Alignment
Conference

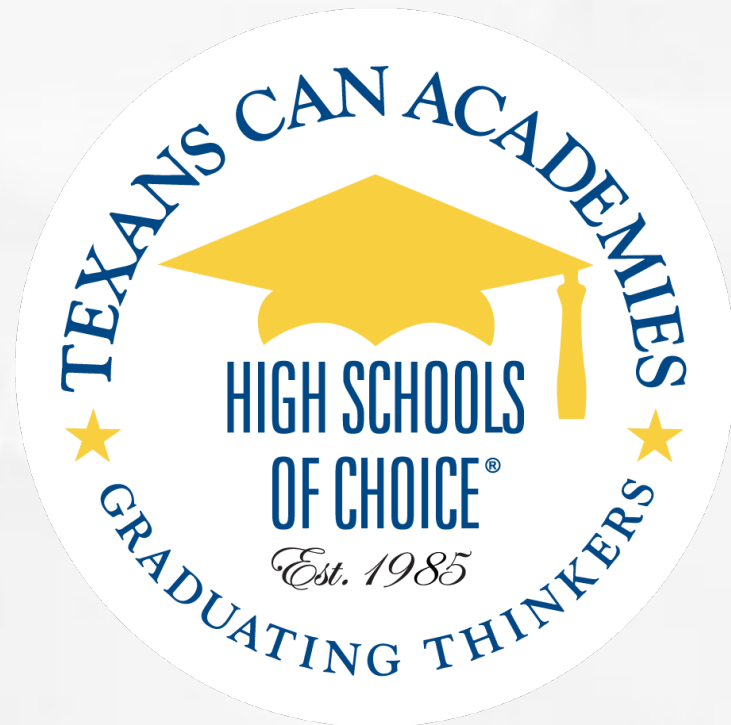TEXANS CAN ACADEMIES
HIGH SCHOOLS OF CHOICE®
Est. 1985
GRADUATING THINKERS

INFORMATION & TECHNOLOGY DEPARTMENT

2022-23

August 08 & 09, 2020

Fernando Marino

Chief Information Officer

fmarino@texanscan.org

Tel. 214-562-3111

13 years with TCA

INFORMATION & TECHNOLOGY DEPARTMENT

Technical Infrastructure

Richard Pena

- IT Support Services
- Network Infrastructure
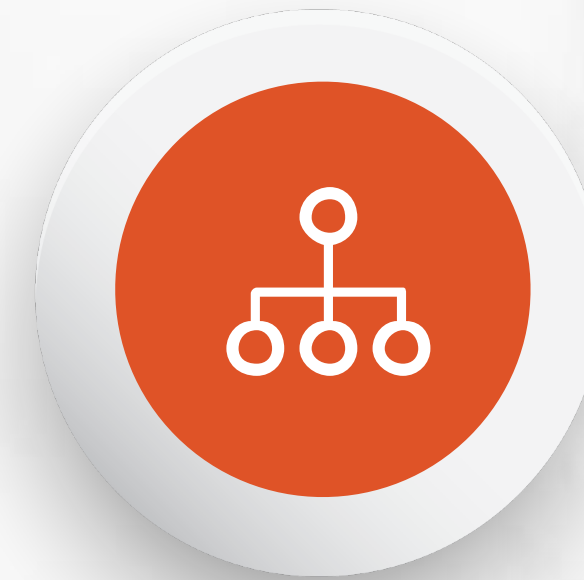- Technical Operations

PEIMS

Carla Clements

- PEIMS Support
- Submissions
- Data Technical Support
- Student Information System
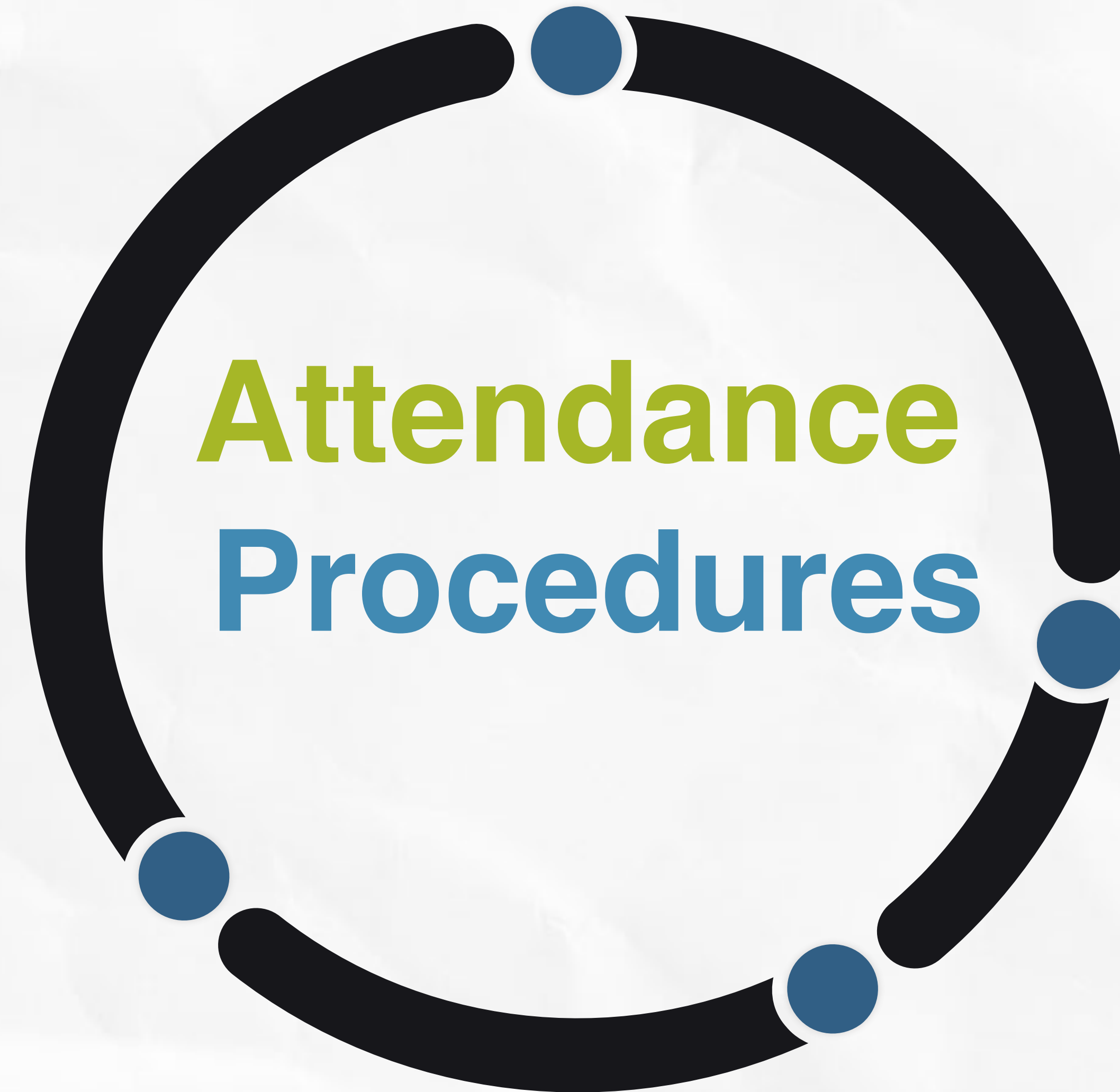
Data Management

