

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

**High School Principals,**

April 30, 2019

## *Assessment*

- 2018-2019 HS EOY Procedures – see attached at end of newsletter
- SAT End of Year Procedures – see attached at end of newsletter

### *Principal Verification Form*

NM PED requires that Principals **sign the attached *Principal Verification Form*** upon completion of administering the Spring 2019 Transition Assessment. Please return the signed form to Claudine Sanchez at Testing Services by **Monday May 13<sup>th</sup>, 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>).

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](mailto: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.



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**Wednesday, May 1, 2019**

- Automated attendance and truancy texting begins.

**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.

**Graduation sensitive timeline presented to the Registrars:**

April 12<sup>th</sup> –

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 15<sup>th</sup> – Registrars must provide SIS a list of Foreign Exchange and Non ADA/ADM students.

- April 26<sup>th</sup> –
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 1<sup>st</sup> – SIS will open the senior grading window for all high schools.

May 6<sup>th</sup> – Tentatively, SIS will post CNM grades to course history.

May 8<sup>th</sup> – 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 20<sup>th</sup> AM – SIS will send list of students with “I” grades to the Summer School office, the CA and the registrar.

May 20<sup>th</sup> 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 23<sup>rd</sup> – 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
Eldorado High School	Thursday, May 16, 2019	May 8,9,10	May 14	May 14 10am



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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](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)***

**92% 60-Day Reflections have been completed.**

Let's get that last 8%. SAS is here to help! Check the progress here:

<https://sites.google.com/aps.edu/saprinternalviews/nmdash-status-tracker?authuser=0>



**Fall Toolkit 2019-2020:**

**(Components 3-5) are due June 3.** Plans are to be written in your Fall Toolkit located in your school's 90-Day Plan Google Team Drive.

School Accountability Support (SAS) is available to work with your Core Team to assist with questions and explain updates for next year's plan. SAS will meet at your school or you may bring your Core Team to Berna Facio on May 1 or May 24 to launch the work (register in ERO).



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If you haven't already done so, schedule a **day** for your Core Team meeting. The Core Team must do a Root Cause Analysis for each focus area which will guide your Desired Outcome, Critical Actions, and Progress Indicators for next year.

**Spring Surveys for Parents and Students** close next **Friday, May 10.**

**Parent surveys** are for parents of students in grades K – 2<sup>nd</sup> close on **Friday, May 10.**

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

#### **Training in 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 1<sup>st</sup> – 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 24<sup>th</sup> – 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/>



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<p><b>Zone 1 DASH &amp; SAS Coordinators</b>  <b>Crista Fortier</b>  <a href="mailto:crista.fortier@aps.edu">crista.fortier@aps.edu</a>          o: (505) 872-6835          c: (505) 252-3388  <b>Monica Nunez</b>  <a href="mailto:monica.nunez@aps.edu">monica.nunez@aps.edu</a>          o: (505) 872-6811          c: (505) 861-9466</p>	<p><b>Zone 2 DASH &amp; SAS Coordinators</b>          Michelle Tudor  <a href="mailto:michelle.tudor@aps.edu">michelle.tudor@aps.edu</a>          o: (505) 872-6866          c: (505) 249-7023</p>
<p><b>Zone 3 DASH &amp; SAS Coordinators</b>  <b>Debbie Mathen</b>  <a href="mailto:mathen_d@aps.edu">mathen_d@aps.edu</a>          o: (505) 880-3755          c: (505) 249-7487</p>	<p><b>Zone 4 DASH &amp; SAS Coordinators</b>  <b>Sabrina Jane Mason</b>  <a href="mailto:sabrina.mason@aps.edu">sabrina.mason@aps.edu</a>          o: (505) 872-6808          c: (505) 252-3813  <b>Kate Jacobs</b>  <a href="mailto:katharine.jacobs@aps.edu">katharine.jacobs@aps.edu</a>          o: (505) 872-6848          c: (505) 861-9762</p>

# NM Public Education Department

## Principal's Verification of Test Security, Staff Training, and Accommodations Requirements

**I verify that the following is true for all state-mandated testing for the semester.**

✓	The School Principal(s), School Test Coordinator(s) (STC), Test Administrators (TAs), Proctors, Hall Monitors, and any staff who handled tests received test security training by the District Test Coordinator (DTC) or STC prior to testing each semester. Sign-in sheets with printed name, signature, and position of each attendee will be retained at the district level for five years.
✓	All staff followed set procedures for storage, chain of custody, and return of all testing materials to the contractor in accordance with the PED policies and packing and shipping instructions in the Test Coordinator Manual (TCM).
✓	All TAs administering the NMAPA, the EL assessments (ACCESS, WIDA Screener, W-APT), and other assessments requiring individual online training met training requirements for administration. All training certificates will be retained at district level for five years.
✓	All STCs and TAs met licensure requirements.
✓	Students received assigned accommodations as prescribed on IEPs, 504 Plans, and/or EL Plans.
✓	STCs properly reported possible test irregularities to DTCs or PED within three days of the event. Tests were voided or scores invalidated for any students who received inappropriate accommodations, were discovered with electronic equipment on their person, or who were administered the test inappropriately.

