



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

May 20, 2020

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey 
State Superintendent of Education
SUBJECT: 2020 Annual Data Report for Special Education

This is a reminder that the 2020 Annual Data Report information is to be collected in SETS **no later than June 10, 2020**. The data collection window for this information will begin on May 29, 2020, and end on June 10, 2020. Original data submissions received after June 10, 2020, will be considered late. Failure to submit data on time may impact your district's determination status.

All data for these reports must be entered into SETS and submitted to the Alabama State Department of Education (ALSDE) only through the Report Desktop, State Reports, District-Approved process.

Detailed directions for completing and submitting the three Annual Data Report tables, *Personnel Data Report*, *Student Exiting Report*, and *Supplemental Data Report*, are outlined in the *Annual Data Report Help Document 2020*. This document is located on the ALSDE website at www.alsde.edu. On the website, hover over the Support Systems link and then select the Special Education Services link under the General Information heading. On the Special Education page, select Data/Reporting from the links on the right side of the page. Next, select the *Annual Data Report Help Document 2020* file under the General Information tab.

NOTE: Prior to previewing and submitting the *Student Exiting Report*, the Child Count date in SETS Utilities, System Files, must be the same date as was used for the 2019 Child Count submission. **The Child Count date should not be changed until after the first day of school.**

Questions regarding data elements of the Annual Data Report tables should be directed to Mr. Eric Dickson by email at edickson@alsde.edu or Dr. Kemeche Green by email at kgreen@alsde.edu or by telephone at (334) 694-4782.

EGM/ED/MB

cc: City and County Special Education Coordinators
Directors of Specialized Treatment Centers
Special Education Coordinators of Specialized Treatment Centers
Data Managers
Dr. Daniel Boyd
Mrs. Angela Martin
Ms. Crystal Richardson
Mr. Eric Dickson

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