Hilda Mendoza

- Continuous Improvement Plan
- Data Entry Team
- Registrars - Process and Support

Academic Operations Quality

Steven Schafer

- Academic Data Management

INFORMATION & TECHNOLOGY DEPARTMENT

ATTENDANCE RULES "THE NON-NEGOTIABLES"

When

Take attendance **every single period.** At the designated time on your campus. Nothing has changed

ADA Time

Period 3: 11:45 am

P or A?

Present: See a Body
Absent: No Body Present

MUST

Teachers Conduct Instruction. Schoology the LMS

ATTENDANCE CODES

ABSENT

A

Teachers did not see student physically at the time of taking attendance

PRESENT

P

Teachers see student physically at the time of taking attendance

INSTRUCTIONAL TYPES

Face to Face at the School

	1st Period	2nd Period	3rd Period	Lunch	4th Period	5th Period	6th Period
Red	9:00a-10:00a	10:03a-11:03a	11:06a-12:06p	30 min	12:36p-1:36p		
Blue		10:03a-11:03a	11:06a-12:06p	30 min	12:36p-1:36p	1:39p-2:39p	
Yellow			11:06a-12:06p	30 min	12:36p-1:36p	1:39p-2:39p	2:42p-3:42p
Green	9:00a-10:00a	10:03a-11:03a	11:06a-12:06p	30 min	12:36p-1:36p	1:39p-2:39p	2:42p-3:42p

- Half Day Options are available upon approval from the Principal and Counselor
- Half-day options MUST include the 3rd period as part of the student schedule. (2 or 3 periods scheduled).
- Garland Offers ONLY Blue and Half-Day options.

INFORMATION & TECHNOLOGY DEPARTMENT

ADA Time

11:45 AM

3rd Period

INFORMATION & TECHNOLOGY DEPARTMENT

Attestations

Attendance Attestations

INFORMATION & TECHNOLOGY DEPARTMENT

Attendance Attestations

Registrar Attendance Agreement 2022-

Per state law, every Texas school district is required to adopt an attendance accounting automated, that includes procedures that ensure the accurate taking, recording, a accounting data. District staff must report attendance information through the Pu Management System (PEIMS) to the Texas Education Agency (TEA). The TEA then u determine the allocation of Foundation School Program (FSP) funds to your district. system that Texans Can Academies has adopted is Aeries' TEACHER ACCESS CENTER is c attendance in compliance with the State of Texas.

As a Classroom Teacher for Texans Can Academies, I agree that:

1. I will monitor attendance throughout each day to ensure teachers fol
2. I understand that students are present when teachers see them phys
3. I understand that the Texans Can official Snapshot Attendance for ALl

   AM session 3rd Period
   Snapshot 11:45 AM

4. I will adhere to all laws and regulations pertaining to student attenda
5. I will enter in Aeries system true and correct data to the best of my ki
6. I understand this is an audit record regarding ADA attendance for maintain to the best of my ability with integrity for reporting of State funding.
7. I will henceforth sign each cycle reporting period attendance docume
8. I will maintain all proper documentation for attendance corrections.
9. I will report to Texans Can leadership any fraud or suspicious activity in regards of attendance.
10. I will not share my credentials for Aeries with anyone.
11. I will follow all the rules from Texans Can Attendance Handbook.

Signature: _____ Date

UPON SIGNING I UNDERSTAND THE POSSIBLE PENAL AUDITABLE DOCUMENTS FOR ATTENDANCE REGARI ATTENDANCE SHEETS AND ALL ASSOCIATED DOCUMENTA DOCUMENTS AND ARE SUBJECT TO AUDIT BY THE STATE. SE PENALTIES CAN BE LEVIED AGAINST TEXANS CAN ACADEI OF IMPROPER ATTENDANCE ACCOUNTING.

Administrator Attendance

Per state law, every Texas school district must adopt an a automated, that includes procedures that ensure the accura accounting data. District staff must report attendance info Management System (PEIMS) to the Texas Education Agency determine the allocation of Foundation School Program (FSP system that Texans Can Academies has adopted is Aeries' TEA attendance in compliance with the State of Texas.

As a Classroom Teacher for Texans Can Academies, I agree that

1. I will monitor attendance throughout each da
2. I understand that students are present when
3. I understand that the Texans Can official Snap

   AM session 3rd Period
   Snapshot 11:45 AM

4. I will monitor teachers to ensure they submit
5. I will submit the required documentation to for submitted inaccuracies regarding students' absenc
6. I understand this is an audit record regardi maintain to the best of my ability with integrity for rep
7. I will henceforth sign each cycle reporting pe
8. I will report to Texans Can leadership any fra in regards to attendance.
9. I will not share my credentials for Aeries with
10. I will follow all the rules from the Texans Can

Signature: _____

UPON SIGNING I UNDERSTAND THE P AUDITABLE DOCUMENTS FOR ATTEN ATTENDANCE SHEETS AND ALL ASSOCIAT DOCUMENTS AND ARE SUBJECT TO AUDIT I PENALTIES CAN BE LEVIED AGAINST TEX OF IMPROPER ATTENDANCE ACCOUNTINC

Teacher Attendance Agreement 2022-23

Per state law, every Texas school district must adopt an attendance accounting system, whether manual or automated, that includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. District staff must report attendance information through the Public Education Information Management System (PEIMS) to the Texas Education Agency (TEA). The TEA then uses this attendance data to determine the allocation of Foundation School Program (FSP) funds to your district. The attendance accounting system that Texans Can Academies has adopted is Aeries' TEACHER ACCESS CENTER is capable of managing student attendance in compliance with the State of Texas.

