March 5, 2012

MEMORANDUM

TO: City and County Superintendents of Education
   City and County Special Education Coordinators
   Directors of State-Supported/State-Operated Agencies
   Special Education Coordinators of State-Supported/State-Operated Agencies

FROM: Thomas R. Bice
       State Superintendent of Education

RE: 2012 Annual Data Report for Special Education

This is a reminder that the 2012 Annual Data Report information is due to be provided to Data Collection no later than June 12, 2012. The timeline for providing this information will begin on May 29, 2012, and end on June 12, 2012. Original data submissions received after June 12, 2012, will be considered late.

All data for these reports must be entered into STISETS and submitted to the Alabama State Department of Education (SDE) only through the Report Desktop, State Reports, District-Approved process.


NOTE: Prior to previewing and submitting the Student Exiting Report, the Child Count date in STISETS Utilities, System Files, must be set to 10/03/2011. The Child Count date should not be changed until after July 1.

Questions regarding data elements of the Annual Data Report tables should be directed to Mrs. Kathy Adams at (334) 242-8114.

TRB/KA/LS
cc: Mrs. Sherrill W. Parris
    Ms. Crystal Richardson
    Mrs. Kathy Adams

FY12-2057