



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

June 5, 2014

MEMORANDUM

TO: City and County Superintendents of Education
Thomas R. Bice

FROM: Thomas R. Bice
State Superintendent of Education

RE: Scantron's End of the Year Archive and Rollover Process

Once each year, Scantron conducts a process referred to as archive and rollover to *Performance Series* and *Achievement Series* sites. This process preserves data and prepares each site for the next school year's enrollment files. The following is a summary of the various tasks that are performed that will impact the availability of data and recommended use of your respective site's user interface. Please review the following information and contact your education specialist if you have any questions.

1. Scantron will receive the last iNow enrollment file on or about May 31, 2014. Any iNow enrollment changes made after this date will not be reflected within your *Achievement Series/Performance Series (AS/PS)* site. Summer programs and school enrollments that are not taking place where the student was enrolled, iNow as of May 31, 2014, will need to be manually transferred within your AS/PS site. Please ask your education specialist for additional information or assistance.
2. Any summer *Achievement Series* and/or *Performance Series* assessments MUST be completed by Wednesday, July 23, 2014. Please plan summer assessments accordingly to ensure that you have time to review data in its live form. Also, please remember that any PS assessment administered after June 15, 2014, and before August 20, 2014, will not receive a National Performance Rating (NPR) or Performance Bands (norming data). All assessments administered by July 23, 2014, will be included in the 2013-2014 school year data.
3. On July 25, 2014, Scantron will restore the 2013-2014 enrollments according to iNow source files as of May 31, 2014. Thus, you will need to review data and run reports for summer programming enrollments no later than Friday, July 25, 2014, by 3 p.m. Also, it is very important that you understand, any students entered into Scantron files that were not included in the iNow source files will be automatically DELETED during the restoration of the May 31, 2014, for iNow enrollments, archive, and rollovers on July 28-29, 2014.
4. On July 28-29, 2014, Scantron will archive the 2013-2014 data and prepare your sites for the 2014-2015 school year by removing all staff, classes, groups, and students.
5. On August 1, 2014, Scantron expects to receive the first 2014-2015 iNow enrollment files. Please remember, your iNow enrollments must be up to date and "live" in order for

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enrollments to upload to your respective *Achievement Series/Performance Series (AS/PS)* sites. There is roughly a 48-hour weekday delay from the time you make a change in iNow to the time that it is reflected within your AS/PS site. Thus, please do one of the following: (a) finalize iNow enrollments by 3 p.m. on August 1, 2014, and/or (b) schedule AS/PS test administration 3-5 days after you anticipate finalizing or making your iNow enrollments live. Enrollment files are sent to Scantron each weeknight during the school year; thus, new student enrollments, class changes, and staff changes will be reflected ongoing as information is accurately entered. Your AS/PS sites will reflect all enrollments, classes, and staff within 48 weekday hours after they were accurately updated.

6. To assist with a smooth transition of 2013-2014 and 2014-2015 school year data and enrollments, **please do not make any changes, administer assessments, or access reports within your AS/PS sites after 3 p.m. Friday, July 25, 2014, or again until Monday, August 4, 2014.**
7. Finally, as a reminder, **never delete a student** from your AS/PS site. This is an unrecoverable change and ALL assessment data will be permanently lost. Students will automatically transfer and move based upon iNow enrollments. If this does not happen in a timely manner, please contact your education specialist.

For questions or additional assistance, please contact your education specialist below:

In-Service Regions	Education Specialist / E-Mail
<ul style="list-style-type: none"> ▪ University of North Alabama (1) ▪ Athens State University (2) ▪ Alabama A & M University (3) 	<p>Jenn Belda / jenn.belda@scantron.com</p>
<ul style="list-style-type: none"> ▪ University of Alabama/University of West Alabama (4) ▪ University of Montevallo (7) ▪ Alabama State University (8) 	<p>Sallie Lawrence / sallie.lawrence@scantron.com</p>
<ul style="list-style-type: none"> ▪ University of Alabama at Birmingham (5) ▪ Jacksonville State University (6) ▪ Auburn University (9) 	<p>Terrence Ingram / terrence.ingram@scantron.com</p>
<ul style="list-style-type: none"> ▪ University of South Alabama (10) ▪ Troy University (11) 	<p>Kirby Weaver / kirby.weaver@scantron.com</p>
<ul style="list-style-type: none"> ▪ Scantron ALSDE Client Program Managers 	<p>Dr. Larry Ewing / larry.ewing@scantron.com Tracey Jackson / tracey.jackson@scantron.com</p>