

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

Middle 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 Middle School Master Schedule Planning:

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

60% of middle schools met the benchmark and have tumbled their schedules.

- Zone 1 – 6 middle schools
- Zone 2 - 5 middle schools
- Zone 3 - 3 middle schools
- Zone 4 – 4 middle schools

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



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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**

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

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.

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-G4jkYsMGca26DTqOlOrDg_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.



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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 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)



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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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<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>
<p>Zone 3 DASH & SAS Coordinators Debbie Mathen mathen_d@aps.edu o: (505) 880-3755 c: (505) 249-7487</p>	<p>Zone 4 DASH & SAS Coordinators Sabrina Jane Mason sabrina.mason@aps.edu o: (505) 872-6808 c: (505) 252-3813 Kate Jacobs katharine.jacobs@aps.edu o: (505) 872-6848 c: (505) 861-9762</p>