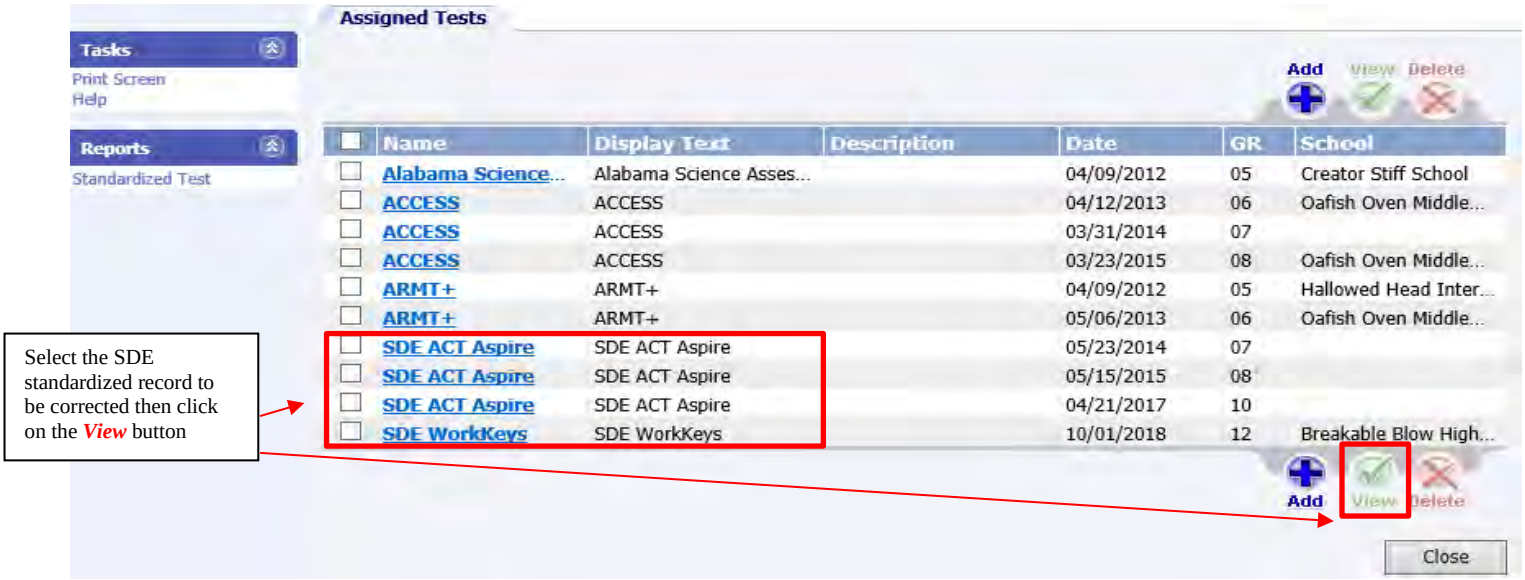


- Regardless of the credential being updated (SDE ACT, SDE IB, SDE AP, SDE WorkKeys), once the ***Next*** button (see above) has been selected, you will be guided to enter the corrected credential information.

- 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.

