



June Dates

Fri., June 5, 9:00-10:30
AED Site Visit at MS 390

Monday, June 9
Mail Student Reports for ELA
and Math Tests

Monday, June 9
Enter Promotion Decisions in
ATS

Thu., June 11, 4:30-8:30
MSLP Fellows Meeting at MS
80

Fri., June 12, Time TBA
AED Site Visit at MS 80

Monday, June 15
Register Overage 8th Graders
for Summer School

Wed., June 17
Network Meeting
Location: TBA

Mon., June 22, 12:00-3:00
Data & Accountability
Session 3 at MS 390
(1930 Andrews Ave., Bronx, NY
10453)

Thursday, June 25
Verify Course Assignments for
Teacher Data Reports

On the Horizon

August 25, 26, and 27
Data & Accountability in Your
Schools Series

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Dear AED PSO School Leaders!

Congratulations again on the continued progress you each have made in math achievement. As a network, 62% of our students scored proficient, an increase of 12% from last year! AED is in the process of analyzing all 2008-2009 state achievement data and we look forward to sharing this work with individual schools throughout the remainder of the school year and the summer. We will also be using the data to present some network-wide findings at the upcoming PSO Network Meeting on June 17th and we will explore this data analysis and you're the perceived needs of the principals in designing next year's professional development plan.

We recognize that the recent budget cuts have serious implications and require difficult decisions in order to ensure that they impact learning minimally. Please contact me if you would like any assistance in working through these difficult decisions.

Please mark your calendars for the June 22nd Data and Accountability (Session 3) and your summer calendar for the August 25th- 27th Data and Accountability in Your Schools Series. As AED begins planning for the next school year we would like to offer several late summer workshops targeted at teachers – one set aimed at new teachers and another set aimed at highly effective teachers who you would like to serve as models and/or lab sites in your building. Please email Risa (risasackman@mac.com) with any suggested topics that you might have.

Best of luck with your myriad of end of year activities and celebrations. Let us know if we can be of assistance in anyway in helping you to end the year successfully.

Calvin and the AED PSO Team



AED PSO and MSLP Principals and APs visiting the Holmes Middle School in Fairfax, VA.

SAF News

Enter Promotion Decisions in ATS

Deadline: June 9

This week, schools should focus on the following activities related to the promotion process:

- Teachers should assemble [promotion portfolios](#) for students in grades 3, 5, 7, and 8 who scored Level 1 in ELA or math (or had no score on these tests).
- Principals should access the [ATS TG8C function](#) in the promotion appeals menu to enter course grade data for grade 8 students.

The deadline for principals to enter promotion decisions in ATS is **June 9**. Schools should send [parent notification letters](#) after community superintendents finalize promotion decisions by **June 12**.

Please visit the [Promotion Policy Toolkit](#), which includes the resources linked above as well as other training documents. To learn more about the promotion process, [participate in the promotion webinar series](#) or reach out to your [SSO promotion contact](#).

Individual Student Reports Available for ELA and Math Tests: June 9

The State Education Department expects that Individual Student Reports (ISRs) for the ELA and math tests will be available in nySTART starting June 9. You should print these reports directly from nySTART by following the instructions that will be available on the Principals' Portal starting June 9 and distribute them to the parents or guardians of each of your students. Translation guides for the reports will also be available on the Principals' Portal; you should distribute the appropriate version to parents/guardians whose home language is not English.

The ISRs include detailed standard and strand results, as well as overall score information. In combination with the scores and other information available in ARIS Parent Link, the ISRs provide information that educators and families can use to identify students' strengths and weaknesses. We will post a letter on the Principals' Portal that you can share with families at your school describing the information available in both the ISRs and in Parent Link.

For additional information, contact the Accountability Help Desk at (212) 374-6646.

Updates on Progress Reports and NCLB/SED Accountability

Visit the [new State and Federal Accountability intranet page](#) for the latest updates on NCLB/SED accountability. Here's what's new this week:

- New reports you can use to verify state and federal accountability data will be available in ATS on **June 9**. The report for elementary and middle schools is called REMS, and the report for high schools is called RHSV. Accountability Verification Reports are also available on nySTART.
- [Scores from the state math test](#) are scheduled to be available in ATS tomorrow and will be available in ARIS and Parent Link next week. You can also view a [reference table](#) that shows the conversion from scale scores to proficiency ratings, for use on the Progress Report.
- You can now begin entering and verifying data for Progress Report and NCLB/SED accountability. Please review the detailed information about this process (for [elementary and middle schools](#) or for [high schools, transfer schools, and YABCs](#)).

If you have any questions or need technical assistance, please contact the nySTART support hotline at (212) 374-5765 or nySTARTsupport@schools.nyc.gov.

Register Over-Age/Previously-Retained 8th Graders for Summer School

Datelines: June 15

Middle schools and high schools need to take the following steps to ensure that over-age and previously-retained students in 8th grade have the opportunity to attend summer school:

- **By June 15**, middle schools should register over-age or previously-retained 8th grade students for summer school using their assigned summer school site code and a placeholder course code, and send the appropriate notification letter to their parents.
- **By June 24**, middle schools should set aside summer school per capita based on the number of over-age or previously-retained students they have identified to attend high school summer school courses.

