



DEPARTMENT OF EDUCATION

COMMUNICATIONS

Registered School Information

Application Guide

Application Guide

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Revision History

Every change to this document, after initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

Date	Version	Description	Owner
03/17/2021	1.0	Registered School Information Guide	IS Management

1. Definitions, Acronyms and Abbreviations

AIM (ALSDE Identity Management) - The Alabama State Department of Education's a Single-Sign-On system. Single Sign-On is a process whereby users only need to create a single username and password to access all ALSDE applications. AIM is used to access secured applications for ALSDE users and external users.

ALSDE – Alabama State Department of Education

LEA – Local Education Agency

Ed Dir – Education Directory

2. Application Overview

The Registered School Information application provides to user's information on LEAs and schools from the ALSDE Education Directory. The available information includes, but is not limited to site names, addresses, contact information, grade ranges, etc. The application also provides information on LEA calendars such as the opening and closing dates for the LEA and holidays.

All data in the application can be sorted, filtered, and exported for further manipulation.

The Registered School Information application can be accessed both through the AIM portal and through the ALSDE website.

See the section below entitled How Do I Get Started for information on how to access the application through AIM and the ALSDE website.

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3. How do I get started?

Accessing Registered School Information Through AIM

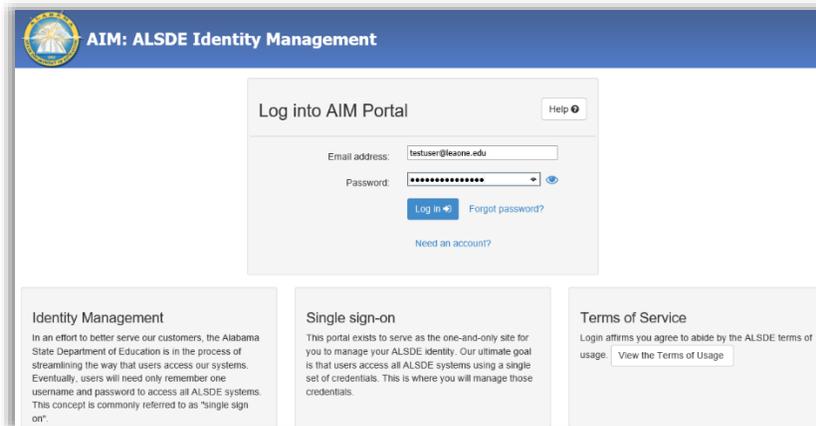
Go to <https://aim.alsde.edu>. To access the Registered School Information application, you must have an AIM account and permissions for the application assigned in the Education Directory. If these steps have been completed, enter your email address and password and click the Login button to access the application.

If you do not have an AIM account, click the *Need an Account?* link just under the Log In button and follow the steps for creating an account. For more detailed instructions on creating an AIM Account, scroll up to the **Creating an AIM Account** section of this document or click the Help button on the AIM screen.

