Alabama Accountability Act
SGO Instructions for Completing the Demographics Spreadsheet
Revised 07-24-2025

Enter data for each student who received a scholarship for the current reporting period
**There should be no duplicate entries--each student's name should only appear once
in the file.** In prior years, there were duplicate entries of the same student, because their
scholarships were divided into two payments. Going forward, we should only have one line
per student. If there are duplicate entries, we will contact you for clarification and ask that
you make corrections if needed. *[Please see the accompanying Excel spreadsheet for layout.*]

1-2. First and Last Names
- Hyphenated names should be entirely in the first or last name depending on how it
  appears in the school records. They should ***not*** be split between middle and first or
  last names. Finally, please do not put spaces around the hyphenation mark. Correct
  Smith-Jones; Incorrect Smith – Jones.

3. Middle Name (Optional)

4. Social Security Number

5. Academic Year
- Only students currently receiving scholarships for 2024-2025 academic year should
  be included in this report

6. Grade:
- K,1, 2, etc. to 12

7. Gender
- M = Male; F =Female or NA= not available

8. Race: Some databases report Hispanic separately as an ethnicity distinct from race. If
that is how it appears in your database, there are a few options for reporting: 1) You can
indicate the race in column 8 and add Hispanic to column 8b (specify); 2. You can indicate
two or more races and specify in 8b (e.g., White   Hispanic); 3. You can add a comment at
the end of the file to indicate the race/ethnicity of the child.
- 1 = American Indian/Alaskan Native
  2 = Asian/Pacific Islander
  3 = Black/African American
  4 = Hispanic
  5 = White, Caucasian
  6 = Two or more; Other (specify)
  7 = Unknown
  8 = Other

8b. Race Specify Other

9. Annual Household Income: If your data is monthly income, please, convert to annual.

10. Scholarship School Name for 2024-2025 year

11. Is the scholarship school a private or public school?
- 1 = private; 2 = public

12. Public School Would Otherwise Attend

13. County of Public School: County of the assigned public school the student would otherwise attend.

14. Is the assigned public school priority?
- 0 = No; 1 = Yes; 2 = Not sure

15. School Previously Attended in 2023-2024: This is the *last* school attended the academic year *prior* to their current (2024-2025) scholarship school. This information will help us identify if we have test score data for each student for the previous year and help us understand the potential impact of changing schools on academic outcomes. Use **NA** if the child was not in school the previous year (e.g., is currently enrolled in kindergarten).

16. Is the school attended in the previous academic year a public or private or home school?
- 1 = Private; 2 = Public; 3 = Home School; 4 = Not Applicable (for kindergarten students)

17. Did the student attend multiple schools in 2024-2025? Did the student change scholarship schools during the 2024-2025 academic year, or enter a scholarship school midway through the year?
- 0 = No; 1 = Yes; 2 = Not sure

If #17 is yes:
18. Is the school previously attended in 2024-2025 a public or private or home school?
- 1= Public, 2 = Private, 3= Home school

19. First Time Recipient
- 0 = No; 1 = Yes; 2 = Not sure

If #19 is yes:
20. Was the student continuously enrolled in a public or private school for the entire previous school year? **Previous school year** is defined under Rule 810-3-61-.01(4) as the normal academic year ending immediately prior to the academic year for which the report is submitted. Enter "NA", if the student was enrolled in a public school as well as a private school for a portion of the previous school year or if the student was less than school age during the prior school year. If #19 is No, leave #20 blank.
- 1 = Private; 2 = Public = 2; NA = 3

21. Year of _First_ Scholarship based on the SGO's available records. We realize that you may not have knowledge of other scholarship awarded by other SGOs.
- e.g., 2024-2025

22. Number of Years Receiving a Scholarship (including current year)
- Use "-9" if unknown

22. Total Grant: Total scholarship dollars for entire academic year **for all schools.**

24. Low income eligibility DO NOT NEED TO REPORT
We have decided to get rid of the Low Income Eligible designation, as all students should meet this requirement at the time of their first scholarship.

25. Free or Reduced Lunch Eligible:
- 0 = No; 1 = Yes; 2 = Not sure

26. Household Size: Number of adults and children living in the home.

27. **Last Year Income Verification was Completed**: Enter the year (Ex: 2024) that the last income verification was completed for the student. Income verification
should be completed for eligible students every other academic year in which a student receives an educational scholarship.

Questions 28 through 30 are only used for evaluation purposes and should have no bearing on the granting of a scholarship. They allow the external evaluators to more accurately interpret standardized test scores.

