

STATE OF ALABAMA DEPARTMENT OF EDUCATION



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

June 3, 2021

<u>M E M O R A N D U M</u>

- TO: City and County Superintendents of Education
- FROM: Eric G. Mackey & M State Superintendent of Education
- Jackie Zeigler District I Vice President

Alabama State Board of Education

Governor Kay Ivey President

> Tracie West District II

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Yvette M. Richardson, Ed.D. District IV President Pro Tem

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Cynthia McCarty, Ph.D. District VI

> Belinda McRae District VII

Wayne Reynolds, Ed.D. District VIII

Eric G. Mackey, Ed.D. Secretary and Executive Officer **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 "Endof-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 <u>Certification</u>	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

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City and County Superintendents of Education Page 2 June 3, 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

Review the Four-	<u>rear Cohort</u>			Attachment A
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All 4 Year Cohort Student Data

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

Attachment B

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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

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Attachment B

Attachment C

Position	Description	Accessibilit	y
		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	х	

Position	Description	Accessibilit	y
		System	School
Student Incident Report	View SIR data at the system and school	v	~
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Certifier (Program Key	View and certify system-level SIR data	х	
Contacts)			

Position	Description	Accessibility	Y
		System	School
Dropout Viewer (Program Key Contacts)	View Dropout data at the system and school levels	х	х
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:
 - O 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 <u>or</u> 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 <u>or</u> 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 <u>or</u> Unofficial copy of student college/postsecondary transcript <u>or</u> 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 <u>or</u> 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 for	ound 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.

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• 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.

Envelope Label	College and Career Ready				۲
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Standardized Test Standards Report Card Student Form Student Letter	CRDC				۲

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*.

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

	Assigned Tests					
Tasks 🔅					-	
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Reports (3)	Name	Display Text	Description	Date	GR	School
Standardized Test	Alabama Science	Alabama Science Asse	S	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 WorldKeys	SDE WorkKeys		10/01/2018	12	Breakable Blow High
						Add View Delete

• 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.**

Tasks	Tests				
Help	Name	Display Text	Description	GR	
		ACT CIVIC	Al-Louis Manual Accounts		Once the appropriate SDE template is selected, the <i>Next</i>
Please select a tamplate with the	SDE AAA	SDE ACT	Alabama Alternate Assessment	06	button will become active and you will be allowed to select
SDE prefix.	O SDE ACT Aspire O SDE ACT Plan	SDE ACT Aspire SDE ACT Plan		06 06	11.
	SDE Advanced Placement SDE Int. Baccalaureate	SDE Advanced Placement SDE Int. Baccalaureate	Advanced Placement (AP) Scores International Baccalaureate		
	O SDE WorkKeys	SDE WorkKeys		06	

- 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.

		Add Standardizer	Test				
	Tasks	Name:			Display Text:		
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• 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.

Reports	1	Name	Display Text	Description	Date	GR	School
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		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
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the View button	1.1	SDE Workkeys	SDE WorkKeys		10/01/2018	12	Breakable Blow High



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 <u>jturner@alsde.edu</u>.



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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.

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- 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).