



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Philip C. Cleveland, Ed.D.
Interim State Superintendent
of Education

August 12, 2016

Alabama
State Board
of Education

Governor
Robert Bentley
President

Matthew S. Brown, J.D.
District I

Betty Peters
District II

Stephanie Bell
District III

Yvette M.
Richardson, Ed.D.
District IV
Vice President

Ella B. Bell
District V

Cynthia McCarty, Ph.D.
District VI

Jeff Newman
District VII

Mary Scott Hunter, J.D.
District VIII
President Pro Tem

Philip C. Cleveland, Ed.D.
Interim Secretary and
Executive Officer

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Philip C. Cleveland *PCC*
Interim State Superintendent of Education

RE: Summer Promotion and Summer School Completers and Graduate Information

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 August 10, 2016, 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.

Students who completed the grade attended in the 2015-2016 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.**

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 31, 2016, 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.

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.

PCC/ML/KM

cc: Technology Coordinators
Special Education Coordinators
Accountability Coordinators

FY16-2082