As a Classroom Teacher for Texans Can Academies, I agree that:

1. I will submit attendance for each period throughout each day
2. I will mark students present when I see them physically in my classroom
3. I understand that the Texans Can official Snapshot Attendance for ALL CAMPUSES is:

   AM session 3rd Period
   Snapshot 11:45 AM

4. I will submit attendance for the Snapshot period at 11:45 AM
5. I will submit the required documentation to the registrar's office to make any needed corrections for submitted inaccuracies regarding students' absences.
6. I understand this is an audit record regarding ADA attendance, for which I am accountable to maintain to the best of my ability with integrity for reporting of State funding.
7. I will henceforth sign each cycle reporting period attendance documents upon request.
8. I will report to Texans Can leadership any fraud or suspicious activity that I noticed in my campus in regards to attendance.
9. I will not share my credentials for Aeries with anyone.
10. I will follow all the rules from the Texans Can Attendance Handbook.

Signature: _____ Date: _____

UPON SIGNING I UNDERSTAND THE POSSIBLE PENALTY OF FORGING AUDITABLE DOCUMENTS FOR ATTENDANCE REGARDING FUNDING. ATTENDANCE SHEETS AND ALL ASSOCIATED DOCUMENTATION ARE LEGAL DOCUMENTS AND ARE SUBJECT TO AUDIT BY THE STATE. SEVERE FINANCIAL PENALTIES CAN BE LEVIED AGAINST TEXANS CAN ACADEMIES AS A RESULT OF IMPROPER ATTENDANCE ACCOUNTING.

ENT

First Day Procedures

INFORMATION & TECHNOLOGY DEPARTMENT

ATTENDANCE PROCEDURES REGISTRARS

1. Print the List of Active Students from Aeries - Query Page
2. Print the ADA Rosters - Roster for 3rd Period - Campus 1-12 and 2nd for Campus 13
3. Go to the station assigned 8:00 AM - Bring your Laptop
4. Greet the student and Check on the active list that the student is physically present on the campus.
5. On the ADA Roster, mark students EN for any present student and NS for students that were not present.
6. Do steps 4 and 5 Until 11:30 AM
7. Collect Signatures from Teachers on the ADA rosters at 11:30 AM.
8. Go back to your office and start withdrawing students who are not physically on campus (NS)
9. Balance the School by 12:15 PM
10. If any NEW student at TCA comes to campus claiming to be enrolled, check Infosnap, verify that he/she is a brand new student for TCA, and inform the student to come back on Wednesday, August 17th 2022.

Day 1

1. Marked every student PRESENT in Aeries each period.
2. The registrar will pass around 11:30 AM for teachers to verify and sign the ADA rosters (3rd Period)
3. Verify and Sign the ADA roster provided by the registrar using a blue ink pen.
4. Allow ONLY students in your classroom that are on the class roster in Aeries or with a printed schedule. NO HANDWRITTEN Schedules are allowed.
5. Inform any student that shows up in the classroom without a schedule to go to the scheduling station area assigned by your principal.

1. Go over the first-day procedures with teachers on Friday before the first day of school.
2. The administrator must remain on campus until school is balanced.

1ST DAY PROCEDURES

REGISTRARS

1. Print the Active student list from Aeries.
2. Print the ADA Rosters
3. Go to the station assigned 8:00 AM - Bring your Laptop
4. Greet the student and Check on the active list that the student is physically present on the campus.
5. On the ADA Roster, mark students EN for any present student and NS for students that were not present.
6. Collect Signatures from Teachers on the ADA rosters at 11:30 AM.
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TEACHERS

1. Marked every student PRESENT in Aeries each period.
2. The registrar will pass around 11:30 AM for teachers to verify and sign the ADA rosters (3rd Period)
3. Verify and Sign the ADA roster provided by the registrar using a blue ink pen.
4. Allow ONLY students in your classroom that are on the class roster in Aeries or with a printed schedule. NO HANDWRITTEN Schedules are allowed.
5. Inform any student that shows up in the classroom without a schedule to go to the scheduling station area assigned by your principal.

ADMINISTRATOR

1. Go over the first-day procedures with teachers on Friday before the first day of school.
2. The administrator must remain on campus until school is balanced.