28. **Special Education Student:** Has the student received (or do they expect to receive) academic accommodations or services due to a learning disability?
- No = 0; Yes = 1; Not sure = 2

Here is the Alabama State Depart of Education's definition of who qualifies for special education. https://www.alsde.edu/sec/ses/Pages/faqs-all.aspx :
  "In Alabama, a student may be eligible for special education services if he/she has one of the following disabilities that adversely affect educational performance and the student needs special education (specially designed instruction) and related services:

a. Autism (AUT).
b. Deaf-Blindness.
c. Developmental Delay (DD).
d. Emotional Disability (ED).
e. Hearing Impairment (HI).
f. Intellectual Disability (ID).
g. Multiple Disabilities (MD).
h. Orthopedic Impairment (OI).
i. Other Health Impairment (OHI).
j. Specific Learning Disability (SLD).
k. Speech or Language Impairment (SLI).
l. Traumatic Brain Injury (TBI).
m. Visual Impairment (VI).

The AAC sets forth the detailed criteria for eligibility for each category, and the criteria must be met in order for a student to be considered a "child with a disability."

29. Has this child ever repeated a grade?
- No = 0; Yes = 1; Not sure = 2

30. Does the child have limited English language proficiency?
- No = 0; Yes = 1; Not sure = 2

31. Age (in years) or Date of Birth
- Age as of Aug 15th of the reporting period. Please round to the nearest year.
- DOB is preferred if the information is available

32. Name of Scholarship Granting Organization (SGO)

These questions can help us locate the test scores for the student

We would like all scores to be sent to the SGO's first so that they can ensure that there are scores from all schools for all participants before the information is sent to ISSR. However, if a school is concerned about confidentiality issues they may be sent directly to ISSR after they inform the SGO of their intent. Finally, if scores are sent as both the test reports and a summary spreadsheet, we would appreciate having both sets of files.

33. Did the SGO or School send the test scores?
- 1 = SGO; 2 = School

34. Were the test scores sent to ISSR and the ALDOR?
- 1 = ISSR; 2 = DOR; 3 = Both; 4 = Not Sure

35. Eligible student with unique needs. A student with unique needs as defined in Section 16-6D-4(6), Code of Alabama 1975.

- 0 = No; 1 = Yes;

If #35 is Yes:
36. Date of last unique needs qualification verified (MM/DD/YYYY)

If #35 is Yes:
37. Does student have IEP? Individual Education Plan (IEP) is defined in the Individuals with Disabilities Act.
- 0 = No; 1 = Yes;

If #35 is Yes:
38. Does student have 504 Plan? The 504 accommodation has been issued according to Section 504 of the Rehabilitation Act of 1973.
- 0 = No; 1 = Yes;

If #37 is Yes:
39. Does IEP exempt student from testing?
- 0 = No; 1 = Yes;

If #39 is Yes:
40. Was the IEP submitted to ISSR?
- 0 = No; 1 = Yes;

41. Comments

Summary Information

LINE 1a. – Total number of first-time recipients. Enter the total number of students awarded educational scholarships that were first-time recipients (Column 19). Also, enter this amount on Form SGO, page 1, Section III, line 5.

LINE 1b. – Total number of first-time recipients continuously enrolled in public school. Enter the total number of first-time recipients awarded educational scholarships that entered "2" in Column 20.

Line 1c. Total number of first-time recipients not continuously enrolled in private school and not zoned for a priority school. Enter the total number of first-time recipients awarded educational scholarships that entered "2" and "3" in Column 20 that have a "0" or "2" in Column 14.

LINE 1d. – Total number of first-time recipients continuously enrolled in private school. Enter the total number of first-time recipients awarded educational scholarships that entered "1" in Column 20.

LINE 1e. – Total number of first-time recipients <u>not</u> continuously enrolled in private or public school. Enter the total number of first-time recipients awarded educational scholarships that entered "3" in Column 20.

LINE 2a. Summary – Total Number of Students Awarded Educational Scholarships that Qualified for Federal Free and Reduced-Price Lunch Program. Enter the total number of students awarded educational scholarships that entered "1" in Column 25. Also, enter this amount on Form SGO, page 1, Section III, line 3.

LINE 2b. Summary – Total Amount of Educational Scholarships Awarded to Students that Qualified for Federal Free and Reduced-Price Lunch Program. Enter the total amount of educational scholarships awarded (Column 23) to students that qualified for federal free and reduced-price lunch program (Column 25). Also, enter this amount on Form SGO, page 1, Section III, line 4.

LINE 3a. Summary – Total Number of Students Awarded Educational Scholarships. Enter the total number of students awarded educational scholarships. Also, enter this amount on Form SGO, page 1, Section III, line 1.

LINE 3b. Summary – Total Amount of Educational Scholarships Awarded. Enter the total amount of educational scholarships awarded (Column 23). Also, enter this amount on Form SGO, page 1, Section III, line 2.