**Sign within 10 business days of the end of testing for each semester.**

<b>Principal Printed Name:</b>		<b>Principal Signature:</b>	
<b>School Code:</b>		<b>School Name:</b>	
<b>District Code:</b> 001	<b>District Name:</b> Albuquerque Public Schools	<b>Date:</b>	

**Please send to your DTC and keep a copy in your school's files for five years from the date above.**

**HIGH SCHOOL**  
2018-2019 End of Year  
Procedures

**STUDENT CUMULATIVE FOLDER:**

Inside Cover of Cumulative Folder -

- Verify the student's name, date of birth, and student ID number are correct
- Attach student photograph inside the front cover; write the school year; and grade level underneath
- Enter the most recent address of student in provided area
- If the student entered your high school after September 1<sup>st</sup> of current school year then record information in the section entitled "*Entrance Record*"

**MAINTAINED BY REGISTRAR IN SEPARATE ARCHIVES NOT IN STUDENT CUMULATIVE FOLDER:**

- High School Grade Reports/Transcripts
- PSAT Label(s)
- SAT Label(s)
- ACT Label(s)

**STATE AND DISTRICT TESTS**

- APS High School Parental Refusal Form 2018-2019 (as appropriate)
  - End of Course Exam (Grades 9<sup>th</sup> - 12<sup>th</sup>)
  - (HSGA) High School Graduation Assessment Retakes (11<sup>th</sup> - 12<sup>th</sup> Grade)
  - Standards-Based Assessment Science (11<sup>th</sup> Grade)
  - NMAPA (for Special Education Students- Alternative Assessment for PARCC and SBA Science)
  - PARCC (*Partnership for Assessment of Readiness for College and Careers*)
    - ELA - (9<sup>th</sup> - 11<sup>th</sup> Grade)
    - Math - Algebra I, II, & Geometry (9<sup>th</sup> - 11<sup>th</sup> Grade)
  - Spanish Language Arts (Alternative ELA Assessment for PARCC)

**TEST RECORD CARD:**

Labels applied to card (as appropriate)

Student Reports stapled onto back of card with most recent year on top

- PARCC or 2019 Spring Transition Assessments ELA/Math (9<sup>th</sup> - 11<sup>th</sup> Grade)
- SBA Science & SLA (10<sup>th</sup> - 11<sup>th</sup> Grade)
- ACCESS (ELL and/or Bilingual Students)
- NMAPA (for Special Education Students- Alternative Assessment for PARCC and SBA Science)

**SPECIAL RECORDS:**

**ELL AND/OR BILINGUAL STUDENTS:**

- NMELPAPT newly enrolled 9<sup>th</sup>-11<sup>th</sup> Language Other Than English (LOTE)
- ACCESS Parent or Student Report (annual assessment)
- Spanish LAS-Links Profile Sheet 9<sup>th</sup> - 12<sup>th</sup>
- Annual Alternative Language Services Program Opt Out Form (as appropriate)

**INDIAN EDUCATION STUDENTS:**

- 506 Form
- CIB Form



**HIGH SCHOOL**  
2018-2019 End of Year  
Procedures

**SPECIAL RECORDS (continued):**

**SAT (Student Assistance Team):**

- SAT Form R1 – Tier I (as appropriate)
- SAT Form R4 – Tier II (as appropriate)
- School Retention Form
- 504 Plan (if applicable)

**MISCELLANEOUS:**

- Proof of Residency
- Audiologist Evaluation Reports
- Legal Documents (copy provided by student’s parent or guardian)
- Parent Permission forms for program participation, school pick up
- State Agency ID photocopy

**PLEASE NOTE:**

1. Retained records from previous years and schools remain in student cumulative file in the form consistent with the school year referenced and/or standard educational practice.
2. All documents related to health care history are NOT placed in the cumulative file; documents are forwarded and retained by school nurse at the school site.

**OPTIONAL/SCHOOL SELECTED:**

**TRUANCY DOCUMENTATION:**

- Attendance/absence warning letter(s)
- Attendance/absence court referral letter(s)
- SSI School Attendance Verification

**TRANSFER RECORDS:**

- Request for Records Form
- Permission to Transfer Approval
- School Transfer Records

**FORMAL COMMUNICATIONS:**

- Meaningful communication(s) to and from parents related to student’s education
- Returned mail in original envelope

**ALBUQUERQUE PUBLIC SCHOOLS  
STUDENT ASSISTANCE TEAM**

END OF YEAR PROCEDURES  
2018-2019

SAT & K5 Plus

- For students who are attending K5 plus and are in the SAT Process, TIER 2 interventions and data may be used for the SAT Process **IF** their K5 Plus teacher will be their teacher for the following 2019-2020 school year.
- If the student has a different teacher for the 2019-2020 school year than their K5 Plus teacher, the interventions and data may NOT be used for the SAT Process.

Synergy Upload for SAT Folders BEFORE August 1, 2018 (Paper Folders)

- Before the last day of school, please upload the R1 and the current R4s.
- Ensure that you check the box in Synergy “Student Documents – SAT” located under the purple box.
- All paper folders need to be placed in the CUME folders in case of transfers, etc.
- For students in the SAT Process who are in 5<sup>th</sup> grade and 8<sup>th</sup> grade, please email the SAT Chair of the appropriate Middle or High School to inform them of the students in SAT coming to their school. (The SAT Chair List by school is located in Canvas)

Synergy Upload for electronic SAT folders started this current (2018-2019) school year

- Before the last day of school, please ZIP your incomplete, in process SAT file for each student.
- Name the ZIP file, “the student’s initials, incomplete SAT folder, 18-19”
- Example: “KF incomplete SAT folder, 18-19”
- Upload the file to Synergy.
- Ensure that you check the box in Synergy “Student Documents – SAT” located under the purple box.
- Please **DO NOT** email the Diagnostic Center to inform them of the uploaded, incomplete folder.
- Make a paper copy of the R1 and current R4s to place in the CUME folder in case of transfers, etc.
- For students in the SAT Process who are in 5<sup>th</sup> grade and 8<sup>th</sup> grade, please email the SAT Chair of the appropriate Middle or High School to inform them of the students in SAT coming to their school.

APS Charter Schools Procedures

- If you have access to Synergy, follow the procedures above.
- If you do not have access to Synergy, place the paper SAT folder into the CUME folder in case of transfers, etc.