



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

May 6, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: 2018-2019 College and Career Readiness Dashboard Certification Process

The window for reviewing, updating, and certifying student information in the College and Career Readiness (CCR) Dashboard for the 2018-2019 school year will begin May 6, 2020, and end on May 27, 2020. All CCR updates must be completed in InformationNOW (INOW) by May 27, 2020, to allow for local education agency (LEA) certification by June 2, 2020. Please review the information contained on the CCR Dashboard. Should inaccuracies be found after reviewing the information, please make the necessary changes in INOW and place the appropriate evidentiary document(s) in each student's cumulative record. The attached guide provides additional information regarding the appropriate evidence needed to document each CCR update.

After updates have been completed, please wait two to three days to verify the changes on the CCR Dashboard. Once all corrections have been made and verified, please certify the information at the LEA level. The deadline for making CCR updates is May 27, 2020, and the LEA certification deadline is June 2, 2020.

Please remember that each person who needs access to the CCR Dashboard must be assigned the appropriate role(s) in the Education Directory (Ed Dir) by the district personnel tasked with that responsibility.

If you have any questions or concerns, please contact your CCR reviewer at 334-694-4717.

EGM/ML

Attachment

cc: LEA High School Principals
LEA CCR Key Program Contacts
LEA Accountability Coordinators

FY20-2073

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College and Career Readiness Application

The Process for Updating and Certifying Data

Graduating Class: 2018-2019

This guide provides information for **updating and certifying student information in the College and Career Readiness (CCR) Dashboard** on the Alabama State Department of Education (ALSDE) Identity Management (AIM) platform. The CCR Application allows assigned ALSDE and LEA personnel to view data on past, current, and future graduates who have received benchmark scores in the six college and career indicators.

As you review, update, and verify the information in the CCR Dashboard, please keep the following key points in mind:

- The CCR rate is determined based on the percentage of students in the four-year cohort who earned, *at minimum*, one CCR credential.
- All changes to a student record are required to be made in the Student Information System (SIS) by the appropriate district/school personnel.
- All student details will be updated from the SIS → Accumulator → Student Data App → Cohort App → CCR App
- The Cohort App determines the student membership in the CCR App.
- The LEA users will certify their CCR data. CCR data will be locked after the LEA has certified its data. Changes in the SIS will not be reflected in CCR App **after** data certification.
- The ALSDE personnel will review the LEA-certified data and either accept or un-certify the CCR data from LEA.
- The ED Dir positions are as follows:
 - College Career Readiness Viewer (Program Key Contacts) → View system and school level CCR data
 - College Career Readiness Viewer (School) → View school-level CCR data
 - College Career Readiness Certifier (Program Key Contacts) → View and certify system-level CCR data
 - By default, all LEA superintendents and assistants will have access to view CCR data.

CCR Indicators

To be college and career ready, a student must earn a credential in at least one of the six indicators. The table below provides the requirements and the necessary evidence for each of the six CCR indicators.

Indicator	Criteria	Evidence*	ALSDE Program Contact
Benchmark score on any section of the ACT test	<ul style="list-style-type: none"> Benchmark score on at least one of the following subtest: English(18), Reading (22), Math (22), and Science (23). 	<ul style="list-style-type: none"> Student Report or School Report 	Mrs. Maggie Hicks, Assessment Coordinator
Qualifying score on an AP or IB exam	<ul style="list-style-type: none"> AP Score of 3 or higher IB Score of 4 or higher 	<ul style="list-style-type: none"> Student Report or School Report 	Dr. Michal Robinson, Instructional Services Education Specialist
College or postsecondary credit	<ul style="list-style-type: none"> A minimum of one (1) transcribed college/postsecondary credit while in high school. A minimum final course grade of "D" is required in order for college/postsecondary credit to be posted to student college transcript. <p>At least a Silver Certificate (a score of 4 on each of the three subtest)</p>	<ul style="list-style-type: none"> Official copy of student college/postsecondary transcript or Unofficial copy of student college/postsecondary transcript or Official grade report from college/postsecondary 	Mr. Sean J. Stevens, Instructional Services Coordinator
ACT WorkKeys	<ul style="list-style-type: none"> Subtests Prior to 2017: Applied Math, Reading for Information, and Locating Information. Subtests for 2017 and following years: Applied Math, Graphic Literacy, and Workplace Documents. 	<ul style="list-style-type: none"> Student Report or School Report 	Mrs. Maggie Hicks, Assessment Coordinator
Military Enlistment	<ul style="list-style-type: none"> The student must enlist in a branch of the military before graduating high school. 	<ul style="list-style-type: none"> An official letter from the recruiter stating the student has enlisted in the military. 	Dr. Willietta Conner, CTE Education Specialist
Career Technical Credential			Mrs. Jennifer Burt, CTE Administrator

