April 9, 2015

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: Annual Performance Report Data Reminders

As the 2014-2015 school year comes to an end, the Alabama State Department of Education (ALSDE), Special Education Services (SES) Section, offers the following reminders regarding data that are vital to the reporting requirements of the Annual Performance Report (APR) for the 2014-2015 reporting period. The following reminders will assist local education agencies (LEAs) in ensuring that all required information is reported timely and accurately. It is important that all LEAs adhere to the required submission timelines. In order to assist with timely submissions, the Quick List Report Submission Timeframe Reminders “one-pager” is attached to this memorandum.

- **Indicator 3 – Assessment Data.**

  Ensure that all students with disabilities participate in statewide assessments. For those students who do not participate in statewide assessments, LEAs are required to provide a reason for non-participation. The process for the collection of non-participation reasons is as follows:

  1. The LEA will be notified and provided with a list of students with disabilities who are indicated as non-participants. It is imperative that participation data regarding students with disabilities be reviewed.

  2. The LEA should determine the reasons for non-participation in preparation for the collection of reasons by SES. The only valid reasons an LEA will be able to report are: **Students Whose Assessment Results Were Invalid, Absent, or Medical Emergency.**

  3. The LEA Special Education Coordinator will receive a Reasons for Non-participation spreadsheet from SES containing a list of students with disabilities indicated as non-participants from the verified participation data. Special Education Coordinators should enter one of the valid reasons listed in No. 2 above for each student in reading and/or mathematics.

  4. The Reasons for Non-participation spreadsheet should be returned within the allotted collection timeframe to the designated personnel at SES.

Annual Measurable Objectives, Participation Rate, and Proficiency Rate for Indicator 3 will be publicly reported.
• **Indicator 5 – Least Restrictive Environment (6-21 LRE).**
  The least restrictive environment (LRE) information must be manually entered into the Student Folder each time the LRE is determined by the child’s Individualized Education Program (IEP) Team (this data does not automatically populate into the Student Folder). All publicly reported LRE information will be taken from the Student Folder and not from the IEP.

  The LRE data for Indicator 5 will be publicly reported.

• **Indicator 6 – Least Restrictive Environment (3-5 LRE).**
  The LRE information must be manually entered into the Student Folder each time the LRE is determined by the child’s Individualized Education Program (IEP) Team (this data does not automatically populate into the Student Folder). All publicly reported LRE information will be taken from the Student Folder and not from the IEP. The Preschool LRE Codes should be used for children ages 3 through 5. LRE Codes should be re-determined when a student begins kindergarten. When a child turns 6, whether still in preschool or in kindergarten, an LRE Code for 6- to 21-year old students must be used.

  The LRE data for Indicator 6 will be publicly reported.

• **Indicator 7 – Preschool Outcomes.**
  The Early Learning Progress Profile (ELPP) exit data should be gathered on the paper copy of the ELPP between April 15 and April 30, 2015. Ensure that the ELPP exit data are entered into the ELPP Web-based program (https://web.auburn.edu/institute/ELPP/) no later than May 1, 2015. Data entered on the Web-based program will be extracted from the database and do not require a separate submission.

  The Preschool Outcomes data for Indicator 7 will be publicly reported.

• **Indicator 11 – Child Find.**
  According to the Alabama Administrative Code (AAC), each public agency has 60 calendar days from the date the public agency receives a parent’s signed consent for the initial evaluation to conduct and complete the initial evaluation. The data will be collected using the Number of Students Evaluated Within Timeline report in the Software Technology, Inc., Special Education Tracking System (STISETS) and submitted through the district-approved process. The scheduled collection period is September 1-9, 2015.

  Please view your Number of Students Evaluated Within Timeline report in STISETS under State Reports. Please enter the Start Date of July 1, 2014, and the End Date of June 30, 2015. Click on Preview Data to view your report.

  When viewing your report, ensure that all data relevant to the 60-day timeline for the initial evaluation process are entered into each Student Folder in STISETS. Incomplete information in the Student Folder impacts reported data and the LEA’s total percentage in the Number of Students Evaluated Within Timeline report. To complete the information in the Student Folder, select the “Basic” tab and manually enter the data in the Form Information Referral/Evaluation/Eligibility/Reevaluations Section for those fields that do not automatically populate.
The target set by the Office of Special Education Programs (OSEP) for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 11 will be used in LEA determinations and will be publicly reported.

- **Indicator 12 – Early Childhood Transition.**
  The “EI to Preschool” tab only applies to children transitioning from Early Intervention (EI). Data will be collected using the EI to Preschool Tracking Log in STISETS and submitted through the district-approved process. The scheduled period for submission is **September 1-9, 2015**.

  Ensure that all current data for every child transitioning from EI to preschool are entered into the Student Folder in STISETS as each step of the special education process is completed. Enter the Early Intervention Notification to Local Education Agency letters as they are received and add each process upon completion.

  Please view your EI to Preschool Tracking Log in STISETS under State Reports to ensure that all students are included for whom notification letters have been received. Please enter the **Start Date of July 1, 2014**, and the **End Date of June 30, 2015**. Click on **Preview Data** to view your report.

