

- Student Information Systems (SIS)
- Strategic Analysis & Program Research (SAPR)
- School Accountability Support (SAS)
- Assessment

Elementary School Principals,

February 26, 2019

Student Information Systems (SIS)

Synergy Online Registration

If you have any questions regarding registration or would like to provide feedback regarding the online registration process, please log an SIS support ticket (<http://www.aps.edu/student-information-systems-sis/support>).

Updates:

- January 29-30 (120 State Reporting Workshops) included an initial OLR discussion with clerks.
- February 19, 2019 – Online Registration for the 2019-2020 school year is open **for Cochiti, Duranes, Eugene Field, Mark Twain, Mary Ann Binford, Navajo, Onate and SR Marmon**
- March 4, 2019 - Online Registration for the 2019-2020 school year will be open **for all remaining schools**
- **May 10, 2019** - Online registration for the **2018-2019** school year closes for “ALL” students

Action Item: Principals, the following trainings are available for your staff that will be assisting parents with Online Registration. Please ask your primary OLR Parent Support Representative to sign up in ERO for one of the following classes:

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| Thursday, February 21, 2019 | 8am-12pm | Online Registration and Troubleshooting |
| Thursday, February 28, 2019 | 1pm-4pm | Online Registration and Troubleshooting |
| Thursday, March 7, 2019 | 1pm-4pm | Online Registration Support/Troubleshooting for District Staff |
| Thursday, March 21, 2019 | 8am-12pm | Online Registration and Troubleshooting |
| Thursday, March 28, 2019 | 1pm-4pm | Online Registration and Troubleshooting |

Pre-Planning for your Registration Dates:

Your clerks are required to attend one of the following Opening Schools dates. Please take these dates into consideration when planning your school's 2019 registration dates.

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|--------------------------|----------|--|
| Wednesday, July 10, 2019 | 8am-11am | Opening Schools Mandatory Training Alternative Calendar July 23, 2019 start elementary schools |
| Tuesday, July 23, 2019 | 1pm-4pm | Opening Schools Mandatory Training for Traditional/ MRI Elementary Schools |
| Wednesday, July 24, 2019 | 8am-11am | Opening Schools Mandatory Training for Traditional/ MRI Elementary Schools |
| Thursday, July 25, 2019 | 8am-11am | Opening Schools Mandatory Training for Traditional/MRI Elementary Schools |
| | 1pm-4pm | Opening Schools Mandatory Training for Traditional/ MRI Elementary Schools |

19-20 Elementary School Master Schedule Planning:

SIS has performed the New Year Rollover for the 19-20 School Year. Over the next month, the necessary setup will be performed to gear up for the upcoming scheduling season. Scheduling discussions will begin at the Curriculum Board Meeting on January 16, 2019 and will continue throughout the next few months. Principals will be asked to complete their master scheduling spreadsheets again starting in March for SIS to build within Synergy starting in April. Please email Patti Salaz with any questions at salaz_p@aps.edu.

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Federal Impact Aid:

APS was approved to submit online verifications this year for Federal Impact Aid. NO MORE PAPER FORMS. This will be a huge timesaver for school and district staff. In December, Parents were asked to verify Impact Aid information through ParentVUE. School Messenger notices were sent to parents asking them to log in to ParentVue and acknowledge/ validate their work and home address information is still accurate. If you have any questions, please log a support ticket to sis.aps.edu. Thank you!

Trimester Reporting:

SBPR's will soon be due. Please review the deadlines with your teachers so they know the last day they can edit those grades. Extra time was incorporated in these deadlines to review during parent conferences should changes be necessary.

~~Friday, February 8, 2019~~ ~~Alternative Elementary Schools 2nd Trimester term ends~~
~~Wednesday, February 13, 2019~~ ~~Alternative Elementary Schools 2nd Trimester grades are due~~
Friday, March 1, 2019 Alternative Elementary School 2nd Trimester grading window CLOSSES. Any SBPR edits must be completed by 3pm on this day

Friday, February 22, 2019 Traditional/MRI Elementary School 2nd Trimester term ends
 Wednesday, February 27, 2019 Traditional/MRI Elementary School 2nd Trimester grades are due.
Friday, March 22, 2019 Traditional/MRI Elementary School 2nd Trimester grading window CLOSSES. Any SBPR edits must be completed by 3pm on this day

Attention: School staff that enroll students

When enrolling a previously inactivated student into your school, please ensure you are placing them in the correct grade level on the Student Add screen **PRIOR** to saving. Synergy is currently experiencing previously enrolled grade level carrying over into newly enrolled school.

This creates issues when crossing school types in the following areas (**see example below**)

- Middle school 8th grade student being enrolled as a 1st grade student (based on last inactive enrollment)
- Once that 1st grader is scheduled in 8th grade classes, all teachers attached to that student is experiencing their gradebook report card type reverting to an Elementary "SBPR"
- All students assigned to those teachers cannot view their gradebook grades in StudentVUE

We have reported to Edupoint and will update once fixed. In the meantime, please double check those grade levels PRIOR to saving on Student Add Screen to avoid issues. SIS will keep up update upon resolve.

School Accountability Support (SAS)

Spring 90-Day Plans:

Congratulations on completing your 90-Day Plans. Follow this link to monitor your school's progress.

<https://sites.google.com/aps.edu/saprinternalviews/nmdash-status-tracker?authuser=0>





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- 79% of schools have their plans done and approved. 17% of school’s plans are currently being reviewed.
- 4% of schools are currently making adjustments based on the feedback they received. Thank you for inviting SAS to assist you, your Core Teams, and your teachers in utilizing data to inform instruction.

30-Day Reflections by Friday, March 1:

It is time to gather your Core team and reflect on your progress in the last 30 days. We suggest you dedicate at least an hour to examine the qualitative and quantitative data included in your progress indicators. Summarize what the data is telling you about the impact your plan is having on instruction. Consider and document adjustments to critical actions and the supports needed.

New Team Members:

We have two new members joining our SAS team. Kate Jacobs joins Sabrina Jane Mason as the new SAS Coordinator in Zone 4. Susie Easley is the new DASH Coordinator for Zone 3 and is working with Debbie Mathen.

Resources on Pinterest:

SAS has created a Pinterest board for ideas and resources that may be used with using data to inform instruction and 90-Day Plans. <https://www.pinterest.com/dash3131/90-day-plan-ideas-and-tools/>

Remember School Accountability Support is here to assist your teachers and teams to use data to drive instruction. Reach out anytime you need a hand with examining student work, looking at data, making plans for instruction, or reflecting on your school’s progress.

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| <p>Linda Nash - Director of School Accountability Support linda.nash@aps.edu Office: (505) 880-3707 Cell: (505) 803-6437</p> | |
| <p>Zone 1 DASH & SAS Coordinators Crista Fortier crista.fortier@aps.edu o: (505) 872-6835 c: (505) 252-3388 Monica Nunez monica.nunez@aps.edu o: (505) 872-6811 c: (505) 861-9466</p> | <p>Zone 2 DASH & SAS Coordinators Michelle Tudor michelle.tudor@aps.edu o: (505) 872-6866 c: (505) 249-7023</p> |
| <p>Zone 3 DASH & SAS Coordinators Susie Easley Easley_s@aps.edu o: (505) 872-6813 Debbie Mathen mathen_d@aps.edu o: (505) 880-3755 c: (505) 249-7487</p> | <p>Zone 4 DASH & SAS Coordinators Sabrina Jane Mason sabrina.mason@aps.edu o: (505) 872-6808 c: (505) 252-3813 Kate Jacobs katharine.jacobs@aps.edu o: (505) 872-6848</p> |