August 7, 2013

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: The Alabama K-12 Graduation Tracking System (GTS): An Early Warning Tool Supporting Alabama Students Graduating on Time and An Early Warning Process to Combat Truancy

In an effort to support students staying in school and successfully graduating on time from high school, the Alabama State Department of Education (ALSDE), Prevention and Support Services Section, is offering two, one-day regional sessions on the Alabama K-12 Graduation Tracking System (GTS), an early warning tool for identifying K-12 students at risk of school failure, and an Early Warning Process to Combat Truancy. Currently, Alabama ranks as one of a few states with the capacity to identify students at risk based on real-time data for attendance, behavior, and grade attainment or course credits as indicators. The dates and locations of the sessions are attached.

Sessions will focus on: (1) providing awareness of Alabama dropout issues and the implications of the same on society and academic excellence; (2) mastering and understanding of the basic InformationNOW INFOCUS features to include utilization of the GTS tool and how to customize the tool to address local education agency (LEA) needs; (3) implementing and designing the “Six-Step Implementation Process for the GTS” for every Alabama student to graduate on time; and (4) implementing an Early Warning Process to Combat Truancy.

These sessions are appropriate for administrators and graduation coaches/counselors who coordinate or facilitate opportunities for elementary, middle, or high school students at risk of not being promoted or not graduating on time to be successful. Also, principals/counselors of K-6 schools are strongly encouraged to attend as non-compliant behaviors begin in the early grades and impact student success prior to graduation. Full implementation of this extraordinary tool is imperative as we strive to provide positive opportunities and appropriate interventions for every student. Unfortunately, travel expenses will be the responsibility of the LEA.

Please have participants who plan to attend to select the day and location of choice and register online for this event at http://pdweb alsde edu. The PD title number for the
sessions entitled “The K-12 Graduation Tracking System: An Early Warning Tool Supporting Alabama Students Graduating on Time” is AGTS2013. The PD title for the sessions entitled “An Early Warning Process to Combat Truancy” is EWP2013. The deadline for registration at each site is the Friday before the selected site and date. Online registration instructions are attached.

Participants are asked to secure a remote INOW INFOCUS password from the LEA Technology Coordinator prior to training and to bring a laptop or IPAD as Internet service will be provided for real-time GTS experiences.

Note: Administrators will have an opportunity to earn a professional learning unit (PLU) upon completion of identified requirements to include attendance at both of these two sessions.

As the ALSDE summarizes the total effect and implementation of the Alabama K-12 Graduation Tracking System, we ask that you update the attached survey and fax it to Dr. Kay Atechison Warfield at 334-353-5962 by August 29, 2013.

If you need clarification or have additional questions regarding this opportunity, please contact Dr. Warfield via telephone at 334-242-8165 or via e-mail at kaw@alsde.edu.

TRB/KAW/KM

Attachments

cc: K-12 Principals

FY13-2080
Online Registration Information
The K-12 Graduation Tracking System: An Early Warning Tool Supporting Alabama Students
An Early Warning Process to Combat Truancy

Participant registration will be managed online by the Alabama State Department of Education (ALSDE) Software Technology, Incorporated (STI) Professional Development program at https://pdweb.alsde.edu.

The following directions are provided for STI online registration: **Note – If you were an employee of an Alabama school during the 2012-2013 school year, you are already registered with STI.** Employees experiencing any difficulty should contact their program director (PD), manager, or system technology coordinator for assistance. If you have already used the STI Professional Development program before, please use your assigned username and password for access into the system.

**User Name:** Using lower case letters, enter the first letter of the legal first name, first letter of the last name, and the last six digits of your social security number.

**Example:** Name – William Thomas Jones  User Name – wj349094

**Password:** Enter your six-digit birth date separated by dashes. Use two digits for month, two digits for day, and two digits for year.

**Example:** 02-13-80

**LEA:** Click on the LEA in which you are employed.

**Example:** Montgomery County

After logging on successfully, click on “PD Titles.” Next, click on “Search PD Title Catalog.” In the “PD Title Number Box” (far right), enter GTS2013 and/or EWP2013. Next, click the “Search Now” button.

Under “Matching PD Titles,” you will see the training title, description, objectives, etc. Click on “List” in the far right corner.

You will see the training dates and locations offered. Click the “Enroll Now” button on the selection of your choice.

Select “Yes” on the confirm session enrollment page.

A confirmation e-mail will be sent when you have successfully completed registration. Please bring a copy of the confirmation with you to the session for which you are registered. If you are unable to register online, please contact your system’s technology coordinator for assistance.

If you have questions or need additional assistance with registration, please contact the Prevention and Support Services Section at 334-242-8165. Registration will be accepted through the Friday before the selected site and date.
Implementation Process Survey
Alabama K-12 Graduation Tracking System (GTS)

Please respond to the following questions and fax this form to the Alabama State Department of Education, Prevention and Support Services Section, to the attention of Dr. Kay Atchison Warfield at 334-353-5962 by August 29, 2013.

1. Circle all grade-level categories currently utilizing and implementing the K-12 “Six-Step Implementation Process for the GTS.”
   
   K – 6 7 – 8 9 – 12

2. Circle grade-level categories that require additional training.
   
   K – 6 7 – 8 9 – 12

3. The local education agency (LEA) coordination for the “Six-Step Implementation Process for the GTS” is mainly the role of one of the following (please circle):
   
   Principal Counselor Graduation Coach/Social Worker
   Lead Teacher Department Chair Assistant Principal
   Other

4. The following additions, deletions, and/or revisions to the GTS template are recommended:

   __________________________________________

   __________________________________________

5. As a result of the development and our full implementation of the GTS as an early warning tool to identify students at risk of school failure, the following success stories are shared:

   __________________________________________

   __________________________________________

6. Permission is given to share LEA successes and revisions to the appropriate groups for future development of the GTS and public awareness of fantastic stories of students being successful against all odds.

   Superintendent’s Signature

   ________________________________
   School System
# 2013 – 2014 Training Sessions

**Graduation Tracking System: An Early Warning Tool Supporting Alabama Students Graduating on Time (GTS)**

**Early Warning Process to Combat Truancy (EWP)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Location</th>
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| September 12, 2013  | GTS Training | Calhoun Community College  
Aerospace Training Center  
Lecture Hall  
6250 U.S. Highway 31 North  
Tanner, AL 35670           |
| September 13, 2013  | GTS Training | Central High School  
905 15th Street  
Tuscaloosa, AL 35401       |
| September 26, 2013  | GTS Training | Demopolis High School  
701 Highway 80 West  
Demopolis, AL 36732        |
| October 2, 2013     | GTS Training | Mobile Professional Development Center  
Cypress Auditorium  
1 Magnum Pass  
Mobile, AL 36618            |
| October 3, 2013     | EWP Training | Mobile Professional Development Center  
Cypress Auditorium  
1 Magnum Pass  
Mobile, AL 36618            |
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<td>October 8, 2013</td>
<td>GTS Training</td>
<td>Southern Union Community College</td>
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<td>188 Sparkman Drive, NW Huntsville, AL 35899</td>
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<td>1236 S Oates Street Dothan, AL 36303</td>
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<td>1236 South Oates Street Dothan, AL 36303</td>
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<td>January 16, 2014</td>
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<td>1301 Woodstock Avenue Anniston, AL 36207</td>
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