MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey, State Superintendent of Education

RE: School Incident Reporting (SIR) Data

This is a reminder that the LEA certification period for the required Student Incident Report (SIR) Application for the 2023-2024 school year is quickly approaching. Please review and update these documents and submit them by Friday, June 21, 2024. The SIR certification will occur on Monday, June 24, 2024, by the Alabama State Department of Education.

Please see the table below for detailed information on the SIR Application collection window close dates. All updates are completed in PowerSchool and are viewable 24 hours later in the applications under SIR titles in the Alabama Identity Management (AIM) Portal.

A central office staff member who is assigned the role of the key program contract for SIR in the Education Directory (Ed Dir) must certify by the dates below.

<table>
<thead>
<tr>
<th>Data Points</th>
<th>Access</th>
<th>Review Window Open Dates</th>
<th>Certification Dates by Central Office Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Incident Report (2023-2024)</td>
<td>Grades 7-12</td>
<td>June 10, 2024</td>
<td>June 21, 2024</td>
</tr>
</tbody>
</table>

If you have any questions or concerns, please contact Mrs. Shaundalyn Elliott at selliott@alsde.edu or Dr. Erica Butler at erica.butler@alsde.edu or Dr. Autumn Jeter at autumm.jeter@alsde.edu.

EGM:AJ:EB

cc: LEA Safety Coordinators
LEA Counselor Coordinators
LEA High and Middle School Principals

FY24-3033