



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>Attendance referral to Counselor/Student Success Specialist for Tier II intervention</i> <i>SAT referral for TIER III for habitual truancy.</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 registrar/office of roster corrections. <p>NOTE: Rostered changes made by registrar/office manager or counselor will sync to teacher gradebook each evening at 10:30 PM. Changes made in SIS do not automatically transfer to 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 Support (M or OM) 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 attendance data entry <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 and/or building administrator.</p> <p><u>Online Resources</u></p> <p>www.k12espanola.org Go to: Departments→STARS & Synergy Synergy Login: https://nm-esp55.edupoint.com/</p> <p><u>SIS / STARS Technician</u></p> <p>Regina Martinez, 367-3328 Regina.Martinez@k12espanola.org</p> <p><u>Federal, State & Bilingual Programs/Accountability</u></p> <p>Myra Martinez, 367-3330 Myra.Martinez@k12espanola.org</p> <p><u>Human Resources</u></p> <p>Esther Romero, 367-3317 Esther.Romero@k12espanola.org Beverly Coffeen, 367-3338 Beverly.Coffeen@k12espanola.org Audra Khal, 367-3337 Audra.Khal@k12espanola.org</p> <p><u>Special Education</u></p> <p>Deirdra Montoya 367-3341 Anna Vargas (@Alcalde) 6-5262 Michelle 7-3321 Clara Spinks, Medicaid/Data 7-3342 Christine Kane, (@ Dixon) 6-5353 Victoria Gonzales, (@EVHS) 5-1344 Vacant, Data/SE Management 7-3376</p> <p><u>Technology</u></p> <p>Jose Estrada, 7-0006 367-2370 Jamie Madrid, 7-0004 367-2377 Andrew Trujillo, 7-0005 367-2223 Helpdesk@k12espanola.org</p>