* Supporting pieces of evidence are required to be placed in the student's cumulative record.

Updating CCR Student Information

There are different instructions for updating CCR data depending on the credential being updated. Please refer to the directions below when updating CCR to a student record in INOW.

1. Viewing a Student's Current CCR Credentials in the SIS

To view whether a CCR credential is marked in INOW, please do the following:

- Log into the Student Information System (SIS).
- Open an individual student record.
- Click on the **Custom Tab** at the top of the student record screen.

The screenshot shows the 'Custom' tab selected in the SIS interface. The 'Personal' section includes fields for First Name, Middle Name, Last Name, Generation, Preferred Name, Date of Birth (5/6/2001), Age (17), Phone ((555) 408-5500), Social Security No., Gender (Female), Hispanic/Latino (Yes), Race (American Indian/Alaskan Native), School Next Year (Breakable Blow High School), Expected Graduation Date, Original Enrollment Date, and a checkbox for 'Graduated'. Below this are fields for Grade Level (12), Lunch Code (Free), and checkboxes for 'Student Connected to an Active Duty Military Parent' and 'Guard or Reserve Military Family'. The Base Cohort Year is 2015-2016, and there is a Special Instructions text area.

- On the *Custom Tab* screen are the College and Career Ready check marks for that specific student. This tab provides a good overview of the CCR indicators a student has satisfied. **Please note that manual updates in INOW will not update the values of these checkboxes.** To verify a manual update to a student record, please check the CCR Application on the AIM platform. Keep in mind, it takes 24 hours for a change in INOW to be replicated in the CCR Application.

This screenshot shows the 'Custom' tab with various student information sections. The '504' section includes Date of Eligibility, 1st, 2nd, and 3rd Meeting dates, and Accommodations. 'Additional Student Information' includes Custodial Info, Custodial Doc, and Doc Date. 'Affidavit' includes Date Issued, Temporary Date, and checkboxes for Residency and Guardian Affidavits. 'Alabama High School Graduation Exam' shows checkboxes for AHSGE READING, LANGUAGE, SCIENCE, MATH, SOCIAL STUDIES, and BIOLOGY. 'AVP Data' includes Year of 9th Grade Entry, Cohort Year, Orig 9th Gr School, and City Orig Ent 9th Gr. 'Billing' includes Billing Status and Auto Billing. The 'College and Career Ready' section, highlighted with a red box, contains checkboxes for AP Attainment, IB Attainment, ACT Attainment, Career Tech Credential Attainment, WorkKeys Attainment, and Accepted for Active Military. The 'CRDC' section is also visible at the bottom.

2. Updating Military and College Credit Attainment Credentials

These are the two easiest credentials to update.

- On the *Custom Tab* screen (see above), simply click on the *College Credit Attainment* checkbox or the *Accepted for Active Military* checkbox.

Comprehensive Progress
Envelope
Label
Missing Assignments
Profile
Request Verification
Schedule
Standardized Test
Standards Report Card
Student Form
Student Letter

College and Career Ready

AP Attainment
 IB Attainment
 ACT Attainment
 College Credit Attainment
 Career Tech Credential Attainment
 WorkKeys Attainment
 Accepted for Active Military

CRDC

Non LEA Facility

3. Updating AP, IB, ACT, and ACT WorkKeys Attainment Credentials

To update these CCR credentials on an individual student record, please do the following:

- Log into the Student Information System (SIS).
- Open an individual student record.
- On the right-side menu on the student record, select *Standardized Tests*.