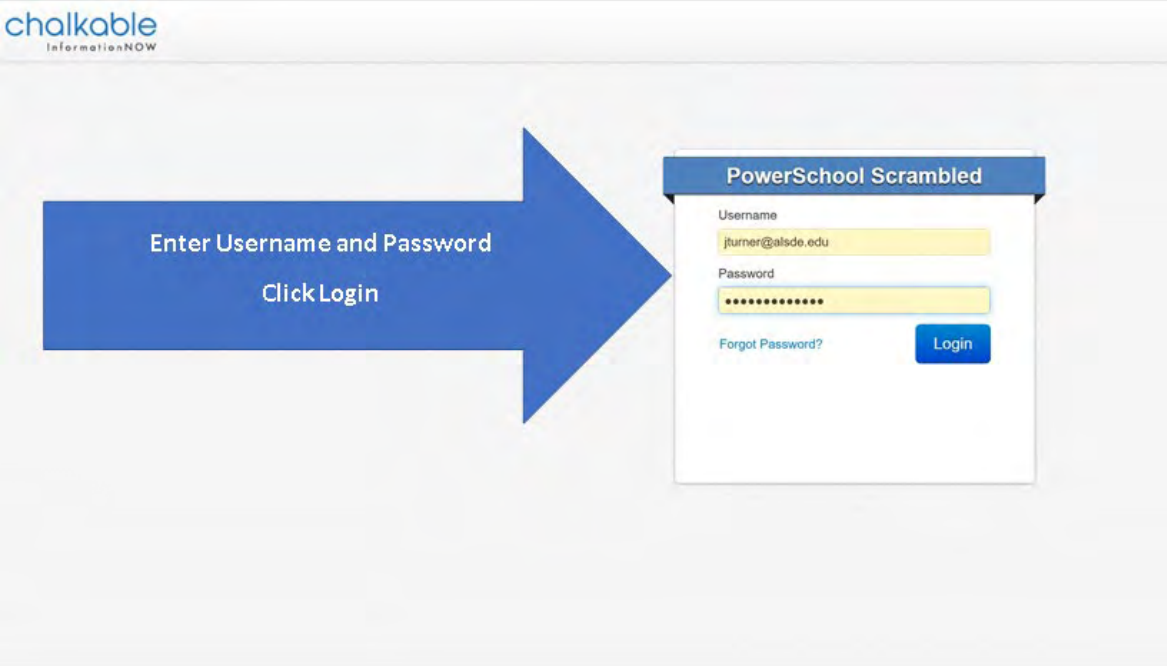


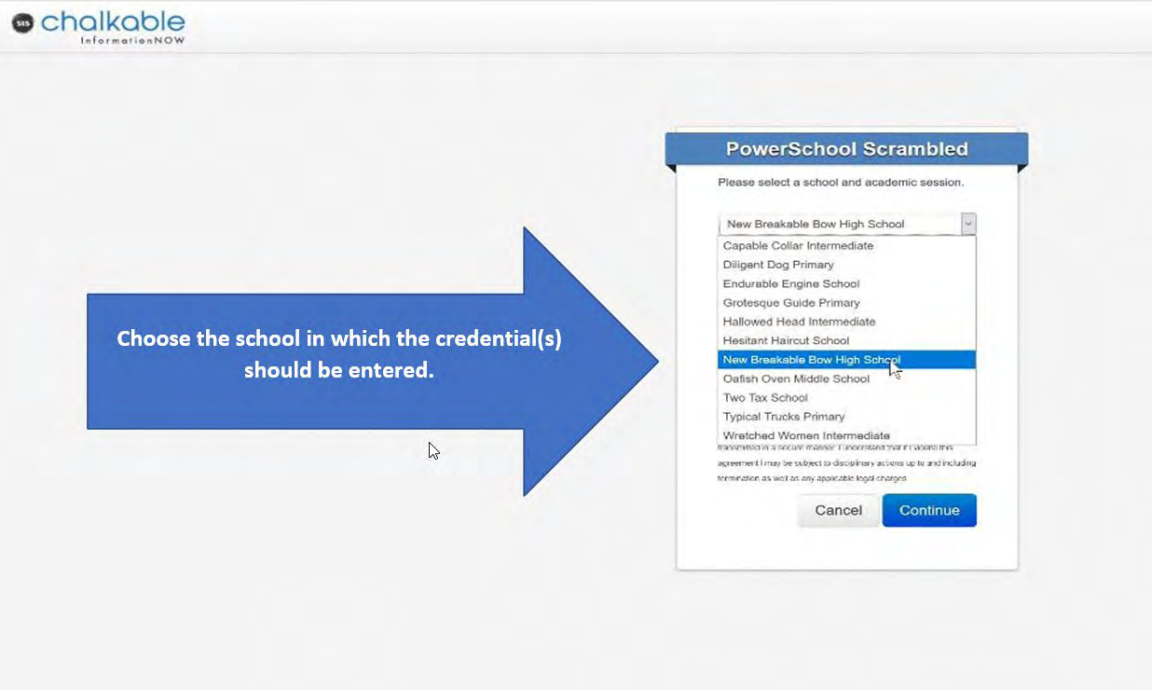
- To fix an error in a credential record created by the district/school from using the above process, select the standardized record type with the error and click on the ***View*** button. Then follow the directions to correct the error for that particular test record.