INFORMATION & TECHNOLOGY DEPARTMENT

Gradebook Policies
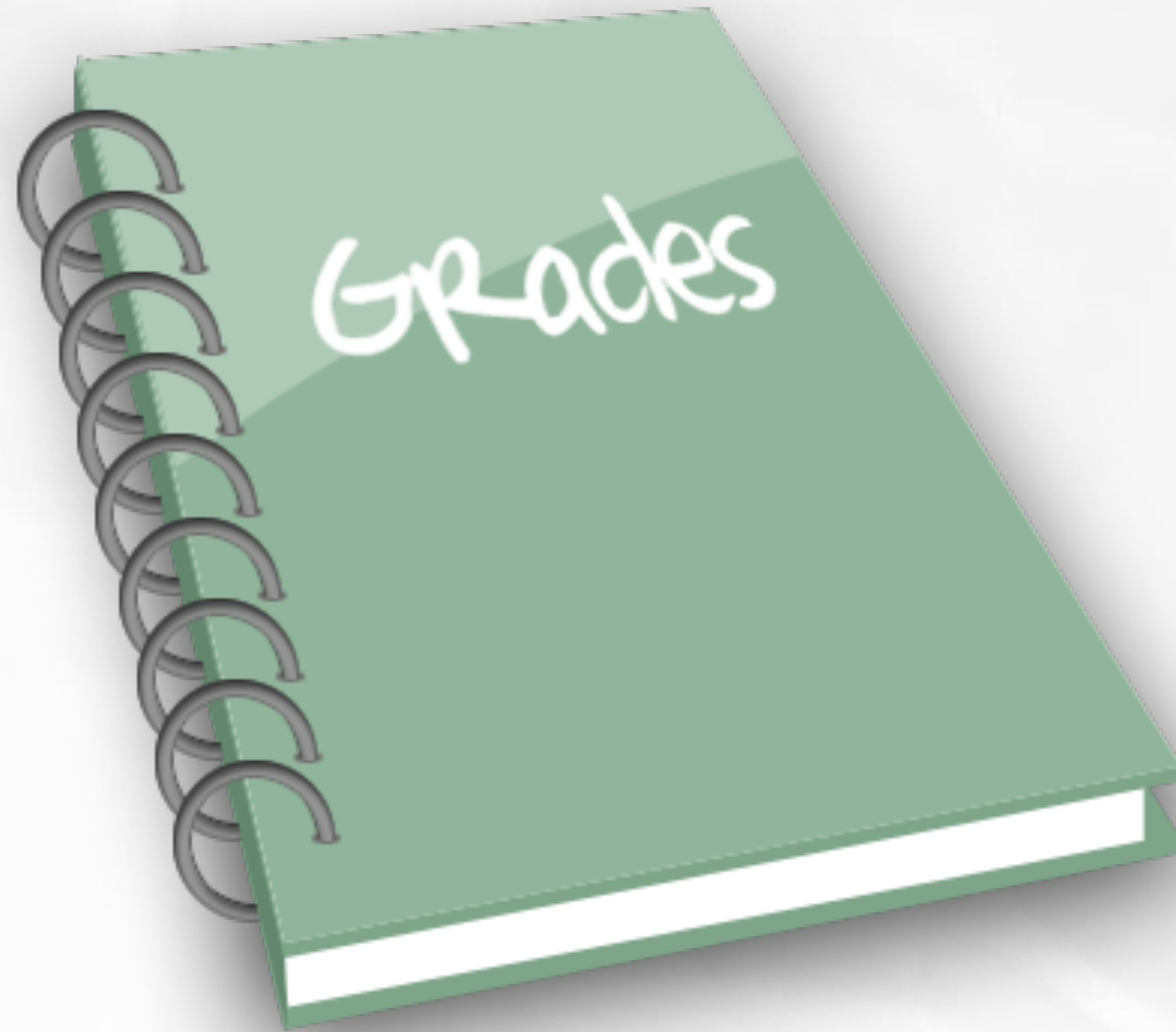
Gradebook Policies PEIMS

- 2 Grades Per week
- Grades in Schoology and Sync Daily to Aeries
- Follow district Gradebook Policies

INFORMATION & TECHNOLOGY DEPARTMENT

Aeries Basic Navigation

Find

Attendance

Demographics

Reports

Student

Reports

The Phone Applications

Phone Applications

Aeries Teachers

Aeries – Teacher Online Self Resources

Demo Data Base	Aeries Teacher Academy	Aeries Documentation & Library
Great for More Practice	Free Online Courses	Targeted Support at Your Hands
Demo.aries.net	Learn.aries.net	Support.aries.com

Attendance
- Daily Attendance Submission
- Period Attendance Submission
- Attendance by Photo and Seating Chart
- Daily Attendance and School Lunch Count
- Attendance By Month
- Attendance For Icon
- Attendance Notes
- Take Attendance Video
- Teacher Phone Application
- Attendance in Phone App

Gradebook
- Gradebook Quick Guide
- Building Grades
- Guide Assignment
- Guide Reports
- Guide Case
- Setting up Gradebook

Mobile Application
- Overview
- Attendance
- Gradebook
- Class tools
- Feedback
- Settings

Discipline & Interventions
- Interventions
- Entering Discipline
- Minor Office Referral
- Major Office Referrals
-

Important Resources
- Pull Reports
- Finding Parents Information
- Finding Students Login
- Aeries Introductory Quick Tools

SUBSTITUTE TEACHERS

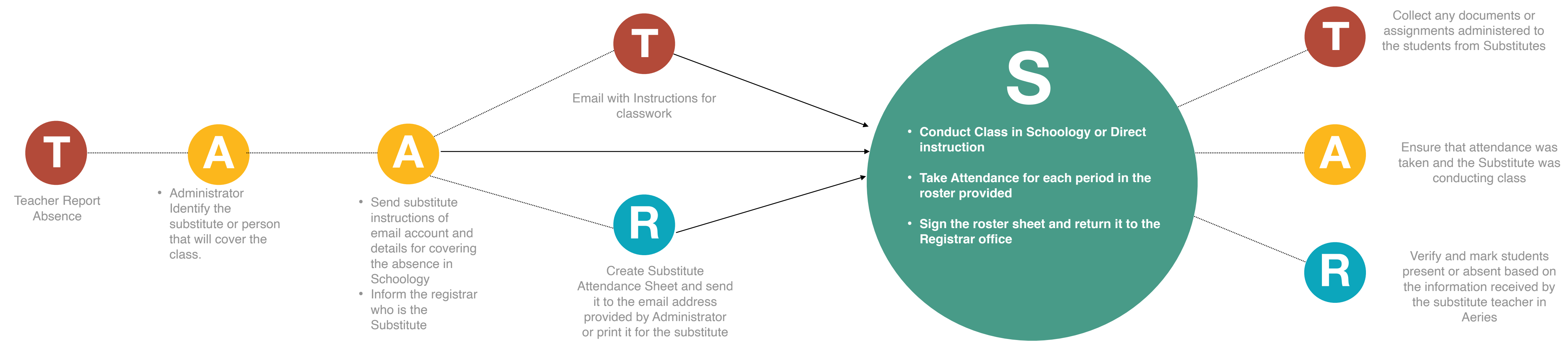# Substitutes Process

2022-23

T — Teacher Report Absence

A — • Administrator Identify the substitute or person that will cover the class.