Summary
Main
Misc
Custom
Contacts
Access
Addresses
School
Enrollment
Federal Program

Tasks

Print Screen
Required Fields
Email
Email History
Student Locator
View Associated People
View Households
Help

Manage

Attendance
Counseling
Discipline
Fees
Forms
Goals Sought
Grades
Impact Aid
Letters
Organizations
Requests
Schedule
Schedule Matrix
School Programs
Services

Standardized Tests

Textbook
Transcript

Reports

Attendance Profile
Comprehensive Progress
Envelope
Label
Missing Assignments
Profile
Request Verification
Schedule
Standardized Test
Standards Report Card
Student Form
Student Letter
Transcript
Transcript - Landscape
Two Column Report Card

Personal

*First Name:	Middle Name:	*Last Name:	Generation:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Name:	*Date of Birth:	Age:	Phone:
<input type="text"/>	<input type="text" value="5/6/2001"/>	17	<input type="text" value="(555) 408-5500"/>
*Social Security No.:	*Gender:	*Hispanic/Latino:	*Race:
<input type="text"/>	<input type="text" value="Female"/>	<input type="text" value="Yes"/>	<input type="text" value="American Indian/Alaskan Native"/>
School Next Year:	Expected Graduation Date:	Original Enrollment Date:	<input type="checkbox"/> Graduated
<input type="text" value="Breakable Blow High School"/>	<input type="text"/>	<input type="text"/>	

*Grade Level: [Hist](#)
 *Lunch Code: [Hist](#)
 Student Connected to an Active Duty Military Parent
 Guard or Reserve Military Family

Base Cohort Year [Hist](#)
2015-2016

Special Instructions:

Mailing Address

Address Line 1:

Address Line 2:

City:
 State/Province:
 Zip Code:

County:

Physical Address

Same as Mailing

Address Line 1:

Address Line 2:

City:
 State/Province:
 Zip Code:

County:

- Then click on one of the *Add* buttons to add a standardized test score.

Assigned Tests

Tasks

Print Screen
Help

Add **View** **Delete**

<input type="checkbox"/>	Name	Display Text	Description	Date	GR	School
<input type="checkbox"/>	Alabama Science...	Alabama Science Asses...		04/09/2012	05	Creator Stiff School
<input type="checkbox"/>	ACCESS	ACCESS		04/12/2013	06	Oafish Oven Middle...
<input type="checkbox"/>	ACCESS	ACCESS		03/31/2014	07	
<input type="checkbox"/>	ACCESS	ACCESS		03/23/2015	08	Oafish Oven Middle...
<input type="checkbox"/>	ARMT+	ARMT+		04/09/2012	05	Hallowed Head Inter...
<input type="checkbox"/>	ARMT+	ARMT+		05/06/2013	06	Oafish Oven Middle...
<input type="checkbox"/>	SDE ACT Aspire	SDE ACT Aspire		05/23/2014	07	
<input type="checkbox"/>	SDE ACT Aspire	SDE ACT Aspire		05/15/2015	08	
<input type="checkbox"/>	SDE ACT Aspire	SDE ACT Aspire		04/21/2017	10	
<input type="checkbox"/>	SDE WorkKeys	SDE WorkKeys		10/01/2018	12	Breakable Blow High...

Add **View** **Delete**

Add **View** **Delete**

Close

- Then select the **appropriate** standardized test template **with the SDE prefix** (either AP, IB, ACT, or ACT WorkKeys) and click on the *Next* button. **Please do not select a template without the SDE prefix.**

Assign Test

Tasks

Print Screen
Help

Active Only

<input type="radio"/>	Name	Display Text	Description	GR
<input type="radio"/>	ACT	ACT		
<input type="radio"/>	CIVIC	CIVIC		
<input type="radio"/>	SDE AAA	SDE AAA	Alabama Alternate Assessment	06
<input type="radio"/>	SDE ACT	SDE ACT		06
<input type="radio"/>	SDE ACT Aspire	SDE ACT Aspire		06
<input type="radio"/>	SDE ACT Plan	SDE ACT Plan		06
<input type="radio"/>	SDE Advanced Placement	SDE Advanced Placement	Advanced Placement (AP) Scores	
<input type="radio"/>	SDE Int. Baccalaureate	SDE Int. Baccalaureate	International Baccalaureate	
<input type="radio"/>	SDE WorkKeys	SDE WorkKeys		06

Cancel

< Back

Next >

Please select a template with the SDE prefix.