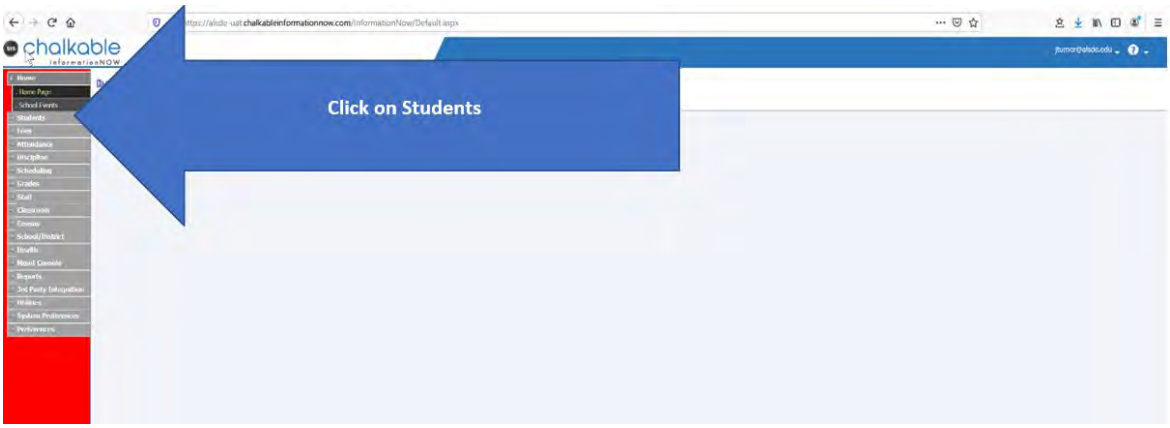


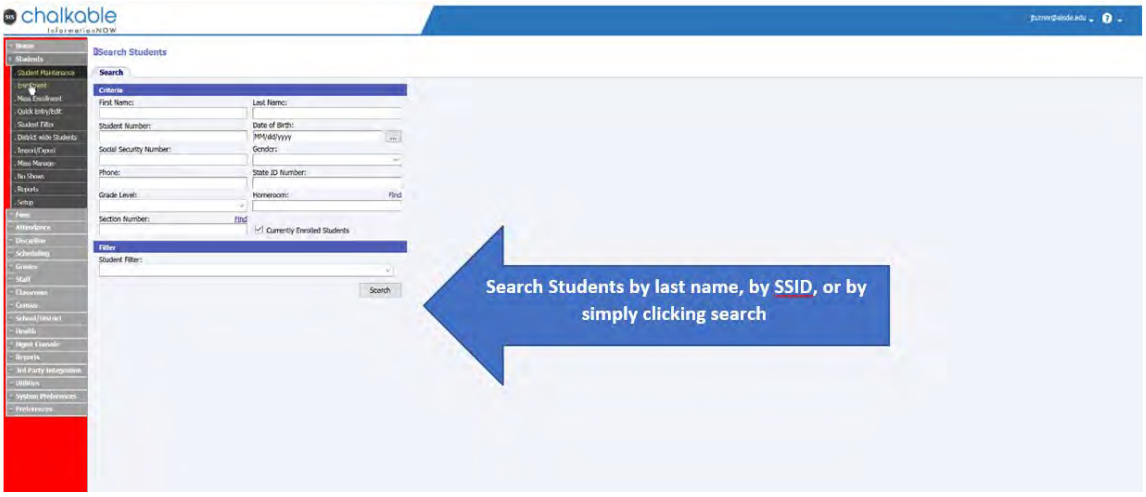
4. Updating Career Readiness Indicator for CTE