A — • Send substitute instructions of email account and details for covering the absence in Schoology
• Inform the registrar who is the Substitute

T — Email with Instructions for classwork

R — Create Substitute Attendance Sheet and send it to the email address provided by Administrator or print it for the substitute

S
- **Conduct Class in Schoology or Direct instruction**
- **Take Attendance for each period in the roster provided**
- **Sign the roster sheet and return it to the Registrar office**

T — Collect any documents or assignments administered to the students from Substitutes

A — Ensure that attendance was taken and the Substitute was conducting class

R — Verify and mark students present or absent based on the information received by the substitute teacher in Aeries
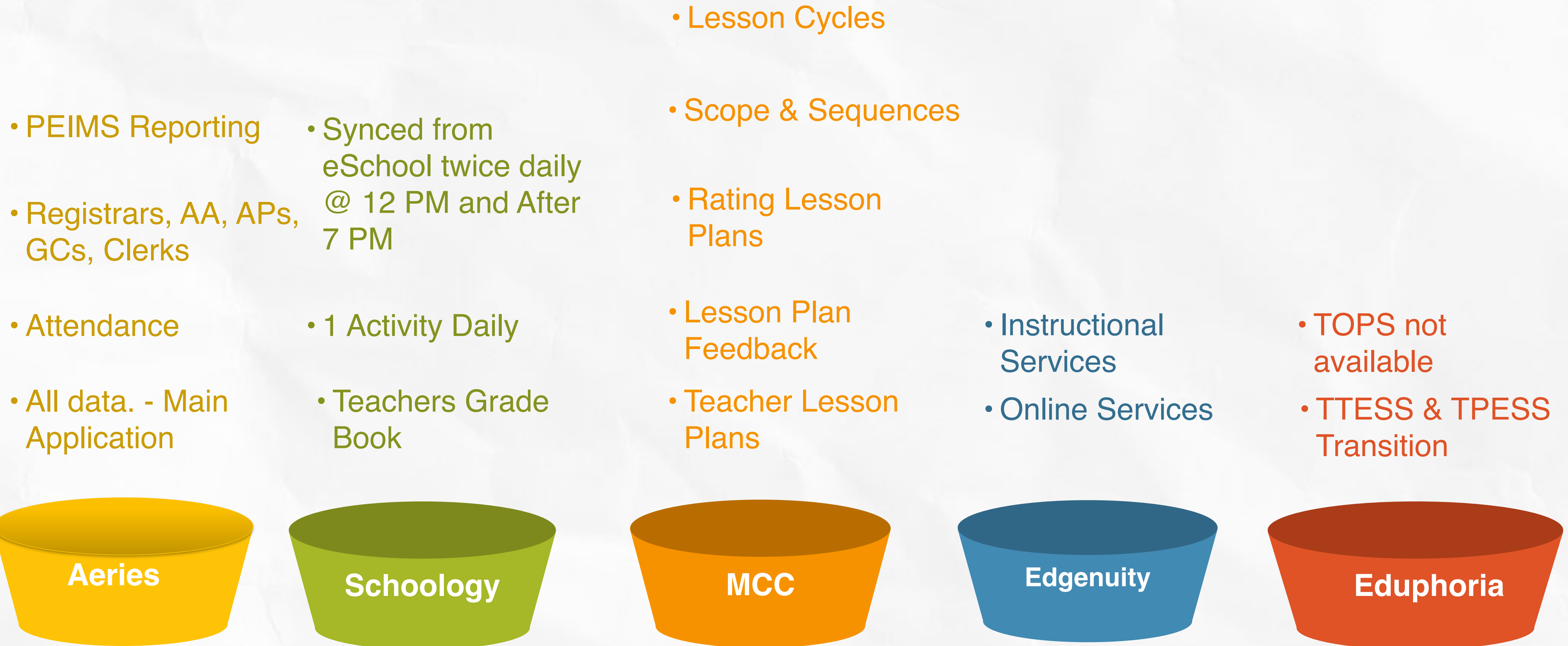
Facts

- The Substitute Attendance Sheet will be signed and dated by the substitute teacher and submitted to the Registrar/PEIMS clerk to be manually entered into Aeries each period.
- The paper roster is kept for auditing purposes with the official attendance documentation for that day.

