



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

Elementary School Principals,

March 26, 2019

Student Information Systems (SIS)

Synergy Online Registration

Online registration for the 2019-2020 SY is now open for all schools. 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:

- **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:

Thursday, March 28, 2019	1pm-4pm	Online Registration and Troubleshooting
Thursday, April 4, 2019	1pm-4pm	Online Registration Support/Troubleshooting for District Staff
Thursday, April 11, 2019	8am-11am	Online Registration and Troubleshooting
Thursday, April 18, 2019	1pm-4pm	Online Registration and Troubleshooting
Thursday, May 2, 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.

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:

ACTION ITEM: SIS has sent an email questionnaire that requires response by Tuesday, March 26, 2019 regarding your 19-20 Master Schedule. **Once received, SIS will provide scheduling spreadsheets along with directions and training dates and times for all Elementary Principals for the week of April 1st.** Please email Patti Salaz with any questions at salaz_p@aps.edu. The first round of approved transfers was sent by email early last week.

Retention Processes:

The following are process steps for 18-19 Retentions and will be reviewed during Closing School Trainings with Clerks in May.



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1. Schools will have Parents sign the Retention Form **BEFORE** the last day of school, May 23rd, 2019
2. School Clerks will upload those Retention Forms to Student Documents and Log a support ticket **no later than the last day of school, May 23, 2019**

Assessment has updated this year's retention forms and are located on the Intranet.

<https://intranet.aps.edu/departments/accountability-and-reporting/assessment/aip>

ACTION ITEM – Please download the forms to start any necessary parent meetings.

Synergy Support Link:

A link now appears on the Synergy Announcement page for support to help expedite the support ticket process. Check it out on the Synergy Announcement page.

School Accountability Support (SAS)

Two Surveys:

There are two surveys being completed at schools 1) Quality of Education & Family Engagement Survey and 2) Spring Surveys for Teachers, Parents and Students (previously known as Opportunity to Learn).

The order which the surveys are due are as follows:

- **Spring Surveys Teacher surveys** are for teachers to complete for their principals by **Friday, March 29th** (we were given an extension because of Spring Break).
- **Quality of Education & Family Engagement** Parents have until March 29 to complete the survey and return to the school. 2018-2019 Quality of Education & Family Engagement Surveys must be returned to Testing Services **without staples and not folded** by **Monday, April 1st**.
- **Spring Surveys for Parents and Students** surveys are available now. The login information was sent to principals on March 1st and will be sent again if needed. Once you log in with the link and password from the email, you will be taken to your schools homepage. On the homepage are the links to share with parent, students and/or teachers. The password should **NOT** be shared. Only the school specific links should be shared.
- **Parent surveys** are for parents of students in grades K – 2nd close on **Friday, May 10th**.
- **Student surveys** are for 3rd through 12th graders to complete for **EACH** of their teachers and will close on **Friday, May 10th**.

30-Day Reflections:

91% of schools have their 30-Day Reflections completed. Follow this link to monitor your school's progress. Please know that the Reflections are an essential element of the continuous improvement process.

60-Day Reflections by April 12:

If your Core Team has not met for the 30-Day reflection; consider scheduling a Core Team meeting for the 60-Day reflection and do them both at the same time. to reflect on progress, please contact School Accountability Support to assist you.

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





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Training in April and May:

The SAS Team will be offering 90-Day Plan Training on April 17th, May 1st, and May 24th for any Core Team members that would like to attend. There will be opportunities for a half-day training on Components 1-5 as well as breakout sessions for specific components (Core Team members can attend whichever sessions will be most beneficial to them in this format). These trainings are optional but a great opportunity for Core Team members to learn how to write strong, data-driven 90-Day Plans. Please sign up in ERO. Courses will show the location as Montgomery Complex - **please note that they will take place at Berna Facio Room 103**. The training breakdowns are below.

April 17th – Registration- 8:00am – 8:30am

- **Components 1-5** – 8:30am -12:00pm (SRN: 104407050005)
This comprehensive training is designed for new Core Team members or existing members who would benefit from a refresher on each of the five components of the 90-Day Plan. An overview of each component will be provided.

OR

- **Component 2 (Data Analysis)** – 12:30pm – 1:30pm (SRN: 104407050009) **AND/OR**
This one hour training will provide Core Team members with three different options of how to analyze data and set goals. This is an in-depth, targeted training for Component 2 of the 90-Day Plan.
- **Component 3 (Root Cause Analysis)** – 1:40pm – 2:40pm (SRN: 104407050066) **AND/OR**
This one hour training will provide Core Team members with the opportunity to work through a Root Cause Analysis procedure. Guidelines and tools will be provided to participants for conducting Root Cause Analysis at their school site. This is an in-depth, targeted training for Component 3 of the 90-Day Plan.
- **Components 4 and 5 (Desired Outcomes, Critical Actions, and Progress Indicators)** – 2:50pm – 4:00pm (SRN: 104407050069)
This 70 minute training will provide Core Team members with clear guidelines on how to write effect, purposeful, and results-driven Desired Outcomes and Critical Actions. Emphasis will also be placed on how to write meaningful Progress Indicators using metrics. This is an in-depth, targeted training for Components 4 & 5 of the 90-Day Plan.

May 1st – Registration- 8:00am – 8:30am

- **Component 2 (Data Analysis)** – 8:30am – 9:30am (SRN: 104407050065) **AND/OR**
- **Component 3 (Root Cause Analysis)** – 9:40am – 10:40am (SRN: 104407050068) **AND/OR**
- **Components 4 and 5 (Desired Outcomes, Critical Actions, and Progress Indicators)** – 10:40am – 12:00pm (SRN: 104407050071)

OR

- **Components 1-5** – 12:30pm – 4:00pm (SRN: 104407050006)

May 24th – Registration – 8:00am – 8:30am

- **Components 1-5** – 8:30am -12:00pm (SRN: 104407050008)

OR

- **Component 2 (Data Analysis)** – 12:30pm – 1:30pm (SRN: 104407050010) **AND/OR**
- **Component 3 (Root Cause Analysis)** – 1:40pm – 2:40pm (SRN: 104407270072) **AND/OR**
- **Components 4 and 5 (Desired Outcomes, Critical Actions, and Progress Indicators)** – 2:50pm – 4:00pm (SRN: 104407050070)



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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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