



Española Public Schools

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Website: www.k12espanola.org

Synergy Student Information System Teacher Quick Reference Support Guide

Teacher Responsibilities	Teacher Support Quick Guide	Support Contact Info & Resources
<p>Attendance</p> <ul style="list-style-type: none"> Maintenance of class seating chart (this is necessary for attendance and grading entry). Secondary: Daily Attendance by period (within the first 5 minutes of class). Elementary: Morning/Afternoon attendance (within the first 10 minutes of class at beginning of day and after lunch) <i>TIER I Phone Calls to parents for non attendance at the classroom level. Document via communication log.</i> <i>TIER II intervention attendance referral to Counselor/Student Success Specialist.</i> <i>TIER III for habitual truancy SAT referral.</i> <p>Gradebook</p> <ul style="list-style-type: none"> Maintenance of class seating chart (this is necessary for attendance and grading entry). Weekly input of grades (2 grade minimum required per subject (per EPS Policy)) Monitoring and printing of progress reports as requested and/or per the district calendar Review and Posting of Grades each quarter per quarter, per district issued deadlines. <p>Roster Accuracy</p> <ul style="list-style-type: none"> Maintain accurate roster records. Notify counselors/Student Success Specialist/Office Manager when students have been a No Show for 10 consecutive days. Notify the registrar/office of roster corrections. <p>NOTE: Rostered changes made by registrar/office manager or counselor will sync to the teacher gradebook each evening. Changes made in SIS do not automatically transfer to the gradebook until nightly sync.</p>	<p><u>School Level Supports</u></p> <ul style="list-style-type: none"> Student Enrollment / Withdrawal (Electronic Process in Synergy ONLY) (OM) Student Registration/Withdrawal (Paper Process) (C) Data management of demographics, parent/guardian contacts, other info, emergency contacts, enrollment (OM) Course/Section Set Up, student scheduling, roster maintenance (Elementary =OM; MS = C; HS = R; Data Review = P) General Reports, Rosters, Labels (OM/P) Roster Clean Up (OM/R Synergy Input, P data review) No Show Follow Up (C or SSS) No Show Withdrawals (OM, C, or R) SIS/Gradebook Tier I (set up/data entry/posting grades (M) Hardware (computer/projector) access (P, OM) <p><u>(Office Manager , Registrar, Principal, Counselor, Level III Mentor Teachers, Student Success Specialist)</u></p> <p><u>SIS / STARS Technician:</u></p> <ul style="list-style-type: none"> Creates SIS/Synergy User Account & Communicates username/Password Manages User Profiles and Permissions Manages and Coordinates SIS District Level Set Up SIS/Gradebook Tier II/III Support <p><u>Human Resources:</u></p> <ul style="list-style-type: none"> Initiates request for all accounts set up Staff Set Up (Enter/update: name, address, phone, credentials, emergency contacts, salary/compensation, school assignments) Teacher PD, Immunization, Technology data management, <p><u>Technology:</u></p> <ul style="list-style-type: none"> Computer/Email log on Credentials Hardware/Software tech support <p>***See Detailed Departmental Charts for More Info***</p>	<p><u>School Level Supports</u></p> <p>Tier I SIS Support provided by school office manager, building administrator, or your Level III school mentor.</p> <p><u>Online Resources</u></p> <p>www.k12espanola.org Go to: Departments □ Accountability Synergy Login: https://nm-espd55.edupoint.com/</p> <p><u>Accountability</u></p> <p>Davina Velasquez STARS/SIS Lead 505-367-3312 davina.velasquez@k12espanola.org</p> <p><u>Human Resources</u></p> <p>Louie Torrez, Director 367-3317 Esther.Romero@k12espanola.org Nadine Gonzales, Specialist Lead 367-3337 Nadine.Gonzales@k12espanola.org</p> <p><u>Student Services (IEP, SAT, Counselor & Nurse Support)</u></p> <p>Julie Gutierrez, Director 367-3341 Melissa Valencia , Asst. Director Yolanda Esquibel, Admin Asst. 367-3321 Lisa Duran, Medicaid/Data 367-3342 Martha Herrera, Data/SE Management 367-3376</p> <p><u>Technology Helpdesk</u></p> <p>Helpdesk@k12espanola.org (505) 747-1625 Jose.Estrada@k12espanola.org Jamie.Madrid@k12espanola.org ray.riddick@k12espanola.org mario.valerio@k12espanola.org andrew.trujillo@k12espanola.org david.gonzales@k12espanola.org</p>