Once the appropriate SDE template is selected, the *Next* button will become active and you will be allowed to select it.

- Regardless of the credential being updated (SDE ACT, SDE IB, SDE AP, SDE WorkKeys), once the **Next** button (see above) has been selected, you will be guided to enter the corrected credential information.
- On the initial screen for each SDE template, please enter the **test date** in the *Date Field*. Once the test date is entered, please click on the **Create** button and complete the requested information for each of the subsequent screens.

Add Standardized Test

Assign Test

Tasks
 Print Screen
 Help

Name: Display Text:

Description:

*Date: Grade Level: School: [Find](#)

Display on Transcript

Please enter the date the test was administered (TEST DATE) **not** the date you are updated the student record.

- To fix an error in a credential record created by the district/school from using the above process, select the standardized record type with the error and click on the **View** button. Then follow the directions to correct the error for that particular test record.

Assigned Tests

Tasks
 Print Screen
 Help

Reports
 Standardized Test

	Name	Display Text	Description	Date	GR	School	
<input type="checkbox"/>	Alabama Science...	Alabama Science Asses...		04/09/2012	05	Creator Stiff School	
<input type="checkbox"/>	ACCESS	ACCESS		04/12/2013	06	Oafish Oven Middle...	
<input type="checkbox"/>	ACCESS	ACCESS		03/31/2014	07		
<input type="checkbox"/>	ACCESS	ACCESS		03/23/2015	08	Oafish Oven Middle...	
<input type="checkbox"/>	ARMT+	ARMT+		04/09/2012	05	Hallowed Head Inter...	
<input type="checkbox"/>	ARMT+	ARMT+		05/06/2013	06	Oafish Oven Middle...	
<input type="checkbox"/>	SDE ACT Aspire	SDE ACT Aspire		05/23/2014	07		
<input type="checkbox"/>	SDE ACT Aspire	SDE ACT Aspire		05/15/2015	08		
<input type="checkbox"/>	SDE ACT Aspire	SDE ACT Aspire		04/21/2017	10		
<input type="checkbox"/>	SDE WorkKeys	SDE WorkKeys		10/01/2018	12	Breakable Blow High...	

Select the SDE standardized record to be corrected then click on the **View** button

Add
View
Delete

Add
View
Delete

Close

4. Updating Career Readiness Indicator for CTE

- To update CTE credential in INOW, please complete the following instructions. If you have any questions relating to updating CTE credentials in INOW, please contact Dr. Julie Turner at jturner@alsde.edu.



Enter Username and Password
Click Login

PowerSchool Scrambled

Username
jturner@alsde.edu

Password

Forgot Password?