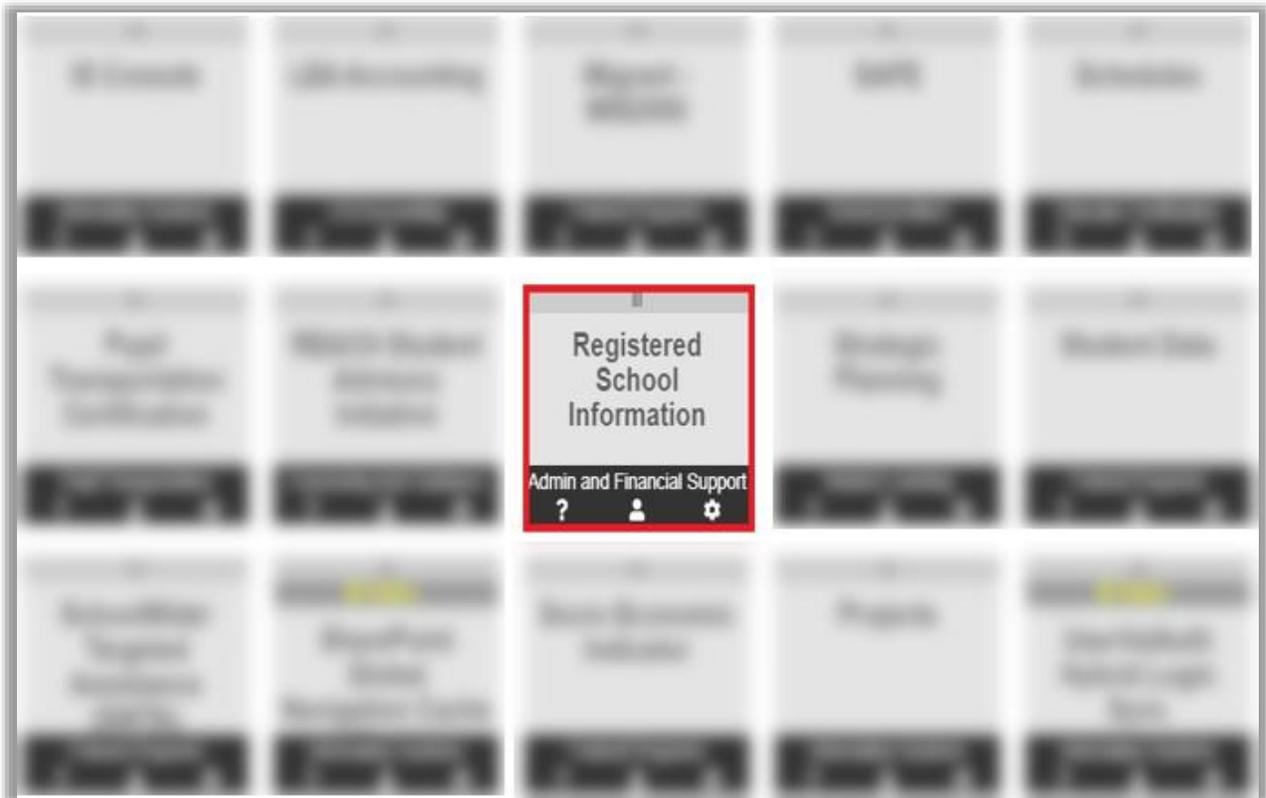
Once you have an AIM account you must make sure that you are in an Education Directory (Ed Dir) group that has access to the application. Contact your Superintendent or their designee who is responsible for assigning LEA staff members roles in the Education Directory to assign the proper application access. After the AIM account has been created and permissions have been assigned in the Education Directory, you will

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be able to log in to the portal. Enter your email address and password and click the Login button to access the application.



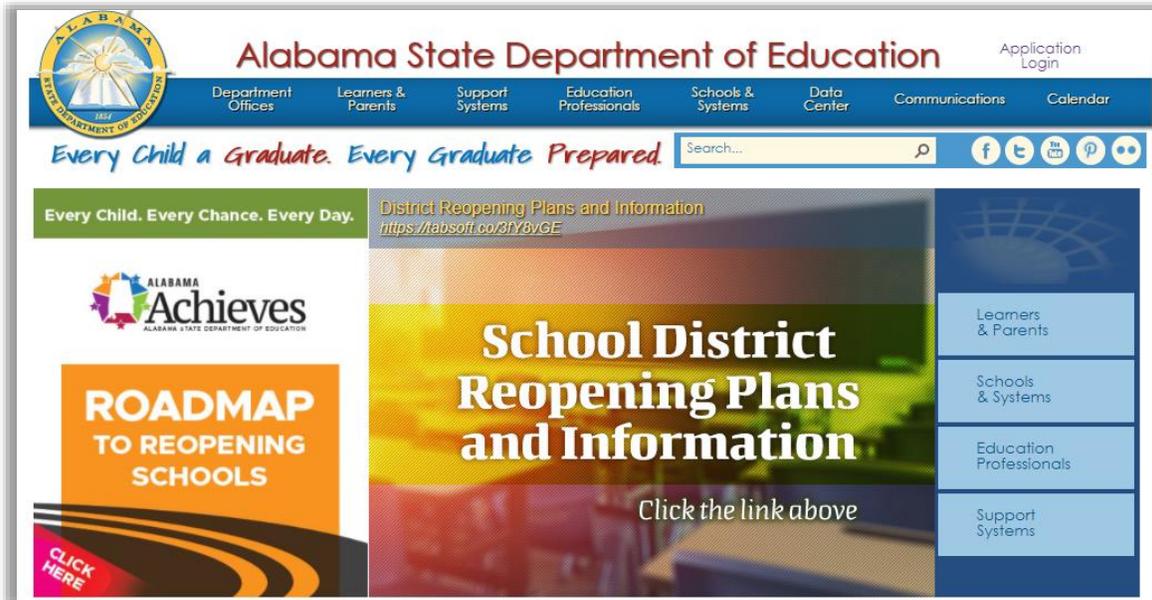
After you have successfully logged into the portal you will see the *Registered School Information* application in your application list on the main home page. Click the *Registered School Information* tile to open the application.