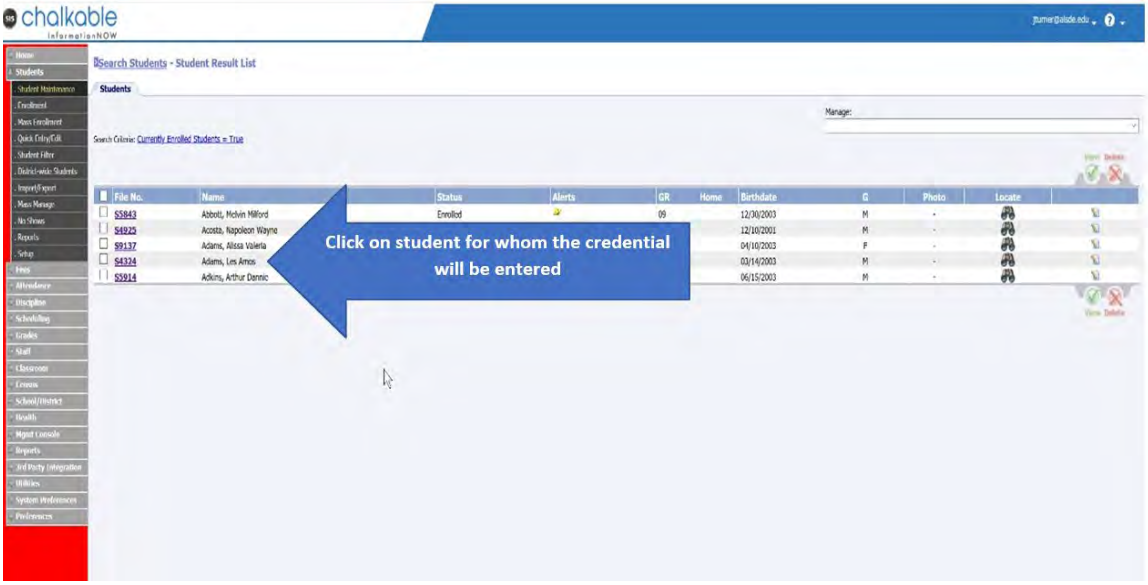
- To update CTE credential in INOW, please complete the following instructions. If you have any questions relating to updating CTE credentials in INOW, please contact Dr. Julie Turner at jturner@alsde.edu.

