

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

High School Principals,

May 21, 2019

Assessment

*****HIGH IMPORTANCE*** ACCESS SCORES DELAYED**

On behalf of New Mexico Public Education Department

The ACCESS for ELs and Alternate ACCESS for ELs Individual Student Reports (ISRs) that arrived in districts on May 20, 2019 are incorrect because they are based on data files that contain errors. Individual Student Reports (ISRs) that were previously posted to WIDA AMS have been removed. Please securely shred all printed reports and labels and do not share electronic reports with teachers or parents.

NM PED is working to correct the errors in order to provide corrected reports with accurate data.

We apologize for the confusion, and will work to provide accurate reports as soon as we possibly can.

Student Information Systems (SIS)

End of Year Final Term Grades for ALL SCHOOLS – Friendly Reminder ☺

As we approach the end of the school year, we want to remind staff that **final grades and SBPR's are due the last day of the school year.** To allow for efficient final grade verification, **grades are due by noon, May 23, 2019.** This is the only grading period that does not allow a three day extension. We encourage office staff to run their missing grade reports early and often to capture all grades before teachers leave at the end of the school day. If you have any questions, click the link here ---> (sis.aps.edu) to log a support ticket and we will be happy to assist you.

19-20 High School Master Schedule Deadlines:

OUTSTANDING BENCHMARK: ALL HIGH SCHOOLS NEED TO BE TUMBLED BY TUESDAY, MAY 21, 2019

FINAL BENCHMARK: DEADLINE FOR ALL SCHOOLS TO BE 100% SCHEDULED WITH A LIVE SCHEDULE IS JUNE 14 2019

Scheduling Support to include Phase 7 (cleaning your schedule before GOING LIVE) will be at City Center in the Rio Puerco on May 23 and 24th from 9am-12pm and May 28th from 9am-3pm.

88% of high schools have tumbled their schedules as of late.

Zone 1 – 2 out of 3 high schools
Zone 2 – 3 out of 4 high schools
Zone 3 – 4 out of 4 high schools
Zone 4 – 5 out of 5 high schools



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End of Year State Reporting Pull Date – May 23, 2019:

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.

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.

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>).

School Accountability Support (SAS)

Congratulations! 70% 90-Day Reflections have been completed.

SAS is here to help! Check the progress here:

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



Reflect Button in NM DASH

Please complete the required white reflect tile in the 3rd column.



The Reflect Button is a great jumping-off point for Core Team discussions to launch Fall Plans.



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Spring Surveys for Parents and Students deadline was extended to close **Wednesday, May 22nd**.

Parent surveys are for parents of students in grades K – 2nd close on **Wednesday, May 22nd**.

Student surveys are for 3rd through 12th graders to complete for **EACH** of their teachers and will close on **Wednesday, May 22nd**.

Fall Toolkit 2019-2020 Plans:

19% of Fall 2019-2020 Plans have been completed two weeks early.

28% of schools have started Components 3-5 which are due June 3rd.

53% of schools haven't started planning.

Plans are to be written in your Fall Toolkit located in your school's 90-Day Plan Google Team Drive by **Monday, June 3**.

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 24th to launch the work (register in ERO).

If you haven't already done so, schedule **at least 1 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.

OAR 2019-2020 Calendar*:

Along with the OAR Newsletter you will find an attachment of the 2019-2020 calendar for traditional elementary, alternative elementary, middle, and high schools. **New this week we have the extended year calendars for elementary and high school.**

*You may notice conflicting dates on the OAR Calendar and the 90-Day Plan deadlines for 2019-2020 interim assessments. Please note if you are using Istation for your interim data, the December data will be used for the 90-Day Plan; however, Istation and NMPED consider the January data as MOY. Contact your SAS representative with any questions.

Training in May:

The SAS Team will be offering 90-Day Plan Training on 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 24th – Registration – 8:00am – 8:30am

- **Components 1-5** – 8:30am -12:00pm (SRN: 104407050008)
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: 104407050010) **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.



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- **Component 3 (Root Cause Analysis)** – 1:40pm – 2:40pm (SRN: 104407270072) **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: 104407050070)
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.

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/>

<p>Linda Nash - Director of School Accountability Support linda.nash@aps.edu Office: (505) 880-3707 Cell: (505) 803-6437</p>	
<p style="text-align: center;">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 style="text-align: center;">Zone 2 DASH & SAS Coordinators Michelle Tudor michelle.tudor@aps.edu o: (505) 872-6866 c: (505) 249-7023</p>
<p style="text-align: center;">Zone 3 DASH & SAS Coordinators Debbie Mathen mathen_d@aps.edu o: (505) 880-3755 c: (505) 249-7487</p>	<p style="text-align: center;">Zone 4 DASH & SAS Coordinators Sabrina Jane Mason sabrina.mason@aps.edu o: (505) 872-6808 c: (505) 252-3813</p>