

Middle School Principals,

April 18, 2017

AIP Upload Process

***New this year: Student AIP's must be uploaded into the Synergy Docs tab. Directions for uploading documents are included in *attachment*. (SEE ATTACHMENT: *Student Screen-Document Tab*)**

The recommendation is for School Administration (or designated people at school with Dual-Login permissions in Synergy) to upload these student documents.

AIPS (Academic Improvement Plans):

- Complete and place hard copy into the Cumulative Folder.
- Complete and upload PDF file into Synergy Docs by May 19, 2017.
- Recommended file name: AcademicYear_StudentName_Content_AreaofConcern

Questions: Email assessment@aps.edu

It's Scheduling Season

Secondary Scheduling Phase II trainings will be held April 17-21 in the Arroyo Chico. This was pushed back to provide schools the opportunity to receive their budgets and second round of transfers.

Secondary Scheduling Support will be offered April 24th-May 26th in the Arroyo Chico from 9am-11am & 1pm-3pm Monday-Friday. Please feel free to drop by without an appointment for support or simply a quiet place to work on your schedule. The room will not be staffed with support unless schools are present, so please text the cell number provided on the door sign once you arrive and someone will come down to assist.





Second Round of Approved Transfers

Principals were notified by email over the weekend with their approved transfers. Student enrollments have been modified to reflect the correct school for 17-18 school year. If you have any questions regarding the transfer process, please contact the Student, School and Community Service Center at 855-9040.

Student Screen – Documents Tab

The Documents tab does not display in the Student Add screen.

The Documents tab shows the following information for each document attached to the student record:

Student						
Student Name: Aba School: Elementary School Homeroom: P4 Teacher: Tester, T. Birth Date: 01/26/2006 Previous						
Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Co						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abi	Shael	I		9800	04	Female
Documents						
X	Line	Doc Date		Doc Category		
<input type="checkbox"/>	1	07/20/2014		Birth Verification for fi		Birth Certificate.pdf
<input type="checkbox"/>	2	06/17/2015		Elementary SBPR		2014-2015 Tri 3 Grade Report Card 2
<input type="checkbox"/>	3	03/20/2016		504		S Abadam 504 Plan.docx
<input type="checkbox"/>	4	07/07/2016		Elementary SBPR		2015-2016 Tri 3 Grade Report Card

- The **Doc Date** represents the date the document was added to the record.
- The **Doc Category** shows a district-specific category for the document.
- The **Doc Comment** is generally the file name of the document.
- The **Doc Type** column shows an icon indicating the type of file uploaded. For example, a Microsoft Word icon indicates a Word document. To see the attached file, click on the icon.

NOTE: *Whenever you scan a document you intend to upload into Synergy, be sure you can open it on your computer before you upload and shred it.*

- 1) To add a document, click **Add** in the Documents grid. The Attach Document screen opens
- 2) Click the **Browse** to locate the document to be attached.

Attach document

Steps To Upload Image:

- 1) Click Browse and select the file you wish to upload
- 2) Click Upload

3) Once the file is listed in Browse, click the Upload to add the document.

Upload successful!



OK

- 4) A message opens with the document has been uploaded. Click **OK** on the message to close the message. The document will display in the Documents list.
- 5) By default, today's date is entered in the **Doc Date** column. Edit this as needed, and then select a Doc Category.

To delete a document,

- 1) Check  on line of record to delete.



- 2) Click **Save**.