March 31, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice  
State Superintendent of Education

RE: Annual Performance Report Data Reminders

As the 2015-2016 school year comes to an end, the Alabama State Department of Education (ALSDE), Special Education Services (SES), offers the following reminders regarding data that are vital to the reporting requirements of the Annual Performance Report (APR) for the 2015-2016 reporting period. The following reminders will assist local education agencies (LEAs) in ensuring that all required information is reported timely and accurately.

- **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. 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.

Participation Rate and Proficiency Rate for Indicator 3 will be publicly reported.

- **Indicator 5 – Least Restrictive Environment (6-21 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 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 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. The 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. Additional information regarding Preschool LRE may be found at (http://www.alsde.edu/sec/ges/Pages/preschool-all.aspx?navtext=Preschool).

The LRE data for Indicator 6 will be publicly reported.

• **Indicator 7 – Preschool Outcomes.**  
The Entry Early Learning Progress Profile (ELPP) is required to be administered to all preschool children determined to be eligible for special education services within 60 days of the date special education services begin. Documentation to support ELPP responses must be available to view during monitoring.

The Exit ELPP data should be gathered on the paper copy of the ELPP between April 15 and April 30, 2016. Ensure that Exit ELPP data are entered into the ELPP Web-based program (https://web.auburn.edu/institute/ELPP/) no later than May 1, 2016. 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 Chalkable Special Education Tracking System (SETS) and submitted through the district-approved process. The scheduled collection period is September 6-16, 2016.

Please view your Number of Students Evaluated Within Timeline report in SETS under State Reports. Please enter the Start Date of July 1, 2015, and the End Date of June 30, 2016. 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 SETS. 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.

Data will be collected using the EI to Preschool Tracking Log in SETS and submitted through the district-approved process. The scheduled period for submission is September 6-16, 2016.

Ensure that all current data for every child transitioning from EI to preschool are entered into the Student Folder in SETS on the “EI to Preschool” tab as each step of the special education process is completed. Review the Early Intervention Notification to Local Education Agency letters received to ensure each child is included in the data collection.

Please view your EI to Preschool Tracking Log in SETS under State Reports to ensure that all students are included for whom notification letters have been received and a referral has been started or completed. (Note: Only EI to Preschool students that are 3 years of age during the report run dates will be included in the data on the report.) Please enter the Start Date of July 1, 2015, and the End Date of June 30, 2016. Click on Preview Data to view your report.

The target set by the 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 are 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 SETS. 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 6-16, 2016.

Please view your TVR in SETS under State Reports. Please enter the Start Date of July 1, 2015, and the End Date of June 30, 2016. Click on Preview Data to view your report.

The target set by the 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, 2016, and September 1, 2016. Data for this indicator are submitted through the district-approved process. The scheduled collection period is September 6-16, 2016.

To ensure that all student surveys have been completed, please view your Post-School Survey report in SETS under State Reports. Please enter the Start Date of May 1, 2016, and the End Date of September 1, 2016. Click on Preview Data to view your report.

Post-School Outcomes data, including response rates, will be publicly reported.
• **Rules for Archiving Student Information in SETS.** Please remember that archiving student information in SETS 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:

  o 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.

  o 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 SETS 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

cc: City and County Special Education Coordinators
    Mrs. Sherrill W. Parris
    Dr. Linda Felton-Smith
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