

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

Elementary School Principals,

April 2, 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, 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:

Woo Hoo!!!! The time has come to complete your 2019-20 Master Scheduling Spreadsheet. This year, training classes will be required in order to submit those sheets along with obtaining valuable information on reporting. Dates are VERY limited and specific to the type of schedule you identified in the questionnaire submitted last month. Taking into consideration the many tasks of Principals, training dates and times are at the end of school day to accommodate previously scheduled observations, etc.

Should your designated date and time not fit your schedule, the alternative will be to attend the date and time with a different zone BUT WITHIN your schedule type.



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<u>NON</u> Dual Language Schools – <u>This INCLUDES Heritage only schools</u>			
April 10, 2019	Zone 4	2pm-4pm	Rankin Room A106
April 15, 2019	Zones 1 & 3	2pm-4pm	Rankin Room A106

<u>DUAL</u> Language Schools – <u>DOES NOT INCLUDE Heritage only schools.</u>			
April 11, 2019	Zone 2	1pm-3pm	Rankin Room A106
April 12, 2019	Zones 1, 3, 4	2pm-4pm	Rankin Room A106

Please bring the following with you to training:

- Laptop with Excel capability
- School Room Map along with teacher assignments to those rooms
- 19-20 Teacher Assignments
- 19-20 Bell Schedules
- Budgeted Teacher FTE
- Fine Arts Courses offered in 19-20
- Fine Arts and PE Teacher assignments for each Homeroom Teacher

If some positions are not yet staffed, placeholders will be assigned until positions are filled.

Retention Processes:

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

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.

End of Year State Reporting

All schools are required to send at least one representative (typically clerks) and stay until all of their errors are clean, including Discipline. Procedures for Elementary K5+ and Retaining Students will be reviewed. Sign up in ERO for one of the following classes taking place at Rankin Complex in Room A107.

Tuesday, May 7, 2019	1:30pm-3:30pm	EOY Reporting for Elementary Schools
Wednesday, May 8, 2019	8:00am-10:00am	EOY Reporting for Elementary Schools
	10:30am-12:30pm	EOY Reporting for Elementary Schools
	1:30pm-3:30pm	EOY Reporting for Elementary Schools



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School Accountability Support (SAS)

Thank you for turning in your Quality Education & Family Engagement surveys.

If you have any parents send them in late, you may send them through inner school mail.

Spring Surveys for Parents and Students surveys are electronic. The login information was sent to principals on 3/1 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 10**.

Student surveys are for 3rd through 12th graders to complete for **EACH** of their teachers and will close on **Friday, May 10**.

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>



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)



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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)

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>Zone 3 DASH & SAS Coordinators 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 c: (505) 861-9762</p>