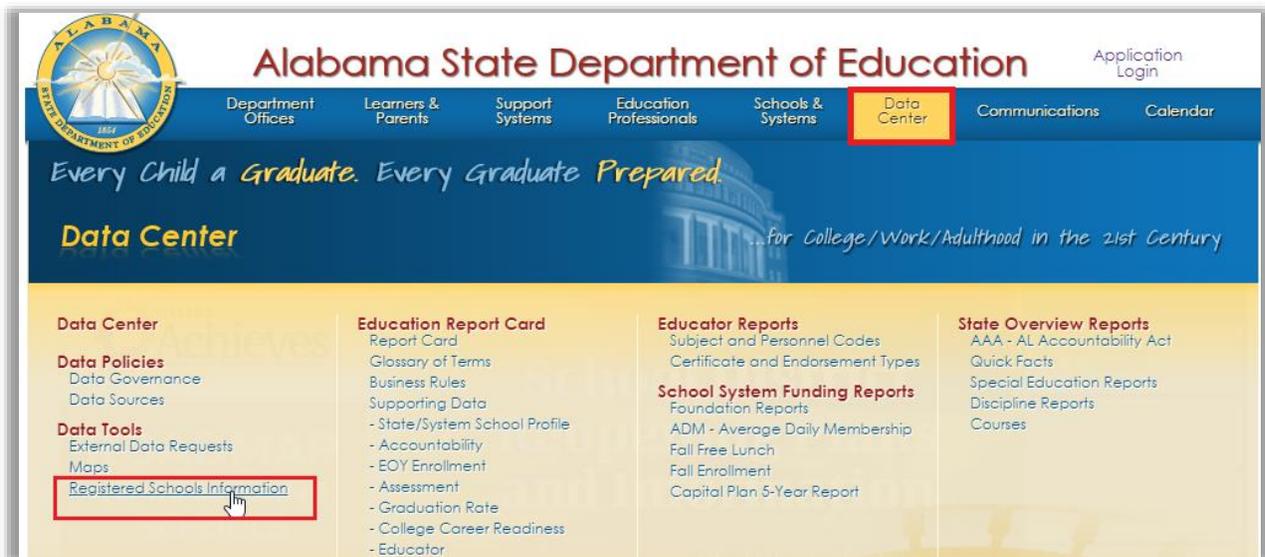
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Accessing Registered School Information Through the ALSDE Website

Go to <https://www.alsde.edu>.

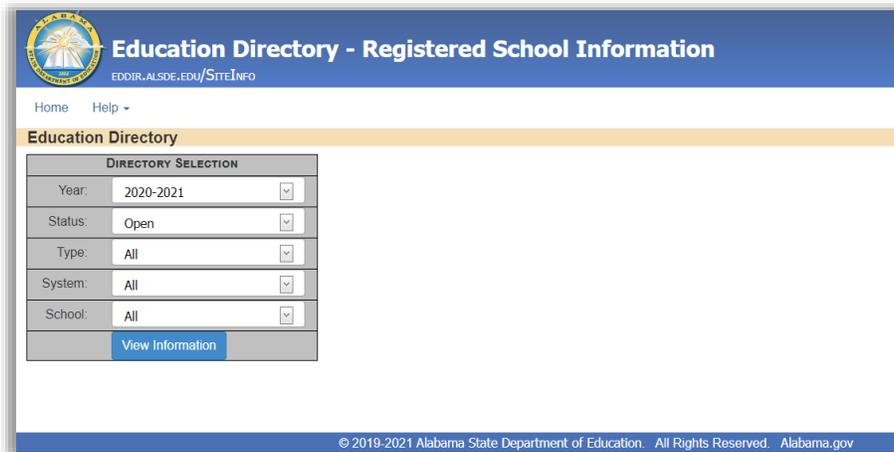


Hover over the Data Center menu item and click the Registered School Information link.



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After opening the application, you will be presented with the Registered School Information homepage. From here, users can view information on LEAs and schools.



The Registered School Information application has a minimal menu structure consisting of few menu items that allow users to navigate the site.

Home - Directs the user to the ALSDE (<https://www.alsde.edu/>) website.



Help – Opens a document library containing user guides and other documentation on the application.



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4. How do I view information on the LEAs and Schools?

Directory Selection - To view information on a System (LEA), School or grouping of schools, first make the appropriate selections in the Directory Selection area of the screen. Each selection should be done in the order of the selection menu.

