

**Elementary School Principals,**

May 3, 2016

## Student Information Systems

### *State Reporting for the End of Year – Sign up in the ERO System*

- Mandatory EOY State Reporting workshops will held the week of May 16-20.
- Each School is required to send a representative.
- Future State Reporting requirements will be reviewed.
- All schools will be in attendance for a minimum of two hours until all of their errors, including Discipline, are clean.

### *Grading*

As we approach the end of the school year, we want to remind schools that final grades are due the last day of the school year, May 25th. This is the only grading period that does not allow the three day extension as it is the teachers last contract day. We encourage the office to run their missing grade reports often to capture all grades before end of the school day. ***Please log a support ticket if you have any questions at sis.aps.edu.***

## Assessment / Testing

### *Opportunity to Learn Student Survey*

Due to voicenm.org server loads last week, the NM PED has extended the OTL survey deadline to May 13<sup>th</sup>, 2016. An email was sent out last week to School Test Reps to notify them of the extension.

### *Principal Verification Form*

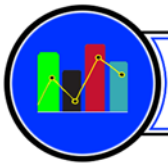
Once PARCC testing is completed, Principals should review and sign the NM PED's Principal Verification Form. Please return signed forms by **Monday May 16<sup>th</sup>, 2016** (via inter office mail) to Claudine Sanchez, Testing. City Center 4<sup>th</sup> Floor E. Tower. **(Attached)**

### *PARCC Testing Update*

The PARCC paper testing window closed on Friday April 29, 2016. There are two remaining weeks of PARCC online testing. The PARCC online window will close on May 13, 2016.

### *SBPR's*

Trimester 3 of the SBPR is now open for score entry. In addition, Teachers may make necessary edits to Trimesters 1 and 2.



The drop down menu in the upper-left hand corner of screen can be used to select the appropriate Grading Period.

*Please contact Melissa Arellano directly for assistance with SBPR's.*

Email: [melissa.arellano@aps.edu](mailto:melissa.arellano@aps.edu) Phone: 872-6824

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***Section 504 Training – Next Session Scheduled for Wednesday, May 11<sup>th</sup>***

***Be sure to register on ERO!***

Presenter: Rose-Ann McKernan, Executive Director - OAR

- Time: 3:30pm to 5:00pm
- Location: City Center Lobby - 101 W
- Registration is available on ERO – 10 attendees.
- The training is listed under *Section 504 Trainings (SRN104405640006)*.

*Thank you for your feedback on the newsletter – both the compliments and suggestions for improvements.  
We take each of these seriously so keep your thoughts and ideas coming.*

**Principal's Verification**  
of Test Security, Staff Training, and Accommodations Requirements

**I verify that the following procedures and communications were in place for all state-mandated testing.**

	State-mandated testing materials were kept in locked, secure storage with limited access.
	Staff followed set procedures for accessing secure materials. Records of each transfer of materials during the testing cycle were maintained.
	Staff was informed of test material copyright laws and appropriate test practice activities.
	The School Principal, School Test Coordinator (STC), Test Administrators (TAs), Proctors, Hall Monitors, and any staff who handled tests received test security training by the District Test Coordinator (DTC) or STC prior to testing a minimum of twice per academic year. Sign-in sheets with printed name, signature, and position of each attendee will be retained at district level for five years.
	All TAs were trained in the Test Administrator's Checklist.
	All TAs administering the NMAPA, the ACCESS, and the W-APT met training requirements for administration and evidence will be retained at district level for five years.
	Before the assessment, I reviewed all accommodations, verified that the accommodations were appropriate, and confirmed documentation on IEPs, 504 Plans, and/or English Learner (EL) Plans.
	Students received assigned accommodations as prescribed on IEPs, 504 Plans, and/or EL Plans.
	Students did not receive testing accommodations they were not officially assigned. We will invalidate any student assessments that received non-allowable accommodations.

**Sign within 10 business days of the close of the testing window.**

<b>Principal Printed Name:</b>		<b>Principal Signature:</b>	
<b>School Code:</b>		<b>School Name:</b>	
<b>District Code:</b>	<b>District Name:</b>	<b>Date:</b>	

**Please send to your superintendent and keep a copy in your school's files for 5 years from the date above.**