August 5, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Philip C. Cleveland
Interim 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 Chalkable SETS using the District-Approved Process for State Reports.

All state reports to be submitted are located in Chalkable SETS 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 Chalkable SETS by checking the District-Approved box. To view the LEA data submitted to the ALSDE after checking the District-Approved box, click on Review Data.

Data Collection Window
The data collection window for the District-Approved Process for State Reports is between September 6, 2016, and September 16, 2016. Data must be submitted to the ALSDE using the District-Approved Process beginning September 6, 2016, but no later than September 16, 2016. Please note that late submissions will impact your LEA Determination.

Start and End Dates for 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 indicates 07/01/15 and the End Date indicates 06/30/16. Please preview reports for accuracy and resolve all errors before approving these reports.
For LEAs selected to conduct the 2016 Alabama Post-School Outcomes survey:

To submit the Post-School Outcomes Survey Report to the ALSDE, ensure that the Start Date of 05/01/16 and the End Date of 09/01/16 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 STISETS AL - State Reports.pdf located on the Chalkable Web site at http://support.sti-k12.com. To access this document, you must have a login and a password. If you do not have a login, call the Chalkable Support Line at 1-800-844-0884. Select Documentation, Quick Reference Guides, Chalkable SETS, STISETSCchalkable AL - State Reports. If you have questions regarding this document, please call the Chalkable Help Desk at 1-800-844-0884.

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

PCC/SW/BJ

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

FY16-2081