



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

April 23, 2025

MEMORANDUM

TO: City and County Superintendents
FROM: Eric G. Mackey *EGM*
State Superintendent of Education
SUBJECT: End-of-Year Process and Key Dates

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As we approach the end of the school year, we want to provide districts with the end-of-year timeline for PowerSchool and state reporting early so that you have time to prepare and plan for a successful end-of-year experience. The end-of-year data will be collected in the Alabama State Department of Education (ALSDE) Identity Management (AIM) Portal in the corresponding tiles for each data area. The Attendance-9 Month Extract will be collected in the tile called "Official State Collections" just as it was for the Fall (20 Day Report) Extract. The data can be reviewed on a continuous basis prior to the final submission/pull date listed in the "Key Reporting Dates" table below. Special Education submissions will be submitted via PowerSchool Special Programs.

As in prior years, the end-of-year state submissions deadline will be the third Friday in June. This year, that date is **Friday, June 20, 2025**. All data must be reviewed, updated, and/or corrected in PowerSchool prior to this date in order to review and/or certify data in AIM. Districts should check and correct data errors noted in the Official State Collections Tile in AIM.

Prior to being able to finalize or certify data in AIM, a set of processes must be completed in PowerSchool in order to capture the correct data for students in the portals. The PowerSchool End-of-Year (EOY) Process is used to close out the current school year and transfer the students to the grade level and school that each will be attending during the upcoming school year. Having a statewide instance of PowerSchool means we will, as a state, need to all perform our EOY process within a window together. All districts will need to perform their EOY process within the window of **Tuesday, June 10, 2025, to Tuesday, June 17, 2025**. Much of the setup to begin EOY and error checks involved in the process can be started now and run periodically to ensure no errors when it is time to run the process in June. The ALSDE will be holding multiple webinars over the next couple of weeks to assist districts as they prepare for this process. Guidance for the EOY process can be found here: [PowerSchool End of Year Process - AL.pdf](#)

It is also important to note that for schools using PowerScheduler to build and/or load their master schedules for next year, it is best practice to have schedules committed before you can run the EOY process. This means schools should have a plan developed to have schedules committed from PowerScheduler to the live side by **June 9, 2025**. Once schedules are moved to the live side, adjustments can still be made manually to teacher and student schedules. For districts needing to continue using PowerScheduler after the EOY process has been run, adjustments will have to be made in PowerSchool to allow for its use. Directions for using PowerScheduler after EOY can be found here: [Continuing Scheduling After End-of-Year Process - PowerSchool Community](#)

Also, prior to the EOY process, districts must ensure all Homeless and Attendance data is correct and finalized inside PowerSchool. This data should be finalized at least one day prior to running the EOY process to give the data time to replicate to the state before being reset during the EOY process. Once the EOY process is completed, changes to these two sets of data for the previous year will not be replicated into AIM.

With all of the data processing occurring in PowerSchool, we encourage you to review data regularly throughout the school year to ensure your data is valid. Any data discrepancies discovered **must** be changed in PowerSchool. All changes made in PowerSchool will be available for review the next day in the AIM across all portal tiles. Also, PowerSchool has partnered with Level Data to provide reports in PowerSchool to help you identify and correct errors. We strongly encourage you to use this resource. We also encourage you to check the “Official State Collections” tile for 9-Month errors throughout the year as well. Districts should also use this review period to review data throughout all tiles in AIM. Any corrections to any tile data must be made prior to the June 20, 2025, deadline. Once the snapshot is taken, applicable AIM tiles listed in the Key Reporting Dates table below will be opened for districts to certify the data in snapshot. Districts should ensure that the data that appears in all tiles is correct and that the snapshot deadline is the data that will be signed for in the certification window.

If you anticipate any difficulties, delays, or an inability to complete these critical data submissions, please contact Mr. Dom Martel at dmartel@alsde.edu or by telephone at 334-694-4888. If you encounter any issues resolving data errors in PowerSchool, please contact Mrs. Stacy Royster at stacy.royster@alsde.edu or by telephone at 334-694-4972. As you review these dates, please ensure all appropriate staff members will be available to complete the reporting process.

Key Reporting Dates		
Data Collection/Approval/Reporting	Deadline	Application
Annual Data Report: Special Education Personnel Data, Student Exiting Information, and Special Education Supplemental Data	First Wednesday of June – deadline Window opens Third Wednesday of May	PowerSchool Special Programs
APR Indicator Reports: Students Evaluated Within Timeline, EI to Preschool Tracking Log, Transition Verification Report, and Post-School Outcomes Survey (<i>select LEAs only</i>)	Third Tuesday of September Based on SY2024-2025 data	PowerSchool Special Programs
Exit Checkpoints for Teaching Strategies GOLD Assessment	Third Friday of May	GOLD
SIR – End-of-Year SIR Extract	Third Friday of June	SIR
Attendance – 9th Month	Third Friday of June – overall snapshot. Attendance locks with the EOY process	Official State Collections
Cohort	The third Friday of June locks demographic data for students in cohort. Certification occurs in Fall.	Cohort
Dropout	October 1st	Dropout
CCR	Third Friday of June	CCR
EL – English Learners	Third Friday of June	EL – English Learners
Homeless	Day Before EOY is completed in PowerSchool	Homeless
Immigrant Students	Third Friday of June	Immigrant Students
N or D – Neglected or Delinquent	Third Friday of June	N or D – Neglected or Delinquent
SWTA – School Wide/Targeted Assistance	Third Friday of June	SWTA – School Wide/Targeted Assistance
Foster	Third Friday of June	Foster

EGM/SR/RH

cc: Chief School Financial Officers
Data Managers
Special Education Coordinators
Attendance Coordinators
Federal Programs Coordinators
Technology Coordinators

Mrs. Angela Martin
Mr. Arthur Watts, Jr.
Dr. DaLee Chambers
Mr. Dom Martel
Dr. Molly Killingsworth
Mrs. Stacy Royster