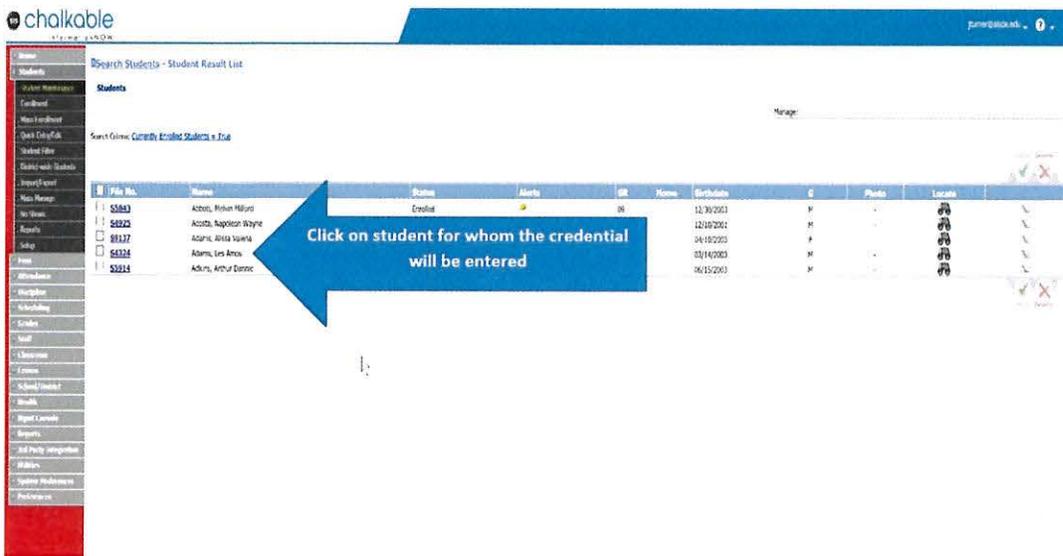
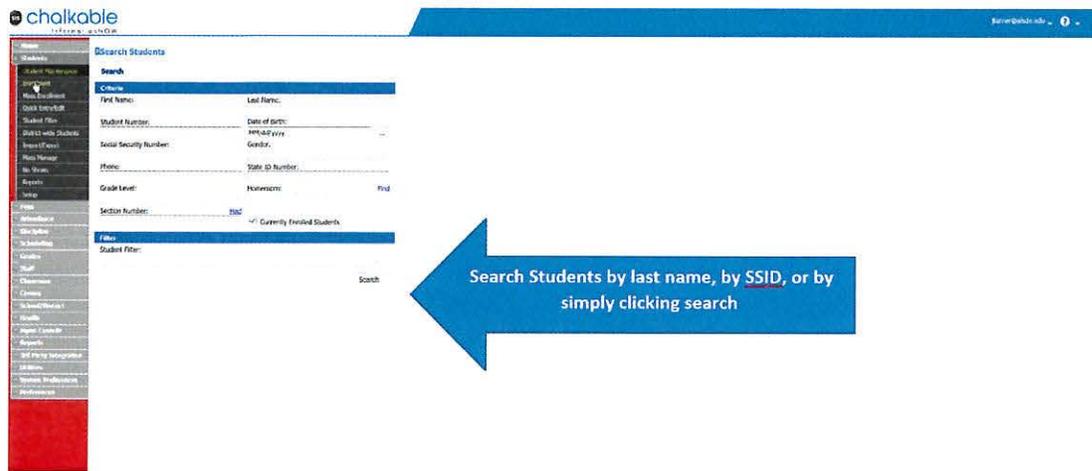
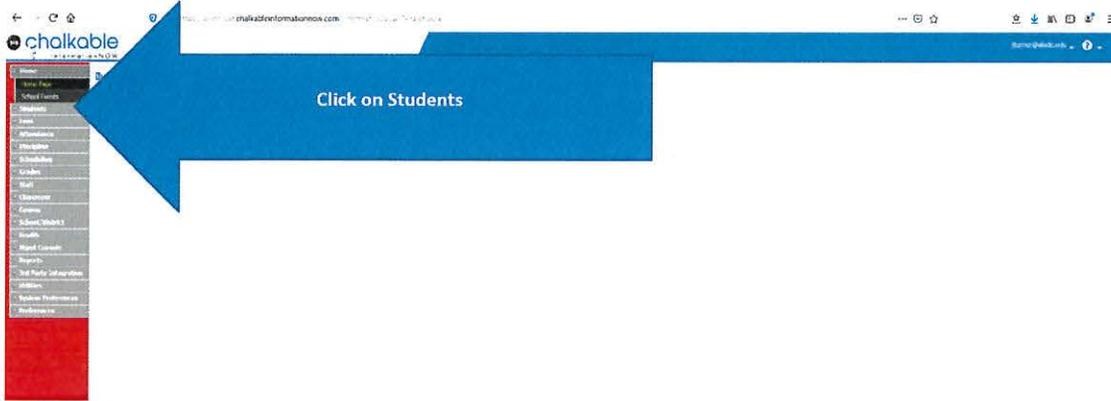


Choose the school in which the credential(s) should be entered.

