

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

High School Principals,

April 16, 2019

Assessment

Help Desk for Spring 2019 Transition Assessment:

APS Technology and Assessment will provide help desk support from **April 22 – May 10, 2019**

APS Help Desk for Spring 2019 Transition Assessment – (830-8080)

- Select option 1 for **Technology** issues during test administration
 - Technology will dispatch tech reps, as needed, for issues related to network and computers.
 - Select option 1 if you need help with your APS account login.
- Select option 2 for **Test Administration** issues
 - Assessment will support information related to using PearsonAccessNext (PAN), adding students, assigning tests, and testing irregularities.

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 18, 2019	1pm-4pm	Online Registration and Troubleshooting
Thursday, May 2, 2019	1pm-4pm	Online Registration and Troubleshooting

19-20 High School Master Schedule Planning:

Phase IV: Master Scheduling

- Analyze Master Schedule entry for errors
- Review Singleton placements for minimal restrictions

April 16, 2019	8:30am–10:00am	Rankin
April 16, 2019	10:30am–12:00pm	Rankin
April 17, 2019	8:00am–9:30am	Rankin
April 18, 2019	8:30am–10:00am	Rankin
April 18, 2019	10:30am–12:00pm	Rankin



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Phase V & VI: Master Scheduling

- Tumble the Master Schedule Option Set
- Review scheduling conflicts to resolve

April 16, 2019	1:00pm–2:30pm	Rankin
April 16, 2019	2:30pm–4:00pm	Rankin
April 17, 2019	9:30am–11:30am	Rankin
April 17, 2019	1:00pm–2:30pm	Rankin
April 17, 2019	2:30pm–4:00pm	Rankin
April 18, 2019	1:00pm–2:30pm	Rankin
April 18, 2019	2:30pm–4:00pm	Rankin

Scheduling Support at City Center (Rio Puerco) May 1-17, 2019 9am-3pm Mon-Friday

Certify Data Quality Reporting:

Exciting news from SIS – the new data quality software, Certify, has been rolled out! Certify is a software solution that integrates with Synergy to evaluate and report data quality errors to end-users via email in a point-in-time fashion. Each night, Certify will run business rules against data entered into Synergy. Any violations of these business rules will be sent to the staff at the site via email in a daily Scorecard. Corrections are made in Synergy and the Certify Scorecard will update overnight when the business rules are re-evaluated.

You and your B-Schedule employee’s should have received their first scorecard on Tuesday, March 19. A guidance document for Certify was sent via email from SIS, which includes login directions, navigation, and step-by-step instructions to make corrections in Synergy. Staff may also submit a ticket at sis.aps.edu with questions or concerns.

Goals of Certify

- Ease the burden on school staff to identify data quality errors in Synergy
- Improve the quality of data within Synergy
- Continue to increase the accuracy of data extracted for state reporting
- Ensure compliance with local, state and federal policies

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. Sign up in ERO for one of the following classes taking place at Rankin Complex in Room A107.

Tuesday, May 7, 2019	8:00am-10:00am	EOY Reporting for Mid/High Schools
	10:30am-12:30pm	EOY Reporting for Mid/High Schools

Synergy Secondary Teacher Announcement - Please share with Secondary Teachers

Two new attendance reason codes will be made available in TeacherVUE. Hover over Attendance in the center top of the screen. You can take attendance by list or by chart.

- 1 Click = Student is marked Tardy (T)
- 2 Clicks = Student is marked Absent (ABS)
- 3 Clicks = Student is marked Dual Credit/CEC (DCC) - **HIGH SCHOOLS ONLY**



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4 Clicks = Student is marked State Testing (PAR)

New attendance codes are to accurately reflect if students are absent due to taking state test or attending regularly scheduled UNM/CNM/CEC classes.

High School Teachers of Seniors:

If teachers grant any seniors additional weeks to complete assignments after senior failure lists are submitted, teachers must give those students “I” grades when posting senior grades and complete an Extended Contract. Teachers are responsible for submitting grade change forms for those students and turn in to the CA and Registrar prior to May 23, 2019. Please see your CA with any questions.

ADC Entry for High School Seniors:

The deadline for HS Counselors to enter Senior ADC’s into Synergy is April 26, 2019. This includes all Fall, Spring and Summer grads.

School Accountability Support (SAS)

63% 60-Day Reflections completed on time!

Congratulations on your effort and the dedication of your Core Team.



Invite School Accountability Support to assist with reflecting on your school’s progress. If your Core Team is scheduled to meet, let us know so we can update the tracker to indicate you are ‘In Progress.’ This link shows the progress of all schools.
<https://sites.google.com/aps.edu/saprinternalviews/nmdash-status-tracker?authuser=0>

APS Fall Toolkit 2019-2020:

The SAS Team has created the Fall Toolkit 2019-2020 which has been placed in your school’s Team Drive. It is recommended that you invite School Accountability Support to your Core Team planning meetings to assist with questions and explain updates for next year’s plan. Fall plans are due by June 3.

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**



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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)

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**.

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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