

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

High School Principals,

April 23, 2019

Assessment

REMINDER: 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>).

Principals, below is the final training 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, May 2, 2019 1pm-4pm Online Registration and Troubleshooting
- **May 10, 2019** - Online registration for the **2018-2019** school year closes for “ALL” students

19-20 High School Master Schedule Planning:

Scheduling Support will be available at City Center (Rio Puerco) May 1-17, 2019 from 9am-3pm every Mon-Friday.

44% of high schools met the benchmark and have tumbled their schedules.

- Zone 1 – 0 high schools
- Zone 2 - 2 high schools
- Zone 3 - 3 high schools
- Zone 4 – 2 high schools

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 |



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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**
- 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.

Certify Data Quality Reporting:

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.

In support of the Texting Initiative, the current scorecard addresses errors in contact data collected in Synergy. Additionally, a scorecard derived directly from SchoolMessenger will be forthcoming in the near future.

Please be aware of the timeline below regarding the Texting Initiative:

Wednesday, April 17, 2019

- Communications Office launched a [PR campaign](#) about the texting initiative on the APS Web, Social Media, etc.

Thursday, April 18, 2019

- Attendance and Truancy Office and School Messenger System Administrator will push out a [letter](#) to participating High School Principals regarding adding texting to attendance/truancy notifications.

Monday, April 22, 2019

- SchoolMessenger Systems Administrator will email parent contacts regarding texting initiative and the Welcome Message, referencing information contained in PR campaign, above. This will be sent from Albuquerque Public Schools, via SchoolMessenger.

Wednesday, April 24, 2019

- **Welcome** text message will be pushed to existing parent contacts on Wednesday, mid-afternoon. This will be sent to parents/guardians in Spanish and English. These will be the same parent contacts who have previously received SM calls and emails.

Wednesday, May 1, 2019

- Automated attendance and truancy texting begins.



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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.

Graduation sensitive timeline presented to the Registrars:

- April 12th –
 1. Registrars run Student Grad. Requirement Profile Report in detail to gain a proactive approach for upcoming tasks by identifying and highlighting potential repeats.
 2. Registrars modify Diploma Type for Career and Ability students per the Transition Specialists. Also, ensure that all students have a diploma type listed.
 3. Make sure all students that should be exempt from ranking are marked in Synergy.
 4. **Sandia HS Only:** Make sure all IB students have the 02-IB Program Code.
- April 15th – Registrars must provide SIS a list of Foreign Exchange and Non ADA/ADM students.
- April 26th –
 1. ADC’s must be entered by counselors including those for potential Summer graduates.
 2. CA’s must submit Potential Senior Failure Lists to the Curriculum and Instruction office.
- May 1st – SIS will open the senior grading window for all high schools.
- May 6th – Tentatively, SIS will post CNM grades to course history.
- May 8th – SIS will post senior grades to course history for CEC and eCademy.
- TBD*– CA’s, with assistance from the registrar, will gather the list of students and complete Senior Extended Contracts and send a copy to all noted at the bottom of the contract. Registrars to validate that all contract students have “I” grades. *See grid on next page to determine due date.
- May 20th AM – SIS will send list of students with “I” grades to the Summer School office, the CA and the registrar.
- May 20th PM – After receiving the list from SIS, registrars will follow-up on replacement grades for the “I” grades and correct on the Student Course History and Student Grade screens by May 23rd.
- May 23rd – Registrars confirm all student grades are entered and there are no missing grades prior to the end of the school day. Registrars will then send SIS an email to post grades.

The following senior grading deadlines were given to CA’s at Curriculum Board by Aimee Milazzo and Patti Salaz on February 4th.

SCHOOL	GRADUATION DATE	SENIOR FINAL EXAMS	FINAL FAILURE NOTICE DUE DATE	GRADES POSTED BY SIS
Albuquerque High School	Thursday, May 16, 2019	May 8,9,10	May 14	May 14 8am
Atrisco Heritage Academy	Monday, May 13, 2019	May 3,6,7	May 9	May 9 11am
Cibola High School	Saturday, May 18, 2019	May 10,13,14	May 16	May 16 10am
College and Career HS	Friday, May 3, 2019	N/A	May 1	May 1 10am (CNM TBD)
Del Norte High School	Monday, May 13, 2019	May 3,6,7	May 9	May 9 2pm
Early College Academy	Tuesday, May 14, 2019	May 6,7,8	May 10	May 10 2pm
eCademy*/BlendEd	Monday, May 13, 2019	May 3,6,7	May 9	May 9, 10am



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Eldorado High School	Thursday, May 16, 2019	May 8,9,10	May 14	May 14 10am
Freedom High School	Tuesday, May 14, 2019	May 6,7,8	May 10	Self-post
Highland High School	Wednesday, May 15, 2019	May 7,8,9	May 13	May 13 10am
La Cueva High School	Tuesday, May 14, 2019	May 6,7,8	May 10	May 10 noon
Manzano High School	Wednesday, May 15, 2019	May 7,8,9	May 13	May 13 noon
New Futures	Tuesday, May 14, 2019	May 6,7,8	May 10	May 10 11:00am
Nex+Gen Academy	Monday, May 13, 2019	May 3,6,7	May 9	May 9 8am
Rio Grande High School	Tuesday, May 14, 2019	May 6,7,8	May 10	May 10 9am
Sandia High School	Saturday, May 18, 2019	May 10,13,14	May 16	May 16 noon
School on Wheels	Monday, May 13, 2019	May 3,6,7	May 9	May 9 9am
Valley High School	Saturday, May 18, 2019	May 10,13,14	May 16	May 16 8am
Volcano Vista High School	Friday, May 17,2019	May 9,10,13	May 15	May 15 11am
West Mesa High School	Friday, May 17,2019	May 9,10,13	May 15	May 15 8am

Principal Access Procedure:

The purpose of this procedure is to outline the steps for APS Principals requesting access in Synergy to students not enrolled at their school location.

1. Principals needing access to students at other schools within their school type (HS, MS, ES) please email SIS Senior Director Andy Gutierrez (Gutierrez_a@aps.edu) and copy Dr. Bowman (Richard.Bowman@aps.edu) with request.
2. SIS will provide the requested view only access to the following areas:
 - Access for one administrator by school level - elementary, middle, high
 - Enrollment history
 - Discipline information and history
 - Special program information - special education, ELL
3. Record each student accessed that is not enrolled at your school location on this form: https://docs.google.com/forms/d/e/1FAIpQLSfPYW3suE-G4jkYsMGca26DTqOltOrDg_41ZGkF2ykkw3MDyw/viewform?usp=pp_url
Please use your APS Active Directory (Email) Login and Password to login to Google to access the form.
4. SIS will confirm each occurrence of student access using user history data logged in Synergy.

School Accountability Support (SAS)

84% 60-Day Reflections have been completed.

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



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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 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 be at Berna Facio in room 103.** The training breakdowns are below.

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

- **Component 2 (Data Analysis)** – 8:30am – 9:30am (SRN: 104407050065) **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)** – 9:40am – 10:40am (SRN: 104407050068) **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)** – 10:40am – 12:00pm (SRN: 104407050071)
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.

OR

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

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.**



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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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<p>Zone 1 DASH & SAS Coordinators Crista Fortier crista.fortier@aps.edu o: (505) 872-6835 c: (505) 252-3388 Monica Nunez monica.nunez@aps.edu o: (505) 872-6811 c: (505) 861-9466</p>	<p>Zone 2 DASH & SAS Coordinators Michelle Tudor michelle.tudor@aps.edu o: (505) 872-6866 c: (505) 249-7023</p>
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