

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

Middle School Principals,

May 7, 2019

## *Assessment*

### *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, 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>).

- **May 10, 2019** - Online registration for the **2018-2019** school year **closes for “ALL” students** After May 10<sup>th</sup>, Schools would need to manually add students on the Student Screen>Add Button

### *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 Monday-Friday.

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

68% of middle schools have tumbled their schedules as of late

Zone 1 – 6 out of 7 middle schools

Zone 2 – 6 out of 8 middle schools

Zone 3 – 3 out of 6 middle schools

Zone 4 – 4 out of 7 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 23, 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**

### *Middle School Algebra 1 Opt-Outs for High School Credit:*

Algebra 1 students that have opted **out** of receiving High School credit should have their forms uploaded into Synergy. During Phase 7 of Scheduling, **Middle School Curriculum Assistants** will be trained on making those changes in course history. **Please be sure to have those forms uploaded to the Electronic Cum/Documents tab on the Student Screen by May 23, 2019.** Code them as Student: Middle School Alg 1 Opt Out. If you need assistance, please log a support ticket at [sis.aps.edu](http://sis.aps.edu) and we will be happy to assist you.



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### **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-G4jkYsMGca26DTqOltOrDg\\_41ZGkF2ykw3MDyw/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfPYW3suE-G4jkYsMGca26DTqOltOrDg_41ZGkF2ykw3MDyw/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)***

### **93% 60-Day Reflections have been completed.**

Let's get that last 7%. SAS is here to help! Check the progress here:

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





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**Spring 90-Day Reflections due Friday, May 10<sup>th</sup>.**

**Spring Surveys for Parents and Students** close next **Friday, May 10<sup>th</sup>.**

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

*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<sup>th</sup>.**

**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).

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

**90-Day Plan deadlines for 2019-2020: *(see attachment below)***

Use this information when scheduling your Core Team meetings for 2019-2020. These dates are subject to change based on both APS and NMPED updates.

Traditional 90-Day Plan deadlines for 2019-2020

**OAR 2019-2020 Calendar\*: *(see attachment below)***

Along with the OAR Newsletter you will find an attachment of the 2019-2020 calendar for traditional middle.

\*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 24<sup>th</sup> 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 24<sup>th</sup> – 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**



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- **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.*
  
- **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/>

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**\*Dates Subject to Change**

**Albuquerque Public Schools  
2019-2020  
TRADITIONAL CALENDAR: 90-Day Plan Deadlines**

APS School Accountability Support Rev 5/2019

<b>Task #</b>	<b>90-Day Plan Tasks</b>	<b>Due Date</b>
<b>Fall Term 19/20 SY</b>		
1	Components 3-5 for Fall 2019	6/3/19
2	ACE (Information session led by School Accountability Support)	7/25/19 & 7/26/19
3	Training for new Core Team members and Administrators (half-day options)	7/29/19 & 7/30/19
4	90-Day Plan Walk-in help at City Center	8/1/19-8/2/19
5	Complete Components 1 & 2 (Worksheet 2.2)	8/9/19
6	Deadline for Schools to Enter Fall 90-Day Plan in NM DASH	8/9/19
7	Fall 90-Day Plan Begins	8/12/19
8	Reviewer Initial Feedback in NM DASH	8/19/19
9	Reviewer Final Approval in NM DASH	8/30/19
10	Training: How to Write Thorough and Effective Reflections Using Data	9/5/19 & 9/6/19
11	Fall 30 Day Reflection in NM DASH	9/20/19
12	Fall 60 Day Reflection in NM DASH	11/1/19
13	90 Day Plan Training- Half Day Sessions	11/6/19 & 11/14/19
14	Fall 90 Day Reflection NM DASH	12/20/19
15	Interim Assessment Window Closes (CFAs and iStation)	12/20/19
<b>Spring Term 19/20 SY</b>		
16	Interim Assessment Window Closes (iReady and NWEA)	1/10/20
17	Complete Spring 90-Day Plan in NM DASH	1/17/20
18	DASH Walk-in help at City Center	1/17/20
19	Spring 90-Day Plan Begins	1/21/20
20	Reviewer Initial Feedback in NM DASH	1/24/20
21	Reviewer Final Approval for Spring 2019 90-Day Plan in NM DASH system	1/31/20
22	Spring 30 Day Reflection in NM DASH	2/26/20
23	Spring 60 Day Reflection in NM DASH	4/9/20
24	90 Day Plan Training- Half Day Sessions	4/15/20 & 5/7/20
25	Spring 90 Day Reflection in NM DASH	5/22/20
<b>Prepare for Fall Term 20/21 SY</b>		
26	Components 3-5 for Fall 2020	6/4/20

