Welcome back and make it a great 2014-15,

Some items to update you on:

1) Preliminary ASPI Worksheets have your **Diasa** username and password hand written top middle/right. If the Diasa password doesn't work, call my team and we'll get it reset. I am always willing to come provide explanation on these sources of information.

2) **Students in Transition (Homeless)** are part of the McKenney Vento Act (Title XC) and federal law states that schools must eliminate barriers to enrollment, attendance, and success in schools for homeless students. This link provides information at the district website http://www.kpbsd.k12.ak.us/departments.aspx?id=140 . We are now requiring that you schedule time to present information to your staff to meet the requirements of this legislation. Kelly King can make time to visit if you schedule with her. Homeless Points to Remember:

   a. If a family/student comes to enroll with no physical address, asking for bus info to/from a hotel or a dv shelter, has no birth certificate/shot records, these may be initial "red flags" of homelessness.

   b. The McKinney-Vento Act requires that unaccompanied youth be enrolled in school immediately even without a parent or guardian.

   c. The McKinney-Vento Act requires that homeless students with or without a guardian also be enrolled immediately and without delay, even if they are missing the regularly required documentation.

   d. If at any time you suspect that a family/student may be homeless, do not feel the need to determine eligibility for the SIT Program; forward information about the situation and parent/student contact information to your local Liaison and they will sort it out. Contact Kelly King at 907-714-8869.

3) The **Assessment Matrix** calendars out all assessment dates (Kindergarten Profile, Aims Web, Workeys/ACT/SAT, AWA, AMP, ELL, and NAEP) and will be posted to the admin folder. It can also be found on the assessment page http://www.kpbsd.k12.ak.us/departments.aspx?id=46 . More information will continue to roll out about the administration of AMP. Make sure everyone looks at it and plans for it so there aren't surprises.

4) I will also be posting the letter for you to forward to your staff recruiting a school site test coordinator. Keep in mind the test is going online and the skill set of candidates.

5) The 2014/2015 Testing Temp Requests google doc will be used again this year and is available based on previous accesses. Contact Julie Williams or Deanna Leslie if you can't access.

6) It is once again our year for **NAEP** and I will be posting to the admin folder the information we currently have.

7) Things to keep throughout the school year for the **Yearend reporting**:

   • Surveys of Parents, Students & community members are reported on the School Report Card. Keep track of any surveys you give throughout the school year regarding your school. Keep track of the number and types of "comments" that you get back from students, parents & community members about how your school is doing.

   • Community/Business/School Partnerships are also reported so a brief description of the partnership and how it supports your students is good to keep up to date. Business/Partnerships are defined as one formed under a written contract, ie. MOA).

   • Keep a total of Volunteer hours spent at your school throughout the year.

   • Drop Outs – Grades 7 – 12 counselor or secretary must update Power School when a student transfers out as a dropouts (exit type 12) and include the dropout reason, (if known). Keep in mind once a student has been assigned a cohort and drops out and doesn't show up in another Alaska school, he/she will be counted against your graduation rate the year that student was expected to graduate. Message here: followup on students who leave as a 9th, 10th, 11th or 12th grader. Dropout Follow Up Report can be found in Powerschool at System Reports>Custom SQL Reports>Dropout Follow-Up. Another good report to review is the System Reports>Custom SQL Reports>Student Transferred Out and compare.

   • New requirement for year end check out in 2014, all graduating students must have power school transcripts verified as meeting all KPBSD graduation requirements before issuing a diploma.

8) If your school has **tutors**, regardless of what funding source they are out of (Title I, Title VII, ELL, Quality Schools MS Tutors and Atoss Tutors), it is required that you are following the criteria of the funding source and keeping expected data which could include: how initial determination of student is determined, progress monitoring, sign in/out sheet, etc. Typically, the funding source provides a data reporting template and it needs to be followed.

9) All **competitive grants** need to be run by me before applications are submitted. I need them at least one week before they are to be submitted. There is an online fillable form to accomplish this. At the district website, go to forms and search for grants. http://www.kpbsd.k12.ak.us/departments.aspx?id=22422 The applicant must hit the "Submit Form" button at bottom for it to come to me. In the description let me know the principal and borough (If the application has anything to do with the building or grounds you must have approval from the borough.) approve. Once I approve their applying, they need to provide me a copy of the completed application with the District and Dave Jones as fiduciary authority. If awarded, it is the applicant's responsibility to meet all reporting requirements.

10) Kindergarten Developmental Profile occurs the first four weeks of school and must be entered electronically to the state system by mid Oct. Teleconference details to follow.

11) I would like to have you schedule a time that I can meet with you, a team, or your staff to explain Testing Website and Diasa and how these resources can be used.

12) You will need to start thinking about how will you handle AMP testing at your school. The building of a plan to allow students to test on computers. The state test coordinator training isn't until Nov this year so details will be slow in coming.