

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

Middle School Principals,

May 14, 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>).

### *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.

78% 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.

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

Pull Date is Thursday, May 23, 2019 at 5pm. 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.**

### *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)

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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\\_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)*

### Congratulations! 44% 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.



#### OAR:

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

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

#### **Fall Toolkit 2019-2020 Plans:**

**10% of Fall 2019-2020 Plans have been completed three weeks early.**

**31% of schools have started **Components 3-5 which are due June 3.****

**56% 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 24 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.

#### **90-Day Plan deadlines for 2019-2020:**

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.

#### **90-Day Plan Deadlines for 2019-2020 traditional calendar**

#### **Alternative Deadlines 2019-2020 90-Day Plan**

#### **OAR 2019-2020 Calendar\*:**

Along with the OAR Newsletter you will find an attachment of the 2019-2020 OAR calendar for [traditional elementary](#), [alternative elementary](#), [middle](#) and [high schools](#).

\*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**

- **Component 2 (Data Analysis) – 12:30pm – 1:30pm** (SRN: 104407050010) **AND/OR**



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*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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