January 15, 2014

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

In an effort to support the request for additional Graduation Tracking System (GTS) Implementation Training, the Alabama State Department of Education (ALSDE), Prevention and Support Services Section, is adding to the calendar four, 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. The dates and locations are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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| January 22, 2014| Calhoun Community College  
Aerospace Training Center  
6250 U.S. Highway 31 N  
Tanner, AL 35670       |
| February 4, 2014| Central High School  
905 15th Street  
Tuscaloosa, AL 35401    |
| February 5, 2014| Wallace State Community College  
801 Main Street, NW  
Hanceville, AL 35077    |
| February 26, 2014| AIDT  
1 Technology Court  
Montgomery, AL 36116    |

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](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 AGTS2014. 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 local education agency (LEA) technology coordinator prior to training and to bring a laptop or IPAD as Internet service will be provided for real-time GTS experiences.

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 334-353-5962 to the attention of Ms. Anitra Daniels.

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

TRB/KAW/AD

Attachments

cc: K-12 Principals

FY14-2031
Online Registration Information

The Alabama K-12 Graduation Tracking System: An Early Warning Tool Supporting Alabama Students Graduating on Time

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 2013-2014 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 AGTS2014. 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 Ms. Anitra Daniels at 334-353-5962.

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