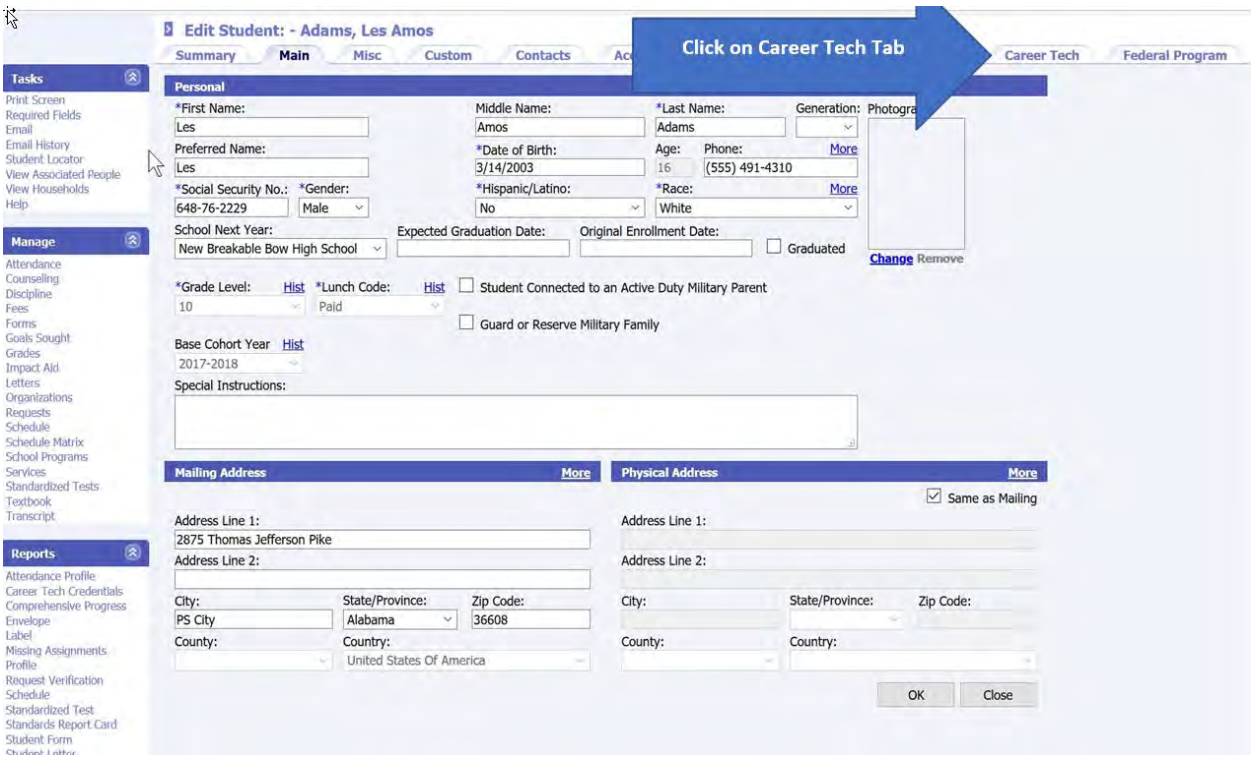


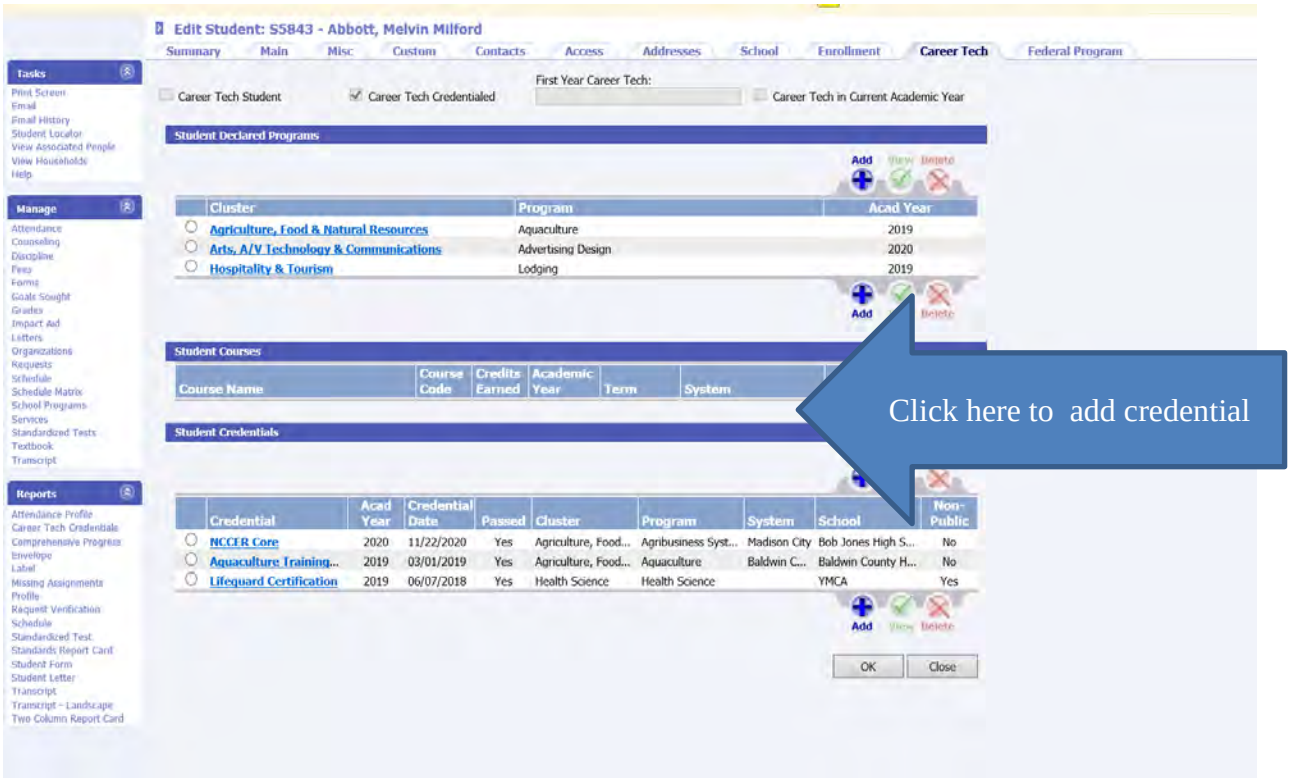


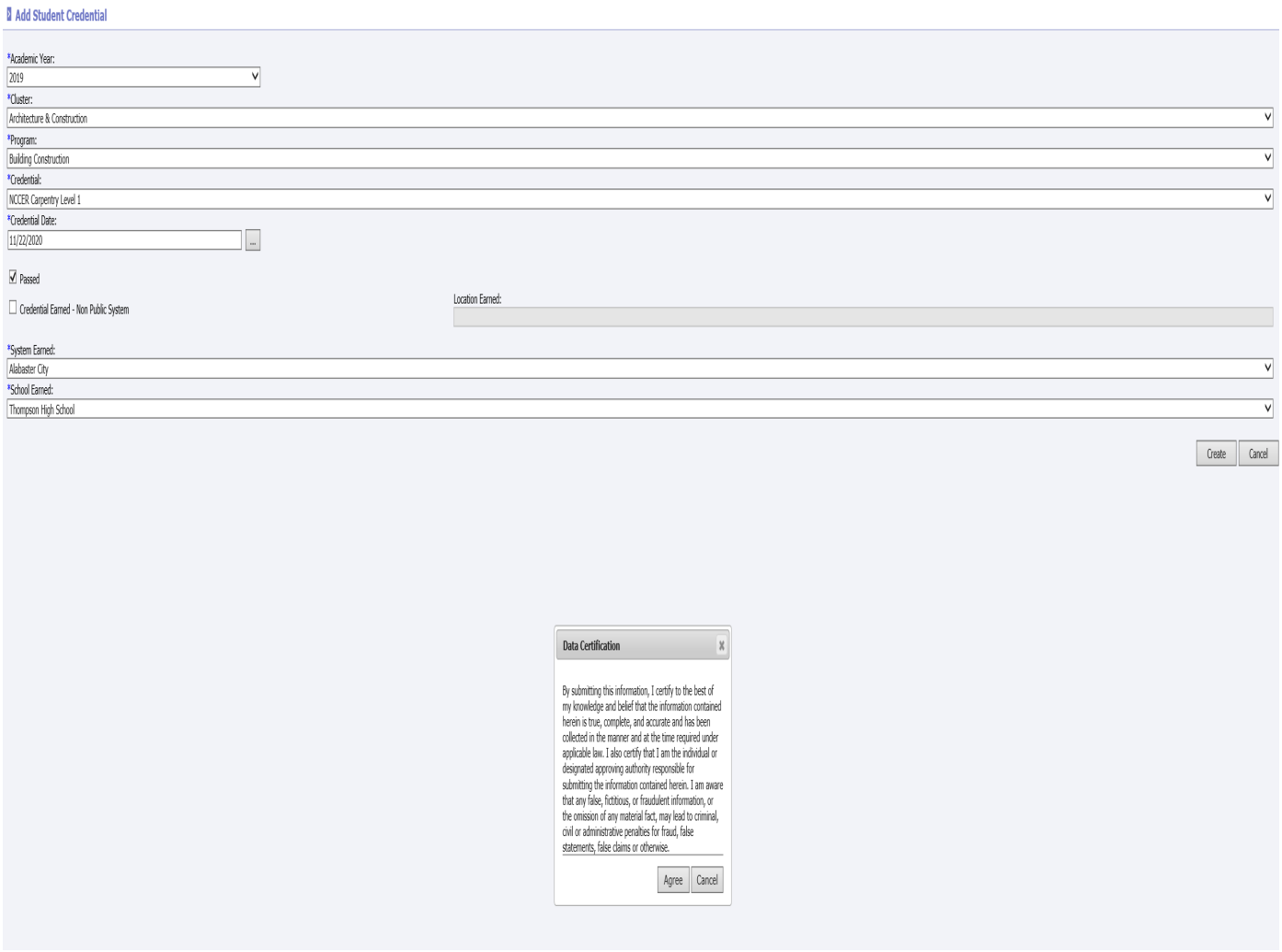

Click on Students


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
Click on Career Tech Tab
Summary
Main
Misc
Custom
Contacts
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
Personal
*First Name:
Les
Middle Name:
Amos
*Last Name:
Adams
Generation:
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
School Next Year:
New Breakable Bow High School
Expected Graduation Date:
Original Enrollment Date:
Graduated
Change
Remove
*Grade Level:
Hist
10
*Lunch Code:
Hist
Paid
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

