May 8, 2015

MEMORANDUM

TO: County and City Superintendents

FROM: Thomas R. Bice  
State Superintendent of Education

RE: 2015-2016 Subject and Personnel Codes–May 2015 Update

The 2015-2016 course list has been updated to include new courses for local education agencies (LEAs) to offer their students and ensure that schools are using the most current codes. This update includes codes that have been added since the original 2015-2016 list was published in November 2014 and the revision published in March 2015. It is important that all LEAs import the updated file so that all available course codes will be included in the LEA’s file. The update was the result of postsecondary courses being added to the state subject codes. These codes are effective for the 2015-2016 school year. There were no other changes to the March 2015 revision. I trust this update of the codes will assist in your planning and scheduling students for the 2015-2016 school year. There were no other changes to the March 2015 revision. I trust this update of the codes will assist in your planning and scheduling students for the 2015-2016 school year. The new course codes for the 2015-2016 Subject and Personnel Codes included in this update have been posted on the state Web site. To view the information about these new codes on the Application Web site, please add the column STI Short Name from the Select Fields tab by dragging it to the header row. Several course titles are duplicated, and the STI Short Name is the only identifying column that will distinguish one title from another in several cases. All new courses are identified as being included in the November 2014 push-out, the March 2015 push-out, or the 2015 May push-out. The list may be accessed at:

http://www.alsde.edu/dept/data/Pages/subjectandpersonnelcodes-all.aspx.

It is very important that all schools have the latest version of the codes imported into their local systems and that the import is completed in a timely manner if you manually import updates. This will allow your schools to enroll students in the current courses and prevent enrollment in retired courses. Thank you in advance for completing this task promptly.

As always, we are here to assist you in any way we can. If you have questions about this import, you may contact Dr. Susan B. Davis at (334) 353-9151 or by e-mail at sdavis@alsde.edu or Ms. Meg Smith at (334) 353-4346 or by e-mail at msmith@alsde.edu.

TRB:SBD:MD

cc: Guidance Counselors  
Curriculum Directors  
Mrs. Sherrill W. Parris, Deputy State Superintendent of Education  
Dr. Julie P. Hannah, Director, Office of Student Learning  
Dr. Philip Cleveland, Director, Career and Technical Education/Workforce Development  
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FY15-2066