**Office of Accountability and Reporting**

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

**Middle School Principals,**                                     April 2, 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 ).

## 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 4, 2019 | 1pm-4pm | Online Registration Support/Troubleshooting for District Staff |
| Thursday, April 11, 2019 | 8am-11am | Online Registration and Troubleshooting |
| Thursday, April 18, 2019 | 1pm-4pm | Online Registration and Troubleshooting |
| Thursday, May 2, 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 Middle School Master Schedule Planning:

**April:**                      **Phase Four/Five/Six**:
                               MS: April 8 or 17, 2019          1pm-4pm
                               K-8: April 9, 2019                1pm-4pm
- Analyze Master Schedule entry for errors
- Review Singleton placements for minimal restrictions
- Tumble the Master Schedule Option Set
- Review scheduling conflicts to resolve
  - Scheduling Support at Rankin:   April  3, 4, 10, 11, 12, 18   8am-4pm
  - Scheduling Support at City Center (Rio Puerco)  May 1-17, 2019 9am-3pm Mon-Friday

## Retention Processes:

The following are process steps for 18-19 Retentions and will be reviewed during Closing School Trainings with Clerks in May.

1. Schools will have Parents sign the Retention Form **BEFORE** the last day of school, May 23rd, 2019
2. School Clerks will upload those Retention Forms to Student Documents and Log a support ticket no later than the last day of school, May 23, 2019

*Thank you for your feedback on the newsletter – both the compliments and suggestions for improvements.*
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Assessment has updated this year's retention forms and are located on the Intranet.
https://intranet.aps.edu/departments/accountability-and-reporting/assessment/aip

ACTION ITEM – **Please download the forms to start the necessary parent meetings.**

## *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.   Procedures for Retaining Students will be reviewed.  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 |

# *School Accountability Support (SAS)*

## *Thank you for turning in your Quality Education & Family Engagement surveys.*
If you have any parents send them in late, you may send them through inner school mail.

## *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.

## *60-Day Reflections by April 12:*
If your Core Team has not met for the 30-Day reflection; consider scheduling a Core Team meeting for the 60-Day reflection and do them both at the same time.   To reflect on progress, please contact School Accountability Support to assist you.
https://sites.google.com/aps.edu/saprinternalviews/nmdash-status-tracker?authuser=0

## *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.

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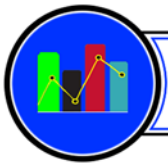- **Components 1-5** – 8:30am -12:00pm (SRN: 104407050008)

**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)

## *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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