**\*Due dates for #6 & 7 are dependent on release of summative assessment results and NM DASH system availability**

# 2019-2020

## OAR Calendar- Middle

July '19						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '19						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


February '20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March '20						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


May '20						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '20						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 School Accountability Support

 SAPR/Teacher Evaluation

 Multiple Departments with Due Date

 Student Information Systems (SIS)

 Assessment

**\*ALL DATES ARE SUBJECT TO CHANGE\***

July 23-25, 2019	Opening School Synergy Training
July 25 & 26, 2019	ACE (Information session led by School Accountability Support)
July 29 & 30, 2019	90-Day Plan Training for Core Team members & Administrators

August 1 & 2, 2019	90-Day Plan Walk-in help at City Center
August 9, 2019	Complete Components 1 & 2 (Worksheet 2.2); Enter Fall 90-Day Plan in NM DASH
August 12, 2019	Fall 90-Day Plan Begins
September 5 & 6, 2019	90-Day Plan Training: How to Write Thorough and Effective Reflections Using Data
September 20, 2019	30-Day Reflection due
September 24 & 25, 2019	40th Day Reporting Training
September 30, 2019	iReady testing window closes (8/12/19-9/30/19)
October 9, 2019	40th Day; Goal Setting PDP Due; First quarter ends
October 16, 2019	First quarter grades due
November 1, 2019	60-Day Reflection due
November 6 & 14, 2019	90 Day Plan Training for Core Team members & Administrators
November 19 & 20, 2019	80th Day Reporting Training
December 2, 2019	80th Day
December 20, 2019	90-Day Reflection due; First walkthroughs & observations due; Cohort review due; Second quarter ends
January 8, 2020	Second quarter grades due
January 10, 2020	iReady testing window closes (12/2/19-1/10/20)
January 17, 2020	Complete Spring 90-Day Plan in NM DASH; Walk-in help at City Center
January 21, 2020	Spring 90-Day Plan Begins
January 28 & 29, 2020	120th Day Reporting Training
February 3, 2020	Drop Out Review due
February 3-7, 2020	Master Schedule Training for Curriculum Assistants
February 10, 2020	Mid-Year PDP due
February 12, 2020	120th Day
February 26, 2019	30-Day Reflection due
March 4, 2020	Third quarter ends
March 6, 2020	ACCESS testing window closes (1/13/20-3/6/20); NAEP testing window closes (1/27/20-3/6/20)
March 9, 2020	Third quarter grades due
March 20, 2020	Spring Surveys for teachers must be completed (3/2/20-3/20/20); Course request entry due for 2020-2021
March 27, 2020	SBA Science testing window closes (3/2/20-3/27/20); Return Quality of Ed surveys to Testing Services (2/24/20-3/27/20)
March 31, 2020	Dossier to advance licensure level due to PED
April 3, 2020	NMAPA testing window closes (3/10/20-4/3/20)
April 9, 2020	60-Day Reflection due
April 10, 2020	Master Schedule entered into Synergy
April 15, 2020	60-Day Reflection due; 90-Day Plan Training for Core Team members & Administrators
May 5 & 6, 2020	End of Year Reporting Training
May 7, 2020	90-Day Plan Training for Core Team members & Administrators
May 8, 2020	Summative Assessment testing window closes (4/21/20-5/8/20); Spring surveys for parents and students must be completed (3/2/20-5/8/20)
May 15, 2020	2nd walkthroughs, observations, professional responsibility forms, and EOY PDP due; last day to submit changes for Accuroster data
May 18, 2020	EOC testing window closes (4/28/20-5/18/20)
May 22, 2020	90-Day Reflection due; End of Year reporting; iReady (4/6/20-5/22/20) testing window closes; Fourth quarter ends and grades due
June 4, 2020	Complete Components 3-5 for Fall 2021 90-Day Plan
June 5, 2020	Master Schedule for 2020-2021 must be completed