



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Thomas R. Bice  
State Superintendent of Education

May 12, 2015

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Thomas R. Bice *TRB*  
State Superintendent of Education

**RE:** Reporting of Career Readiness Indicators

PLAN 2020 recognizes the importance of preparing students through the attainment of verifiable skills that demonstrate a readiness to enter the world of careers and college. Career Readiness Indicators (CRIs) serve the purpose of quantifying those skills through industry-developed and industry-recognized credentials. Students participating in career and technical education courses have the opportunity to earn CRIs as they progress through their chosen program of study. These CRIs are counted as an indicator of College and Career Readiness for schools and systems in the PLAN 2020 accountability model beginning with this school year. As such, it is important that an accurate tracking of the CRIs earned by the students be in place for schools to be credited with the appropriate points in the accountability model.

In order to enable accurate and verifiable tracking of CRIs, Software Technology Inc. (STI) has created a function inside the teacher gradebook module that will allow teachers to attach the CRI directly to the student record. This new function will be added to the existing STI gradebook through a hotfix. This hotfix became available for districts to download and install on April 27, 2015. It is important that district technology coordinators install this hotfix as soon as possible. Career and technical education directors will receive training and instruction on how the CRIs should be entered. They will then do turnaround training for the career and technical education teachers. The only way for a district to earn the CRI points in the accountability model is for the career and technical education teachers to accurately and completely document the earning of the CRIs in the STI classroom gradebook.

In order for CRIs to be counted, districts need to do the following:

- Install the STI hotfix as soon as possible.
- Notify the career and technical education director when the hotfix is installed.
- Ensure that career and technical education directors receive training and instruction on how CRIs should be entered.
- Inform the career and technical education directors to provide guidance to teachers on how to document CRIs.
- Ask teachers to accurately record the student's CRIs in the gradebook and keep documentation to verify the CRIs earned by the student.

If you have any questions concerning this process, please contact Mr. Joshua J. Laney at 334-353-0682 or e-mail at [jlaney@alsde.edu](mailto:jlaney@alsde.edu).

TRB/JJL/PAF

cc: City and County Career and Technical Education Directors  
City and County Technology Coordinators

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