Office of Accountability and Reporting

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

High School Principals,   February 12, 2019

Student Information Systems (SIS)

Synergy Online Registration:

Planning for the 2019-2020 school year version of Online Registration (OLR) is in progress! SIS will be providing regular updates regarding the timeline for rollout and training of online registration for the next school year in upcoming Tuesday Times, so please be on the lookout for these updates. 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:

- Online registration for the 2018-2019 school year continues to be open to "ALL" students until May 10, 2019.
- Online Registration for the 2019-2020 school year will open for Cochiti, Duranes, Eugene Field, Mark Twain, Mary Ann Binford, Navajo, Onate and SR Marmon starting February 19, 2019.
- Online Registration for the 2019-2020 school year will be open **for all remaining schools on March 4, 2019**.

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, February 14, 2019	1pm-4pm	Online Registration and Troubleshooting
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.

Tuesday, July 23, 2019	8am-11am	Opening Schools Mandatory Training for Middle and High Schools
Wednesday, July 24, 2019	1pm-4pm	Opening Schools Mandatory Training for Middle and High Schools

19-20 High 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. **Phase I scheduling will be February 6, 2019** after the Curriculum Board Meeting at Rankin from 1pm-4pm. Please make sure to mark your calendars and include your Special Ed Head Teacher and your Co-Pilots too.

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.

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!

High School Grade Reporting:

Friday, February 15, 2019   High School 4th - 6 week grades are due

Thursday, February 21, 2019   **4th – 6 week grading window closes for teachers. Please ensure all teachers have entered their grades prior to leaving on this day. Any grade changes or entry after this deadline will be done in the main office with teachers and Curriculum Assistants**.

120 Day State Reporting Pull Date – February 13, 2019:

Pull Date is Wednesday, February 13, 2019 at 5pm.   Please continue to run your data quality reports every day to ensure all are clean until the pull at 5pm. **This includes having licensed and active staff attached to all sections. Staff on a Leave of Absence in Lawson cannot be attached to sections on the pull date. Please plan ahead on who to attach if you have this error during training.**

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, <u>all</u> 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.

CTE Programs of Study:

All high school students taking CTE courses have been evaluated based on their course history to determine their program of study. The Student CTE screen has now been populated based on the program that had the most course history entered.   Students identified with at least:
- 1 full credit of an Introduction CTE Course are labeled "Participator" along with the Program of Study to report.
- 2 full credits of a Concentrator CTE Course are labeled "Concentrator" along with their Program of Study to report.

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- 1 full credit of a Completer CTE Course are labeled "Completer" along with their Program of Study to report.

If you have any questions, please log a support ticket and SIS will be happy to assist.

Interstate Compact on Educational Opportunity for Military Children:

Did you know there is a procedural directive to outline Albuquerque Public Schools compliance with the Interstate Compact on Educational Opportunity for Military Children? Albuquerque Public Schools shall attempt to remove barriers to educational success imposed on children of military families due to frequent moves and deployment of their parents/legal guardians. Please visit http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/j.-students/military-children and learn about the many ways this compact allows us to assist our students.

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

55.4% of schools have their plans done and approved. 33.8% of school's plans are currently being reviewed.

10.8% 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.

New Team Members:

We have two new members joining our SAS team. Kate Jacobs started yesterday and is the new SAS Coordinator in Zone 4. Susie Easley will be the DASH Coordinator for Zone 3 and is joining us February 19th.

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.

Linda Nash - Director of School Accountability Support
linda.nash@aps.edu
Office: (505) 880-3707   Cell: (505) 803-6437

Zone 1 DASH & SAS Coordinators **Crista Fortier** crista.fortier@aps.edu o: (505) 872-6835 c: (505) 252-3388	**Zone 2 DASH & SAS Coordinators** Michelle Tudor michelle.tudor@aps.edu o: (505) 872-6866 c: (505) 249-7023

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Office of Accountability and Reporting

Monica Nunez monica.nunez@aps.edu o: (505) 872-6811 c: (505) 861-9466	
Zone 3 DASH & SAS Coordinators **Debbie Mathen** mathen_d@aps.edu o: (505) 880-3755 c: (505) 249-7487	**Zone 4 DASH & SAS Coordinators** **Kate Jacobs** katharine.jacobs@aps.edu o: (505) 872-6848 **Sabrina Jane Mason** sabrina.mason@aps.edu o: (505) 872-6808 c: (505) 252-3813

Assessment

*Test Security Spring 2019 Training **Now Available in Canvas*

The 2018-19 Spring Test Security Training is now available online in Canvas.