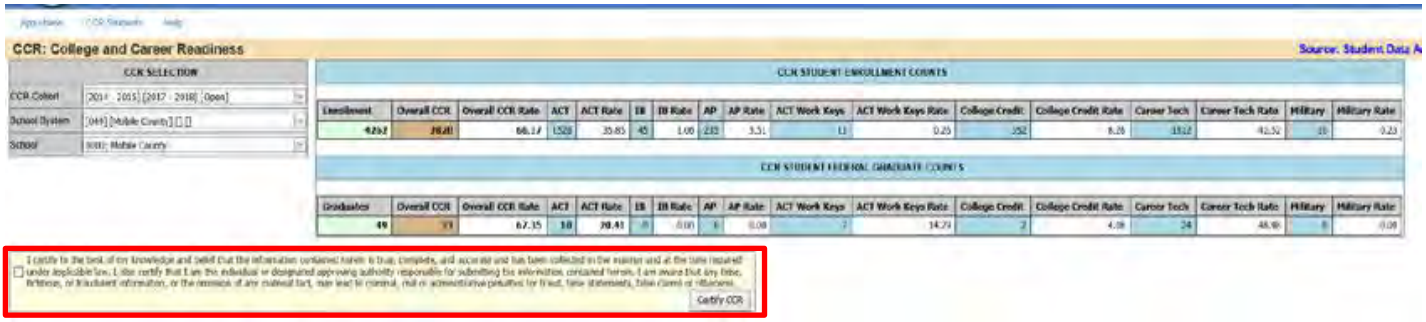

Edit Student: S5843 - Abbott, Melvin Milford
Summary
Main
Misc
Custom
Contacts
Access
Addresses
School
Enrollment
Career Tech
Federal Program
Career Tech Student
Career Tech Credentialed
First Year Career Tech:
Career Tech in Current Academic Year
Student Declared Programs
Add
View
Delete
Cluster
Program
Acad Year
Agriculture, Food & Natural Resources
Aquaculture
2019
Arts, A/V Technology & Communications
Advertising Design
2020
Hospitality & Tourism
Lodging
2019
Student Courses
Course Name
Course Code
Credits Earned
Academic Year
Term
System
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
OK
Close
Click here to add credential


Add Student Credential
*Academic Year:
2019
*Cluster:
Architecture & Construction
*Program:
Building Construction
*Credential:
NCCER Carpentry Level 1
*Credential Date:
11/22/2020
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 manner 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 lead to 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:
  - By email, submit to your system's CCR Reviewer a request to uncertify the CCR data submitted to the ALSDE.
  - 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 to 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).