

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

High 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 16th OLR was discussed with Curriculum Board for all levels.
- January 29-30 (120 State Reporting Workshops) included an initial OLR discussion with clerks.
- 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:

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:*

HS CA's attended **Phase I scheduling on February 6, 2019** at Rankin from 1pm-4pm. Benchmark: All student course requests entered in Synergy by **March 8<sup>th</sup>**. Reminder: PTC's are a good time to ensure students get this information entered. **Phase I makeup will be Wednesday, February 20<sup>th</sup> from 8:45am-12pm. Scheduling Support will be from 1pm-4pm**

### *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](mailto:sis.aps.edu). Thank you!



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**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.**

**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 8<sup>th</sup> grade student being enrolled as a 1<sup>st</sup> grade student (based on last inactive enrollment)
- Once that 1<sup>st</sup> grader is scheduled in 8<sup>th</sup> 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.

**CTE Programs of Study:**

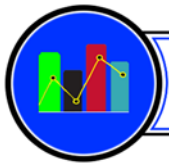
All high school students taking CTE courses have been evaluated based on their course history to determine their program of study. The Student CTE screen has now been populated based on the program that had the most course history entered. Students identified with at least:

- 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.
- 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.



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## 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>



- 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:

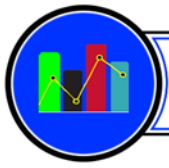
We have two new members joining our SAS team. Kate Jacobs joins Sabrina Jane Mason as the new SAS Coordinator in Zone 4. Susie Easley is the new DASH Coordinator for Zone 3 and is working with Debbie Mathen.

### 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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**Zone 3 DASH & SAS Coordinators**

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