All three Test Security courses are available in Canvas beginning **February 11, 2019**. Principals, School Test Coordinators and all school staff, who come in contact with testing materials, are required to complete the Spring 2019 training by March 29, 2019.

Each employee takes one of the following courses:

Test Security – School Test Coordinators – Spring 2019	For School Test Coordinators (STCs) and Principals
Test Security – Test Administrators – Spring 2019	For all test administrators including: Teachers, Librarians, Counselors, and Interventionists.
Test Security – Staff – Spring 2019	For EAs, proctors, security employees who unlock rooms and/or come in contact with testing materials.

- School Test Coordinators (STCs) ONLY need to complete one Fall course **Test Security – School Test Coordinators,** which is the highest level of Test Security.

How to take Test Security Training in Canvas:
1. 1.Go to: my.aps.edu and login
   NOTE: Your **username** is your employee ID (Example: e123456)
2. 2.Click the Canvas icon
3. 3.Click on the Test Security course on your canvas dashboard. If you do not have course, you can follow the instructions on how to self-enroll (*see attached*)
4. 4.Upon passing the Test Security Quiz, employees can print their grades using the Grades tab (*Certificate of Completion is not available in Canvas*)

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Strategic Analysis & Program Research (SAPR)

Reminder: New HS Content! NWEA - MAP Student Results Dashboard Now in Versifit

NWEA – Map test results (fall and winter) are now availble to admins and teachers in the new NWEA – Map Student Performance dashboard, as well as student profiles in Versifit. You'll find this new dashboard located in the 'Assessments' section>>High School>>NWEA-MAP Student Performance. Use the 'Filter Data' button to access the MAP Assessment filter, in order to see the different test subjects.
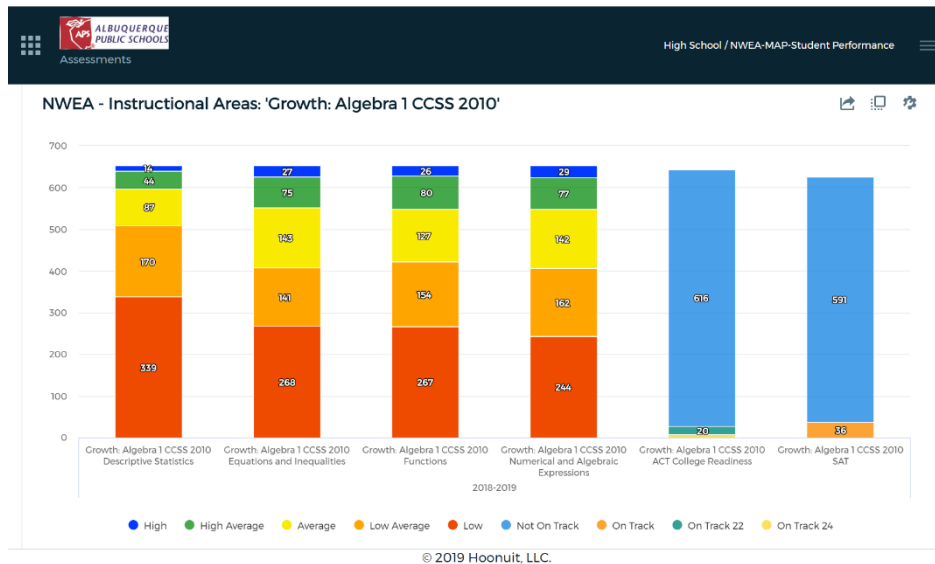
What Do My Enrollments Look Like for 2019-2020? The Feeds-To and Placement Reports Can Help Answer That Question

The **Feeds-To, Placement,** and **Math Placement reports** in Versifit are now reflecting the 2019-2020 enrollments being created for next year's students in Synergy. These reports are intended to give you a "heads-up" on who will be enrolled at your school, next year. They are **found under the 'Reports' section of Versifit**. Report definitions are found on the SAPR website.