PowerSchool Scrambled

Please select a school and academic session

- New Breakable Bow High School
- Capable Coral Intermediate
- Dugant Dog Primary
- Endurable Engine School
- Grotesque Guide Primary
- Hollowed Heat Intermediate
- Resistant Harlot School
- New Breakable Bow High School**
- Qatish Oven Middle School
- Two Tax School
- Typical Trucks Primary
- Wretched Women Intermediate



Edit Student: - Adams, Les Amos

Summary **Main** Misc Custom Contacts Ac... Career Tech Federal Program

Click on Career Tech Tab →

Personal

*First Name: Les Middle Name: Amos *Last Name: Adams Generation: Photographs
 Preferred Name: Les *Date of Birth: 3/14/2003 Age: 16 Phone: (555) 491-4310 [More](#)
 *Social Security No.: 648-76-2229 *Gender: Male *Hispanic/Latino: No *Race: White [More](#)

School Next Year: New Breakable Bow High School Expected Graduation Date: Original Enrollment Date: Graduated [Change](#) Remove

*Grade Level: 10 [Hist](#) *Lunch Code: Paid [Hist](#) Student Connected to an Active Duty Military Parent
 Guard or Reserve Military Family

Base Cohort Year: 2017-2018 [Hist](#)

Special Instructions:

Mailing Address [More](#) **Physical Address** [More](#)

Same as Mailing

Address Line 1: 2875 Thomas Jefferson Pike Address Line 1:
 Address Line 2: Address Line 2:
 City: State/Province: Zip Code: City: State/Province: Zip Code:
 PS City: Alabama 36608 County: Country:
 County: United States Of America Country:

OK Close

InformationNOW (9 13) - Mozilla Firefox

https://aisde-wat.chalkableinformationnow.com

Enrolled

Access Addresses School Enrollment **Career Tech** Federal Program

Add Student Declared Program

First Year Career Tech: 2015-2016 Career Tech in Current Academic Year

*Academic Year: 2020
 *Cluster:

Second Click on Cluster → **Choose the correct Cluster** → **First Click Add**

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance

Agri.construction
Cabinetmaking
Army JROTC

2019
2020
2019

Add Add Add

Student Courses

Course Name	Course Code	Credits Earned	Academic Year	Term	System	School
DisMdl-PL 7	560001	0.000	2015-2016	SEM2	PowerSchool Scrambled	Oafish Oven Middle School

Student Credentials

Credential	Acad Year	Credential Date	Passed	Cluster	Program	System	School	Non-Public

Add Add Add

OK Close

Add Student Declared Program

*Academic Year: 2020
 *Cluster: Architecture & Construction
 *Program:

Click Program
Choose correct program

Building Construction
 Cabinetry
 Carpentry
 Drafting Design Technology
 Electrical Technology
 Heating, Ventilation, Air Conditioning, and Refrigeration
 Masonry
 Plumbing
 Utility Line Worker
 Welding

*Academic Year: 2020
 *Cluster: Architecture & Construction
 *Program: Cabinetry

Create Cancel

data confirmation

By submitting this information, I certify to the truth of my knowledge and that the information entered herein is true, complete, and as updated has been submitted to the system and all the information was reviewed and I also certify that I am the individual or designated authorized person responsible for updating the information contained herein. I am aware that any false, dishonest, or fraudulent information or the omission of any material fact, may result in criminal and/or administrative penalties for fraud, false statements, false claims or otherwise.

Agree Cancel

Click that you certify the data is correct

Edit Student: Adams, Les Amos

Summary Main Misc Custom Contacts Access Addresses School Enrollment **Career Tech** Federal Program

Career Tech Student Career Tech Credentialed First Year Career Tech: 2015-2016 Career Tech in Current Academic Year

Student Declared Programs

Cluster	Program	Acad Year
Agriculture, Food & Natural Resources	AgriConstruction	2019
Arts, A/V Technology & Communications	Graphic Arts	2020
Government & Public Administration	Army JROTC	2019

Student Courses

Course Name	Course Code	Credits Earned	Academic Year	Term	System	School
DesMid-PL 7	560001	0.000	2015-2016	SEM2	PowerSchool Scrambled	Oafain Oven Middle School