More information about this process, including links to parent notification letters, will be

available in next week's issue of Principals' Weekly. More detailed registration instructions are also available now in the [Promotion Policy Toolkit](#).

Visit the [Principals' Portal](#) for additional updates on summer school. This week, the site has some important updates about hiring summer school staff.

Select Periodic Assessments for 2009-10

Deadline: June 17

Visit the [Periodic Assessment Team's Web site](#) for the latest updates on periodic assessments and professional development opportunities. Here's what's new this week:

- The Periodic Assessment Selection Tool is now available [on the Principals' Portal](#). Selections are due **June 17**. Resources to help you with your selections are available on the [Periodic Assessment Team's Web site](#).

The Design Your Own (DYO) application deadline is **June 5**. If you have any questions, contact periodicassessment@schools.nyc.gov.

Verify Course Assignments for Teacher Data Reports -- Deadline: June 25

All schools with grades 3-8 that administered state tests in 2008-09 can access the Teacher Data Initiative (TDI) verification screens in ATS. You can use these screens to review and update the teacher course assignments that you need to verify. The deadline to submit your verified data in ATS is **June 25**. The updated data will be reflected in the Teacher Data Reports for your school.

The earlier you begin this process, the sooner we can respond to any questions you may have and help ensure that you complete your verification by the deadline. The [Teacher Data Reports Verification Page](#) on the Principals' Portal can help you get started. (The Teacher Data Initiative Verification Guide is also available on the Data Specialists' SharePoint site.)

If you have any questions about teacher course assignment data verification or need technical assistance, please contact the Teacher Data Reports data verification help desk at (212) 374-6646 or TeacherDataReports@schools.nyc.gov.

Distribute ARIS Parent Link Materials

Deadline: June 26

All schools have received ARIS Parent Link materials for distribution to families (schools closed because of the H1N1 virus will receive materials when they reopen). Please ensure that your school is prepared to address parent questions and has a plan for distributing parent login letters before the end of the school year. Visit the [Principals' Portal](#) for several resources that will help you with this process, including:

- a guide to introducing APL to your school community
- a customizable introduction letter to share with families
- a list of strategies for distributing APL log in letters to parents
- instructions for assigning the ARIS Parent Link administrator role in Galaxy

If you have questions or suggestions about Parent Link, please contact ARISParentLink@schools.nyc.gov.

Order Administrative Forms for September

Deadline: July 17

The first ordering period for administrative forms for the 2009-10 school year runs from **June 15 through July 17**. All orders placed during this period will be delivered by mid-September. Please remember to order attendance cards for the fall during this ordering period. The next ordering period will run from mid-August through mid-September for delivery by mid-November. You can access many forms online anytime at <http://dfoforms.nycenet.edu/forms/>.

For additional information, contact the Division of Financial Operations at (718) 935-3304 or specialprojects@schools.nyc.gov.

Grants, Workshops, Events

Middle School Principals Association

Meeting: Tuesday, June 9, 11:30 a.m.

The next Middle School Principals Association meeting will be held **June 9** at Russo's on the Bay in Howard Beach at 11:30 a.m. RSVP to William Moore at wmoore@schools.nyc.gov.

Apply for Connect Innovation Grant**Deadline: June 12**

Principals who are interested in exploring and sharing innovative ways of building a culture of collaboration and professional learning in their schools can apply for the Connect Innovation Grant. This grant will be awarded to schools that want to extend their in-person collaboration by utilizing ARIS Connect, an online platform for sharing resources and interacting with colleagues. The Division for Accountability and Achievement Resources will award six schools five laptops each and a series of custom-designed ARIS Connect professional development sessions. Schools that are awarded the grant will share the best practices they have developed using ARIS Connect at the end of next year so that other schools can learn from their experiences. You can [apply online](#) through **June 12**. For additional information, e-mail VWasudevan@schools.nyc.gov.

Fathers and Sons Day at Madison Square Garden: June 19

Families of your students can attend Fathers and Sons Day at Madison Square Garden on **June 19**. The day will feature seminars, prizes, and a New York Liberty game. Tickets are \$15. For more information, contact Nixon Patterson at nixon.patterson@thegarden.com.

**Data & Accountability in Your Schools
Session 3: June 22, 12:00-3:00**

Data & Accountability Session 3 has been rescheduled on Monday, June 22, from 12:00 to 3:00, at MS 390 ((1930 Andrews Ave., Bronx, NY 10453).

**AED PSO Support Services – June 2009****AED Site Visit at MS 390****Friday, June 5, 9:00-10:30****MS 390 (1930 Andrews Ave., Bronx, NY 10453)****AED Leadership Fellows Class: Distributed Leadership****Thursday, June 11, 4:30-8:30****MS 80 (140 E. Mosholu Parkway, Bronx, NY 10467)****AED Site Visit at MS 80****Friday, June 12, Time TBA****MS 80 (140 E. Mosholu Parkway, Bronx, NY 10467)****Network Meeting****Wednesday, June 17****Location: TBA****Data and Accountability – Session 3****Monday, June 22, 12:00-3:00****MS 390 (1930 Andrews Ave., Bronx, NY 10453)**

Please register the names of the participants you will be sending to each workshop with Aurelia Enache at: aenache@aed.org. Questions? Call 212.367.4575