April 16, 2012

MEMORANDUM

TO:       City and County Superintendents of Education
          City and County Special Education Coordinators

FROM:     Thomas R. Bice
          State Superintendent of Education

RE:       Annual Performance Report Data Reminders

As the 2011-2012 school year comes to an end, the State Department of Education (SDE), Special Education Services (SES) Section, offers the following reminders regarding data that are vital to the reporting requirements of the Annual Performance Report (APR) for the 2011-2012 reporting period. The following reminders will assist local education agencies (LEAs) in ensuring that all required information is reported timely and accurately.

- Indicator 3 – Assessment Data.
  Ensure that all students with disabilities participate in statewide assessments. For those students that do not participate in statewide assessments, LEAs are required to provide a reason for non-participation. The process for the collection of non-participation reasons has changed and will now be as follows:
  1. The LEA will be notified and provided with a list of students with disabilities who are indicated as non-participants during the assessment appeals timeframe. It is imperative that participation data regarding students with disabilities be reviewed and corrected during this timeframe.
  2. The LEA should determine the reasons for non-participation in preparation for the collection of reasons by SES. The only valid reasons a LEA will be able to report are: Students Whose Assessment Results Were Invalid, Absent, or Medical Emergency.
  3. At the end of the appeals timeframe and after the submitted revisions have been compiled, the LEA Special Education Coordinator will receive a Reasons for Non-participation spreadsheet from SES containing a list of all students with disabilities indicated as non-participants from the verified participation data. Coordinators should enter one of the valid reasons listed in No. 2 above for each student in reading and/or mathematics.
  4. The Reasons for Non-participation spreadsheet should be returned within the allotted collection timeframe to the designated personnel at SES.

Adequate Yearly Progress, Participation Rate, and Proficiency Rate for Indicator 3 will be publicly reported.
• **Indicators 5 – Least Restrictive Environment (LRE).**
   The LRE information must be manually entered into the Student Folder each time the LRE is determined by the child’s Individualized Education Program (IEP) Team (*this data does not automatically populate into the Student Folder*). All publicly reported LRE information will be taken from the Student Folder and not from the IEP.

   The LRE data for Indicator 5 will be publicly reported.

• **Indicator 7 – Preschool Outcomes.**
   Ensure that the Early Learning Progress Profile (ELPP) data are entered into the ELPP Electronic Tracking System (EETS) or the new ELPP Web-based program no later than May 1, 2012, based on the date of entry. Children whose ELPP was originally entered on the EETS must be exited using the same system. Children whose ELPP was entered on the new Web-based program this school year must be exited through the new program. The EETS must be sent to the SDE through the virtual private network (VPN) by the LEA’s technology coordinator by May 15, 2012. Data entered on the new Web-based program will be extracted from the database and does not require a separate submission.

   The Preschool outcome data will be publicly reported.

• **Indicator 11 – Child Find.**
   According to the Alabama Administrative Code (AAC) each public agency has 60 calendar days from the date the public agency receives a parent’s signed consent for the initial evaluation to conduct and complete the initial evaluation. The data will be collected using the *Number of Students Evaluated Within Timeline* report in the Software Technology, Inc. Special Education Tracking System (STISETS) and submitted through the district-approved process. The LEA will receive a reminder describing the district-approved process prior to the scheduled collection during September 1-8, 2012.

   Please view your *Number of Students Evaluated Within Timeline* report in STISETS under State Reports. Please enter the Start Date of July 1, 2011, and the End Date of June 30, 2012. Click on Preview Data to view your report.

   When viewing your report, ensure that all data relevant to the 60-day timeline for the initial evaluation process are entered into each Student Folder in STISETS. Incomplete information in the Student Folder impacts reported data and the LEA’s total percentage in the *Number of Students Evaluated Within Timeline* report. To complete the information in the Student Folder, select the “Basic” tab and manually enter the data in the Form Information Referral/Evaluation/Eligibility/Reevaluations Section for those fields that do not automatically populate.

   The target set by Office of Special Education Programs (OSEP) for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 11 will be used in LEA determinations and will be publicly reported.
City and County Superintendents of Education  
City and County Special Education Coordinators  
Page 3  
April 16, 2012

- **Indicator 12 – Early Childhood Transition.**  
Ensure that all current data for every child transitioning from Early Intervention (EI) to preschool are entered into the Student Folder in STISETS as each step of the special education process (Notification to IEP Development) is completed. The “EI to Preschool” tab only applies to children transitioning from EI. Data will be collected using the *EI to Preschool Tracking Log* in STISETS and submitted through the district-approved process. The LEA will receive a reminder describing the district-approved process prior to the scheduled collection during September 1-8, 2012.

Please view your *EI to Preschool Tracking Log* in STISETS under State Reports. Please enter the **Start Date** of July 1, 2011, and the **End Date** of June 30, 2012. Click on **Preview Data** to view your report.

The target set by OSEP for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 12 will be used in LEA determinations and will be publicly reported.

- **Indicator 13 – Secondary Transition.**  
Secondary transition data is collected on **ALL** students age 16 (or older) or students who will be turning 16 during the implementation year of the IEP. The data will be collected using the *Transition Verification Report* (TVR) in STISETS. Data fields on the TVR are populated from the Transition Services page of the IEP. Data for this indicator are submitted through the district-approved process. The LEA will receive a reminder describing the district-approved process prior to the scheduled collection during September 1-8, 2012.

Please view your TVR in STISETS under State Reports. Please enter the **Start Date** of July 1, 2011, and the **End Date** of June 30, 2012. Click on **Preview Data** to view your report.

The target set by OSEP for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 13 will be used in LEA determinations and will be publicly reported.

- **Indicator 14 – Post-School Outcomes (selected LEAs only).**  
Selected LEAs have been contacted regarding participation in the Post-School Outcomes reporting process. Post-School Survey interviews must be conducted between **May 1 and September 1, 2012**. Data for this indicator are submitted through the district-approved process. LEAs will receive a reminder describing the district-approved process prior to the scheduled collection during September 1-8, 2012.

To ensure that all student surveys have been completed, please view your *Post-School Survey* report in STISETS under State Reports. Please enter the **Start Date** of May 1, 2012, and the **End Date** of September 1, 2012. Click on **Preview Data** to view your report.

Post-School Outcomes data will be publicly reported.
• **Rules for Archiving Student Information in STISETS.** Please remember that archiving student information in STISETS can impact the data collected through the district-approved process for reporting. The following rules were developed to assist LEAs that choose to archive student information:

  • Student information should not be archived until after March 1 following the annual submission of the LEA data for indicators using the district-approved process. After March 1, the LEA may archive graduates with a regular diploma.

  • Mistakes made when creating a Student Folder should be archived.

  • If the LEA has multiple Student Folders, the LEA should review the processes and forms in each Student Folder and decide which Student Folder should be kept and archive the other(s). When archiving duplicate Student Folders, it is important to check the duplicate folder check box.

**NOTE:** It is critical for state reporting that each student has only one Student Folder.

Please ensure that all data are kept current in the STISETS program to allow the LEA and/or the SDE to run reports at any time. If you have any questions regarding this memorandum, please contact Mrs. Deborah Rainwater at (334) 242-8114.

TRB/DR/SWR

cc: Mrs. Sherrill W. Parris  
Dr. Linda Felton-Smith  
Ms. Crystal Richardson  
Mrs. Deborah Rainwater

FY12-2069