Student Credentials

System	School	Non-Public
+	+	+

OK Close

Click on Career Tech Credentials

- Tasks**
 - Print Grades
 - Email
 - Email History
 - Student Locator
 - View Associated People
 - View Households
 - Help
- Manage**
 - Attendance
 - Counseling
 - Discipline
 - Fees
 - Forms
 - Global Search
 - Grades
 - Instant Aid
 - Letters
 - Organization
 - Requests
 - Schedule
 - Schedule Matrix
 - School Programs
 - Services
 - Standardized Tests
 - Textbooks
 - Transcript
- Reports**
 - Attendance Profile
 - Career Tech Credentials
 - Classroom Programs
 - Enrollment
 - Labels
 - Missing Assignments
 - Profile
 - Request Information
 - Schedule
 - Standardized Test
 - Standard Report Card
 - Student Form
 - Student Letter
 - Transcript
 - Transcript Attachments
 - Two Column Report Card

Criteria

*Academic Year: 2020 Start Date: 08/08/2019 End Date: 06/05/2020

Cluster: Architecture & Construction Program: Cabinetmaking Credential: NCCER Cabinetmaking Level 1

Group: Student *ID to Print: Student

Work S App Ov

Format Acrobat (PDF) file CSV (comma delimited) Excel HTML TIFF file XML file with report data

Preview Close

Click on cluster

Click on program

Click on credential to upload

Click on type of file to be uploaded.
Scan the file and upload the file to InformationNow to the student's file

You are now ready to upload the next credential.

Certifying CCR Data

The CCR data must be certified at the district level. To certify your system's CCR data, please do the following:

- Log into your AIM account and access the CCR Application.
- Once selections are made for each field in the default view, the screen will refresh and the requested student data will be generated. Because you are certifying CCR data for the entire system, please select your system's name in the *School* field.
- The top half of the screen will provide summary CCR information for your system. Below the summary data is the checkbox for certifying the data set.

CCR: College and Career Readiness Source: Student Data A

CCR SELECTION

CCR Cohort: 2014-2014 [2017-2018] Open

School System: (049) Mobile County

School: (430) Mobile West

CCR STUDENT ENROLLMENT COUNTS																
Enrollment	Overall CCR	Overall CCR Rate	ACT	ACT Rate	IB	IB Rate	AP	AP Rate	ACT Work Keys	ACT Work Keys Rate	College Credit	College Credit Rate	Career Tech	Career Tech Rate	HSIB	HSIB Rate
7732	76.05	66.17	1528	27.80	40	1.00	222	8.3	11	0.29	122	1.59	1812	4.54	25	2.21

CCR STUDENT FERRIS QUALIFIES COUNTS																
Qualification	Overall CCR	Overall CCR Rate	ACT	ACT Rate	IB	IB Rate	AP	AP Rate	ACT Work Keys	ACT Work Keys Rate	College Credit	College Credit Rate	Career Tech	Career Tech Rate	HSIB	HSIB Rate
11	73	67.15	19	26.41	0	0.00	7	8.00	0	0.00	14.74	2	4.30	24	26.40	3.12

I certify to the best of my knowledge and belief that this information is correct, timely, complete, and accurate and has been submitted to the state and at the time required under applicable law. I also certify that I am the individual or designated approving authority responsible for submitting the information contained herein. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may constitute a criminal, civil or administrative violation for fraud. Some states may have their own rules. Certify CCR

- To certify system data for the selected cohort, check the certification checkbox and click on the **Certify CCR** button. A message will pop up asking if you are sure you want to certify the data. Click **OK** to continue or **Cancel** to end the certification process.
- Once the data is certified by the LEA, no updates will be applied to the data set. In other words, any changes made in INOW to student data after the certification process will not be updated in the CCR Application.
- After certifying the data, if the LEA notices an error in the data set **prior to the closing of the certification window**, please do the following to reopen the certification process:
 - Email to your system's CCR Reviewer a request to uncertify the CCR data submitted to the ALSDE.
 - Include in the request the date that the CCR data was initially certified by the LEA.
- Once this request is processed (an email response will be sent to the LEA), the certification process will be reopened and changes entered in INOW will be processed into the CCR Application within 24 to 48 hours.
- Remember to re-certify the CCR data once changes have been verified in the CCR Dashboard.
- Please be aware that CCR Reviewers do not have the authority to reopen/uncertify CCR data **after** the certification window has closed.
- If you have any questions/concerns, please contact your CCR Reviewer (this is the same ALSDE contact who reviewed your system's Cohort data).