



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

July 24, 2015

Alabama
State Board
of Education

MEMORANDUM

Governor
Robert Bentley
President

TO: City and County Superintendents of Education

Al Thompson
District I

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

Betty Peters
District II

RE: Summer Promotion and Summer School Completers and Graduate Information

Stephanie Bell
District III

Each year, we provide all Local Education Agencies (LEAs) the opportunity to review and provide updated information concerning summer school completers. All changes will be made in *InformationNow* (INOW). As changes are made in INOW, they will replicate at the Alabama State Department of Education (ALSDE) each evening. You will be able to view changes the next morning by accessing the **Summer School Completers** tab in the Application Web Portal at <https://ap.alsde.edu>. All summer school updates made prior to July 24, 2015, will be part of mass enrollment. Any completers finished/inputted/updated after this date will need to be updated on an individual basis using INOW.

Yvette M.
Richardson, Ed.D.
District IV

Students who completed the grade attended in the 2014-2015 year during summer school should be changed from retained to promoted. **Any student who completed the twelfth grade must also be given an exit code.**

Ella B. Bell
District V
Vice President

The window is currently open for your review and update of these summer school related student records in INOW, but the window for viewing Summer Promotion and Summer School Completers in the Web portal will close on August 17, 2015, at 11:59 p.m. It is imperative that you or your designee remain mindful of the dates involved. This data drives the calculation of your official graduation rate for state and federal reporting.

Cynthia McCarty, Ph.D.
District VI

If you have any questions about the entry of this information in INOW, please contact your Chalkable Customer Service Representative at 1-800-844-0884. If you have questions about the Application Web Portal, please contact Prevention and Support Services at 334-242-8165.

Jeff Newman
District VII
President Pro Tem

TRB/ML/KM

Mary Scott Hunter, J.D.
District VIII

cc: Technology Coordinators
Special Education Coordinators
Accountability Coordinators

Thomas R. Bice, Ed.D.
Secretary and
Executive Officer

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