A Administrator   **S** Substitute   **T** Teacher   **R** Registrar

INFORMATION & TECHNOLOGY DEPARTMENT

Software Management

INFORMATION &
TECHNOLOGY DEPARTMENT

SOFTWARE MANAGEMENT

- PEIMS Reporting

- Registrars, AA, APs, GCs, Clerks

- Attendance

- All data. - Main Application

Aeries

- Synced from eSchool twice daily @ 12 PM and After 7 PM

- 1 Activity Daily

- Teachers Grade Book

Schoology

- Lesson Cycles

- Scope & Sequences

- Rating Lesson Plans

- Lesson Plan Feedback

- Teacher Lesson Plans

MCC

- Instructional Services

- Online Services

Edgenuity

- TOPS not available

- TTESS & TPESS Transition

Eduphoria

SOFTWARE MANAGEMENT

- Data Roster / Tests_Scheduling

- Updated from eSchool twice daily @ 12PM and 4 PM

- SPED Compliance -

- PGPs-

- Graduation & IGC

- Processes

- Student's Notes

- Procedures

- Document Management

- Policies

- Dashboards

- Professional Development Tracking System

- Measurable, Trackable & Wellness

- Accountability

- Registration

| Doc Central | Training Tracking | SMS | OnDataSuite | Infosnap |
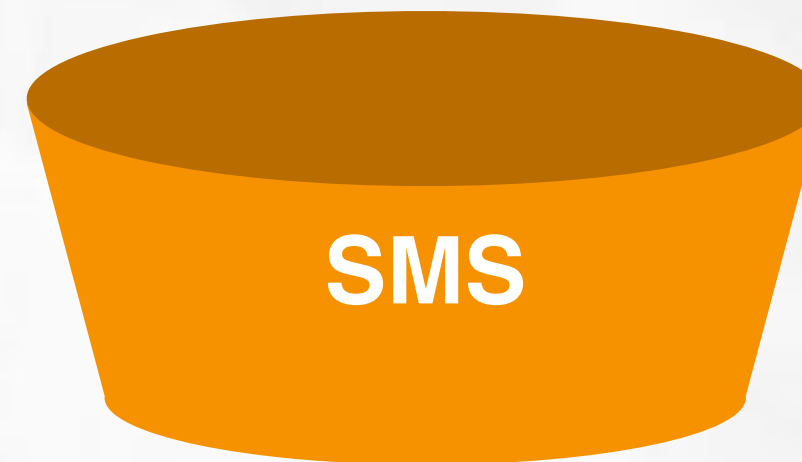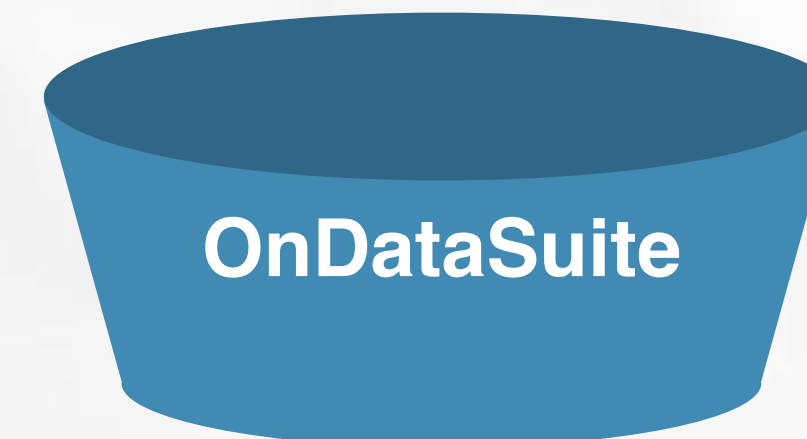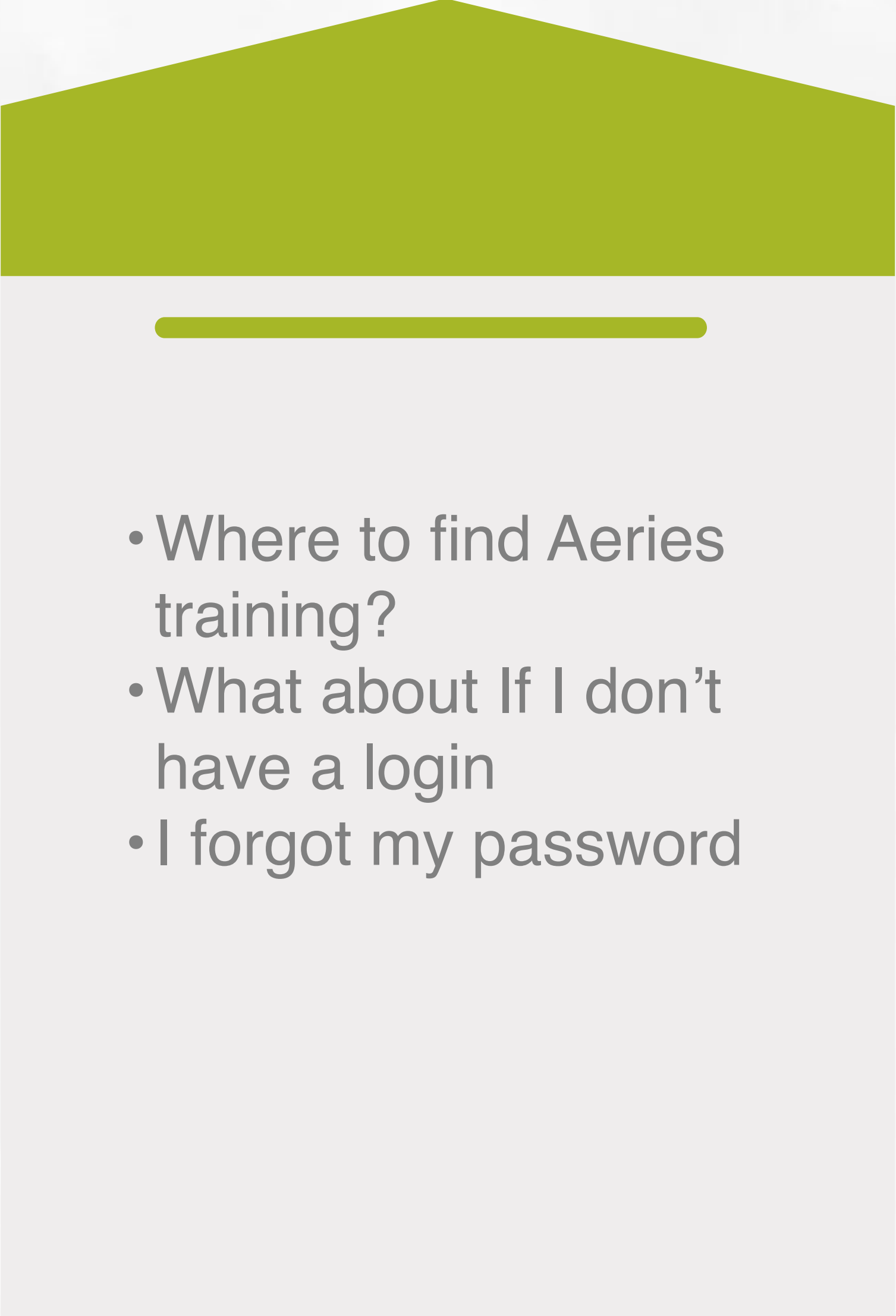
OTHER RESOURCES

- Where to find Aeries training?
- What about If I don't have a login
- I forgot my password

NAVIGATING

SCHOOLOGY

- Gradebook Settings
- MUST be synced to eSchool everyday.
- Accessible ONLY www.texanscan.schoology.com
- Naming Convention:

EDGENUITY

Online Learning and Instructional Services

MCC

Lesson Plan Rating & Feedback

NAVIGATING

SCHOOLOGY

- Delivery Instruction
- Platform - Grade Book.
- MUST be synced to eSchool everyday.
- Accessible ONLY
www.texanscan.schoology.com
- Naming Convention:

CR Course: Section
Texans Can Academies

Add Materials ▾   Options ▾

All Materials ▾

L1 A1
class assignment
· Due Friday, August 6, 2021 at 11:59 pm

L1 C1
test
· Due Thursday, August 5, 2021 at 11:59 pm

L1 LLW1
test
· Due Thursday, August 5, 2021 at 11:59 pm

L2 C2
test
· Due Friday, August 6, 2021 at 11:59 pm

Category

↕ Assessments

↕ Classwork
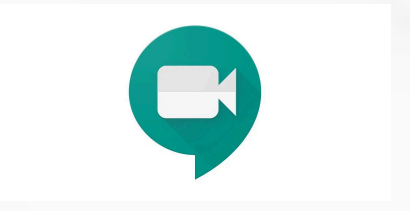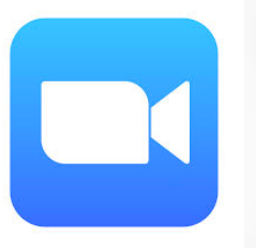
↕ Listening, Learning & Writing

