August 15, 2014

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice

State Superintendent of Education

RE: District-Approved Process for State Reports

The purpose of this memorandum is to provide local education agencies (LEAs) information needed to submit reports in STISETS using the District-Approved Process.

All state reports to be submitted are located in STISETS under Reports Desktop/State Reports. All state reports must be previewed, approved, and reviewed in this location. To preview the state reports, ensure that the Start Date and End Date are correct and click on Preview Data. Once all reports have been verified as accurate, each LEA must complete the Alabama State Department of Education (ALSDE) District-Approved Process in STISETS by checking the District-Approved box. Data must be submitted to the ALSDE using the District-Approved Process beginning September 2, 2014, but no later than September 9, 2014. To view the LEA data submitted to the ALSDE after checking the District-Approved box, click on Review Data.

The following information provides specific Start Dates and End Dates to use when submitting reports:

To submit the Number of Students Evaluated Within Timeline report, EI to Preschool Tracking Log report, and Transition Verification Report to the ALSDE, ensure that the Start Date is 07/01/13 and the End Date is 06/30/14. Please preview reports for accuracy and resolve all errors before approving these reports.

For LEAs selected to conduct the 2014 Post School Outcomes survey:

To submit the Post-School Survey Report to the ALSDE, ensure that the Start Date of 05/01/14 and the End Date of 09/01/14 are correct. Please preview the report to ensure that all students are listed with accurate information before approving this report.
Directions for the ALSDE District-Approved Process are located in the document entitled *STISETSWeb AL - State Reports* located on the STI Web site at [www.sti-k12.com](http://www.sti-k12.com). To locate this document, select **Support** on the Home Page and then login. If you do not have a login, call the STI Support Line at 1-800-844-0884. Select **Documentation/Quick Reference Guides/STISETS and STIHealth Guides/STISETSWeb AL - SETS State Reporting**. If you have questions regarding this document, please call the STI Help Desk at 1-800-844-0884.

Please contact Mrs. Susan Williamson at 334-242-8114 if you have any questions regarding this memorandum.

TRB/SW/BJ

cc: City and County Special Education Coordinators
    Mrs. Sherrill W. Parris
    Dr. Linda Felton-Smith
    Ms. Crystal Richardson
    Ms. Gail Comins
    Mrs. Susan Williamson

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