- Year – This option allows the user to select any school year he/she would like to view. Clicking the dropdown arrow for this option, will display within the grid, the school Year.
- Status – The Status option will display which schools are Opened, Closed or Pending for the school year the user selected. Clicking the dropdown arrow for this option, will display within the grid, the Status of the schools.
- Type – This option will display the different types of schools that are a part of the state of Alabama’s educational system. The user will be able to select whether the school is public, private, charter, etc. The schools that will be displayed in this option, depends on the status the user previously selected. Clicking the dropdown arrow for this option, will display within the grid, the school Types.
- System – The System option lists the different school systems throughout the state of Alabama. The user can select from a variety of school systems ranging from city and county schools, to colleges and universities. The systems that will be displayed in this option, depends on the type of school the user previously selected. Clicking the dropdown arrow for this option, will display within the grid, the school Systems.
- School – This option displays the list of schools which are available depending on all the other options selected. To view your school selection, Click the dropdown arrow for this option to display within the grid, the different School(s).

Alabama
STATE DEPARTMENT OF EDUCATION

Education Directory - Registered School Information

TESTEDDIR.ALSDE.EDU/SITEINFO

[Home](#) [Help](#)

Education Directory

DIRECTORY SELECTION	
Year:	2017-2018
Status:	Closed
Type:	Private School
System:	Birmingham Catholic Schoc
School:	All Saints School
View Information	

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All Site Data Grid - A detail list of *Registered School Information* records can be viewed by clicking the *View Information* button on the *Directory Selection* panel. The records are displayed through the *All Site Data* grid. The grid displays each available record that meets the search criteria.

The *Registered School Information All Site Data* grid offers a wide variety of controls to greatly enhance the users experience while using the app. These controls give users the ability to easily navigate through the grid and export the entire grid to XLSX or CSV.

Education Directory - Registered School Information
TESTEDDIR.ALSDE.EDU/SITEINFO

Home Help ▾

Education Directory

DIRECTORY SELECTION

Year: 2017-2018 ▾

Status: Closed ▾

Type: Private School ▾

System: Birmingham Catholic Schoc ▾

School: All Saints School ▾

[View Information](#)

Details Calendar

All Site Data

Choose Fields | Export XLSX | Export CSV

System Code ▾	School Code ▾	System Name ▾	School Name ▾	Site Type Code ▾	Site Type ▾	NCES ID ▾	Accreditation ▾
069	0010	Birmingham Catholic Schools	All Saints School	70	Private School		SACS

Page 1 of 1 (1 items) < [1] >

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Choose Fields - The *Registered School Information* application grid has several helpful tools to aid in viewing and manipulating displayed data. The *Choose Fields* button allows users to choose which field they would like to be displayed. It also allows a user to change the set of columns at runtime. To display a different grid column:

- Click the Choose Fields button.
- Select the column you would like to view from the list.
- Drag the column to the grid.
- Click the arrow up or down for sorting column information.

Education Directory

DIRECTORY SELECTION

Year: 2017-2018

Status: Closed

Type: Private School

Catholic School

Column Chooser

STC Licensing Organization

STC Licensing Organization Acronym

Support Status

Title I N or D Grant

All Site Data

Choose Fields | Export XLSX | Export CSV

System Code	School Code	System Name	School Name	Site Type Code	Site Type	NCES ID	Accreditation
069	0010	Birmingham Catholic Schools	All Saints School	70	Private School		SACS

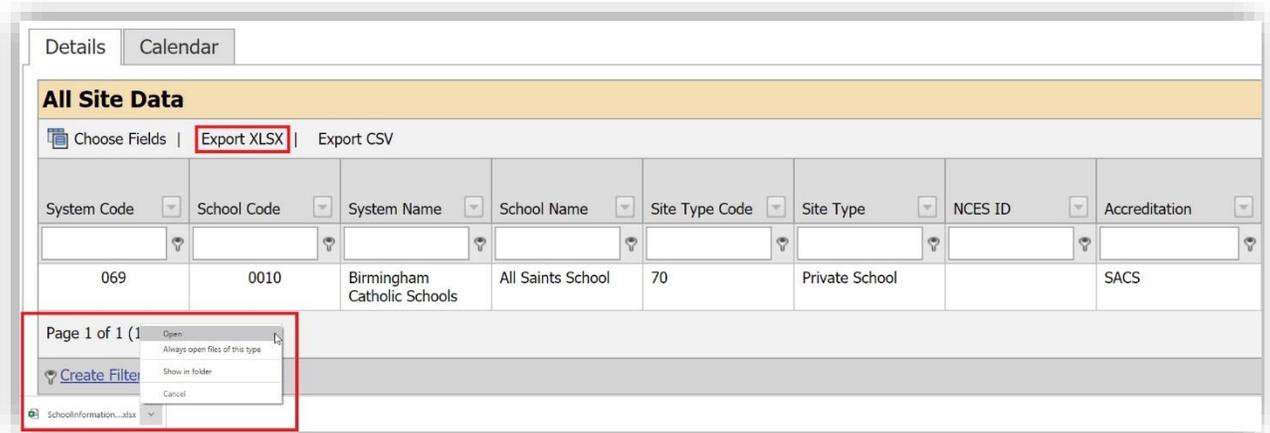
Page 1 of 1 (1 items) < [1] >

[Create Filter](#)