DIFFERENT SYSTEMS

Aeries — Student Information System

Student Information System

Grades , Attendance , Students Demographics, Data
Aeries

schoology

Learning Management System

Delivery Instruction Platform -
Schoology

Video Communication Platforms

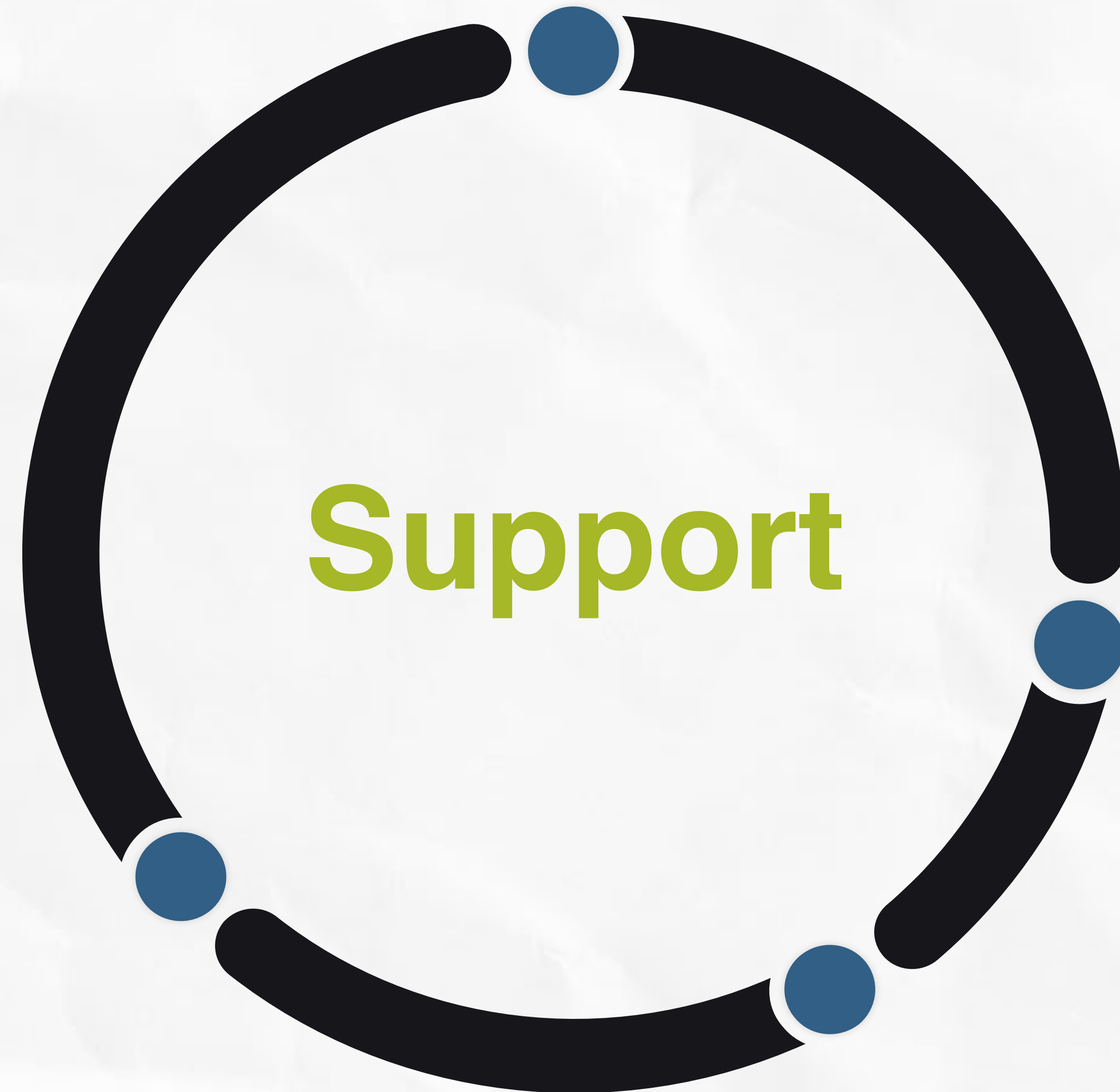Conference Schoology, Zoom and Google Meets

SMS — Student Management System

Student Management System

Audit and Verification System for Graduates, CCMR , Scheduling, SPED and Other Data Points.
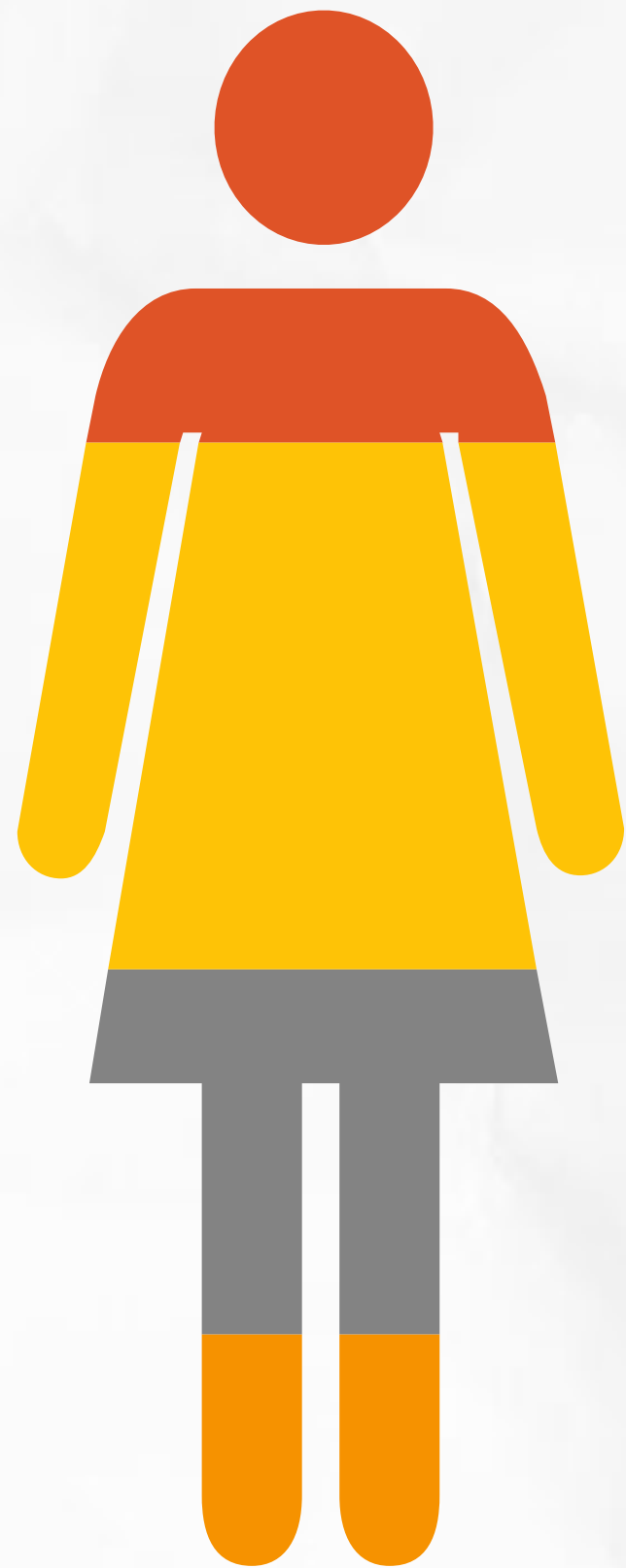
Students will have a working email address