  The target set by OSEP for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 12 will be used in LEA determinations and will be publicly reported.

- **Indicator 13 – Secondary Transition.**
  Secondary transition data is collected on ALL students age 16 (or older) or students who will be turning 16 during the implementation year of the IEP. The data will be collected using the Transition Verification Report (TVR) in STISETS. Data fields on the TVR are populated from the Transition Services page of the IEP. Data for this indicator are submitted through the district-approved process. The scheduled collection period is **September 1-9, 2015**.

  Please view your TVR in STISETS under State Reports. Please enter the **Start Date of July 1, 2014**, and the **End Date of June 30, 2015**. Click on **Preview Data** to view your report.

  The target set by OSEP for the state is 100 percent. Therefore, the target for each LEA is 100 percent. Data for Indicator 13 will be used in LEA determinations and will be publicly reported.

- **Indicator 14 – Post-School Outcomes (selected LEAs only).**
  Selected LEAs have been contacted regarding participation in the Post-School Outcomes reporting process. Post-School Survey interviews must be conducted between **May 1 and September 1, 2015**. Data for this indicator are submitted through the district-approved process. The scheduled collection period is **September 1-9, 2015**.

  To ensure that all student surveys have been completed, please view your Post-School Survey report in STISETS under State Reports. Please enter the **Start Date of May 1, 2015**, and the **End Date of September 1, 2015**. Click on **Preview Data** to view your report.

  Post-School Outcomes data will be publicly reported.
• **Rules for Archiving Student Information in STISETS.** Please remember that archiving student information in STISETS can impact the data collected through the district-approved process for reporting. The following rules were developed to assist LEAs that choose to archive student information:

1. Student information should not be archived until after March 1 following the annual submission of the LEA data for indicators using the district-approved process. After March 1, the LEA may archive graduates with a regular diploma from the previous year.

2. If the LEA has multiple Student Folders, the LEA should review the processes and forms in each Student Folder and decide which Student Folder should be kept and archive the other(s). When archiving duplicate Student Folders, it is important to check the duplicate folder check box.

Please ensure that all data are kept current in the STISETS program to allow the LEA and/or the ALSDE to run reports at any time. If you have any questions regarding this memorandum, please contact Mrs. Susan Williamson at (334) 242-8114.

TRB/SW/BJ
Attachment
cc: City and County Special Education Coordinators
    Mrs. Sherrill W. Parris
    Dr. Linda Felton-Smith
    Ms. Crystal Richardson
    Mrs. Susan Williamson
    Ms. Gail Comins

FY15-2054
**Quick List**

Report Submission Timeframe Reminders

The purpose of this *Quick List* is to provide a one-page reminder for submission timeframes for major IDEA reports. The intent of this report is not to be an exhaustive list but a quick reference of timeframes for most annual reports. The user is strongly encouraged to read the more comprehensive memoranda and other detailed directives issued by the Alabama State Department of Education (ALSDE), Special Education Services (SES) prior to the submission periods for specific content and timelines. These memoranda are issued twice per year, generally in April and August.

**IMPORTANT:** Only submit these reports during the required submission timeframes. Reports submitted earlier than the required submission period will not be considered as timely submissions and will require re-submission during the correct submission timeframe. *Failure to submit timely reports may impact an LEA’s Determination status.*

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>REQUIRED SUBMISSION TIMEFRAME</th>
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<tbody>
<tr>
<td>Early Learning Progress Profile (ELPP)</td>
<td>Completed by May, Annually</td>
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<td>Early Learning Progress Profile (ELPP) is the mechanism for collecting the data for Indicator 7—Preschool Outcomes.</td>
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<tr>
<td><strong>Annual Data Report</strong></td>
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<td>The Annual Data Report consists of the Student Exiting Information, Personnel Data Report, and Supplemental Data Report. All three reports must be submitted by the due date each year.</td>
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<tr>
<td><strong>District-Approved Report Submissions</strong></td>
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<td>The following reports are to be submitted via the District-Approved Report process each September for the previous reporting period of July 1-June 30.</td>
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<tr>
<td>• EI to Preschool Tracking Log (Indicator 12 Report)</td>
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<td>• Post-School Survey Report (only selected systems submit each year)</td>
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<tr>
<td>• Students Evaluated within Timeline Report (Indicator 11 Report)</td>
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<tr>
<td>• Transition Verification Report (Indicator 13 Report)</td>
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<tr>
<td><strong>IDEA Child Count</strong></td>
<td>Begins October 1st (Snapshot also taken on October 1st)</td>
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<td>Refer to the Child Count Help Document located on the SES webpage for assistance.</td>
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*Data Source: [https://web.auburn.edu/institute/ELPP/](https://web.auburn.edu/institute/ELPP/)*

*Data Source: STISETS*

*Note: This Quick List does not represent a complete list of reporting timeframes; please refer to the memoranda and detailed directives issued by the ALSDE/SES.*