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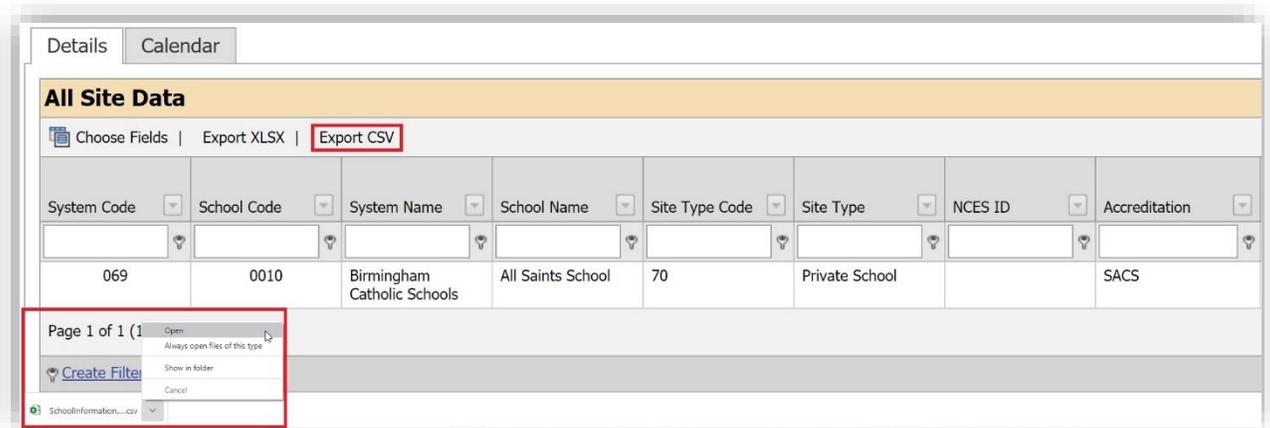
Export XLSX - The *Export XLSX* button allows users to export or download the grid information into an Excel spreadsheet. *XLSX* files can be opened using Excel, Excel Viewer, Google Sheets, or another spreadsheet program. Users will be able to download the entire grid to an Excel spreadsheet. To export the data grid into an Excel spreadsheet:

- Click the Export XLSX button.
- Once the file downloads, click it to open.



Export CSV - The *Export CSV* button allows users, like the *Export XLSX* button, to export or download the grid information into an Excel spreadsheet as CSV files. CSV files are comma-separated files that have a .csv extension. CSV files can be used with most any spreadsheet program, such as Microsoft Excel or Google Spreadsheets. Users will be able to download the entire grid to an CSV spreadsheet. To export the data grid into an CSV spreadsheet:

- Click the Export CSV button
- Once the file downloads, click it to open



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Calendar - The *Calendar* tab provides users with information on school start and end dates, holidays, and breaks.

Details		Calendar									
System Code	System Name	Open Date	Closed Date	Labor Day	Columbus Day	Veterans Day	Thanksgiving Open	Thanksgiving Close	Christmas Open	Christmas Close	
800	Acceleration Day and Evening Academy	08/10/2020	05/27/2021	09/07/2020	10/09/2020	11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/05/2021	
103	Alabaster City	08/19/2020	05/27/2021	09/07/2020	10/12/2020	11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/05/2021	
101	Albertville City	08/17/2020	05/27/2021	09/07/2020		11/11/2020	11/23/2020	11/27/2020	10/19/2020	10/20/2020	
102	Alexander City	08/20/2020	05/28/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/05/2021	
104	Andalusia City	08/17/2020	05/27/2021	09/07/2020	10/12/2020	11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/01/2021	
105	Anniston City	08/05/2020	05/25/2021	09/07/2020	10/12/2020	11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/01/2021	
106	Arab City	08/10/2020	05/27/2021	09/07/2020		11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/05/2021	
107	Athens City	08/17/2020	05/26/2021	09/07/2020	10/12/2020	11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/05/2021	
109	Attalla City	08/17/2020	05/27/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/04/2021	
110	Auburn City	08/10/2020	05/20/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/04/2021	
001	Autauga County	09/08/2020	06/04/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/23/2020	01/04/2021	
002	Baldwin County	08/12/2020	05/25/2021	09/07/2020		11/11/2020	11/23/2020	11/27/2020	12/18/2020	01/04/2021	