studentid@student.texanscan.org
This is the official communication tool that needs to be used between staff and students.

SOME RECOMMENDATIONS

I have a technical problem…

HELPDESK

Contact 214-944-1993
Go to www.texanscanstaff.org
Submit a ticket @
https://texanscan.incidentiq.com/login/v2

Aeries Admin

PEIMS Support

Contact peims.support@texanscan.org

Aeries Teachers

Instructional Coach

I am aware of a Fraud

FRAUD LINE

Contact Anonymous line @ 1-833-580-0002
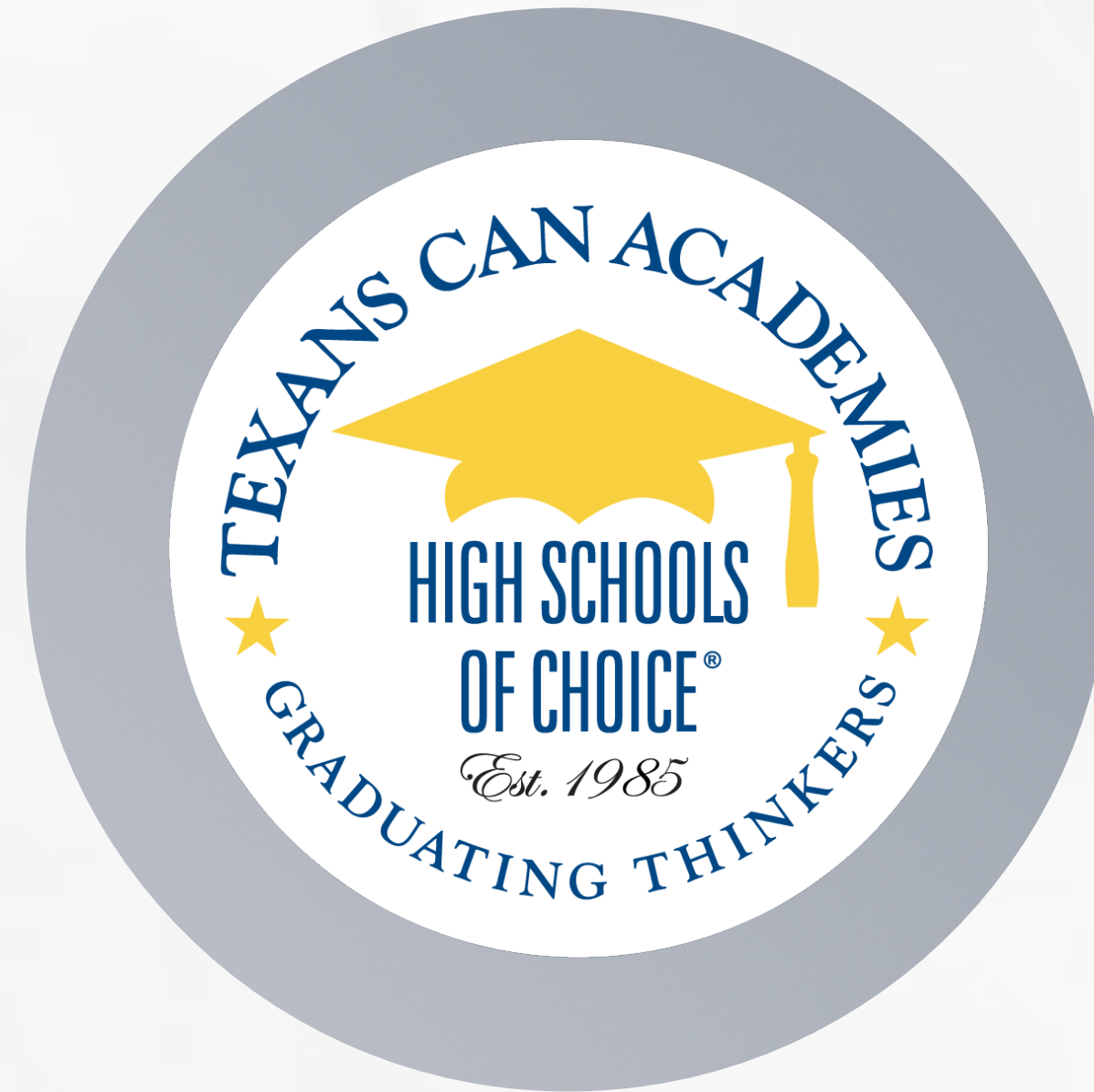Click Hotline @ www.texanscanstaff.org

I have a problem with Something

Chat with PEIMS

Special problems, means you can not find solution with all tools provided above, email
fmarino@texanscan.org

Fernando Marino

fmarino@texanscan.org
Tel. 214-562-3111

Information & Technology
Department