Reminder: SAPR Live Support:

The SAPR team is here to support you with your data. We are pleased to now offer live support to answer your questions about the SAPR and Versifit sites and any other data related issues. Visit us in our Google Meet room. You can also find the link inside of Versifit from any of the sections of the site under **'Support'>>'SAPR Live Support'**. You will need to sign into Google with your APS email credentials to access the room:
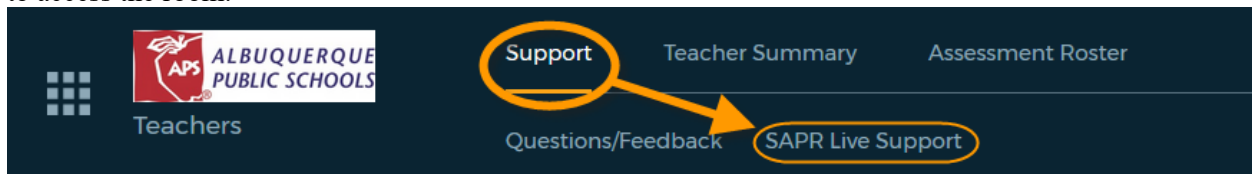
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Where to Go For Help:

For assistance with Versifit, the SAPR websites, or other data, please contact the Strategic Analysis and Program Research (SAPR) team at asksapr@aps.edu, call 872-6807, or at SAPR Live Support. User guides and video tutorials are available on the APS Intranet (https://intranet.aps.edu) under **Departments>>Strategic Analysis & Program Research**.

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How to Self-enroll or "+Join" the Test Security Canvas Course
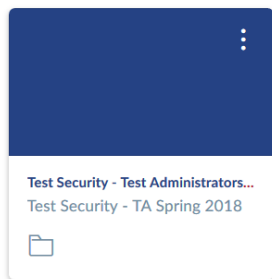
1. Go to: my.aps.edu and login
   NOTE: Your **username** is your employee ID (Example: e123456)

2. Click the Canvas icon

3. On the left side, click the **Courses** icon [icon] and select **All Courses**
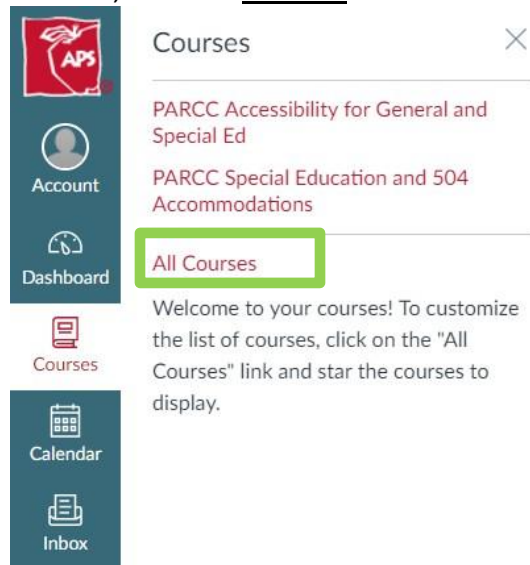
4. **Click Browse More Courses** (On the right side of the screen)
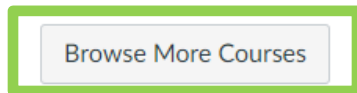
5. Locate the level of course you require (STC, TA, or Staff) For example: **Test Security – Test Administrators – Spring 2019** course box and click on the **+Join this Course** to enroll. NOTE: New courses will show up on the second page of browsing for a course. Remember to choose next to locate the course.

6. Upon passing the Test Security Quiz, employees can print their grades using the Grades tab (*Certificate of Completion is not available in Canvas*).