

## PUBLICATION #18

January 27, 2016

# Communications, Collaborations, and Connections CONTINUES

**Special Education Module Implementation** ~ Aspen's Special Education module is a comprehensive solution for creating and maintaining Individualized Education Programs (IEPs) and managing the special education process. Its tools help you work faster and more efficiently. Quincy Public Schools Special Education and Information Technology Teams continue their efforts to ensure a successful implementation and seamless transition to the Aspen Special Education Module. Aspen's Special Education Module assists and supports district's in various ways, including improving accuracy for state reporting, improving communication between regular education, special education, parents, support staff, and students, and coordinating student records.

Phase Name	Date Due	Completed	Completed By
✓ Referral	8/9/2010	Administrator, Joe	
✓ Send assessment consent form	8/9/2010	Administrator, Joe	
✓ Receive assessment decision	Consent received 8/9/2010	8/9/2010	Administrator, Joe

This snapshot is an example of a fictitious student's initial referral and the workflow checklist on Aspen.

When students receive special education services an Individualized Education Program (IEP) is written. This document lists among other things, the special educational services that the child will receive. Aspen uses an IEP Icon to identify the special education student who has an Individualized Education Program (see example below). This Icon is valuable to classroom teachers. When a teacher clicks on the Icon they can read the modifications that need to be made to accommodate the student corresponding to the IEP.

Status	StartDate	EndDate	IPType	MeetingDate	EEnvironment 6-21	EEnvironment 3-5
Draft	4/13/2010	4/13/2011	Review	4/13/2010	Partial Inclusion	
Active	5/27/2009	5/24/2010	Re-evaluation	5/27/2009	Partial Inclusion	
Amendment Draft	5/27/2009	5/24/2010	Re-evaluation	5/27/2009	Partial Inclusion	

**Did you know....** Aspen uses workflow technology to eliminate the paper trail, automate redundant tasks, and streamline administrative functions: Integrating special education and student information eliminates duplicate data. Administrators and teachers can be confident that what they're seeing is current and accurate.

Quincy Public Schools Special Education Team continues to work in collaboration with school teams, individual service providers, and chairs as part of the implementation, and assessment/reflection process. On Wednesday, January 20, the Special Education Team presented an overview of the ongoing progress of the Aspen Special Education Module to the Quincy Parent Advisory Council as well as the Special Education Subcommittee. The Special Education Team will continue to provide on-going support, training, and troubleshooting via phone, email, quick reference guides, group and individual support, professional development days, as well as special Aspen trainings during early release days. By June 2016 it is anticipated that 100% of all IEPs will be successfully integrated from EasyIEP to Aspen and our SIMS data will provide accurate information to Massachusetts Department of Elementary and Secondary Education.

The Special Education Team Administrators are continuing to monitor and review progress and compliance throughout the 2015-2016 school year and beyond...

In the Spring 2016, The Special Education Team will survey key stakeholders to measure progress and successful implementation and plan for any additional Professional Development during 2016-2017 school year.

**Curriculum and Learning Module** ~ High School Cabinet Council Team members, consisting of superintendent's leadership, principals, assistant principals, and department chairs are finishing up their work with the curriculum mapping design process, which includes a focus on units of study, unit lengths, content, core resources, instructional strategies, assessments, and standards. Core subjects (ELA, Math, Science, Social Studies,) maps will be completed June 2016. Early Fall 2016, training for Cabinet Council Team Members on the Aspen Curriculum Page, in particular, Aspen mapping features will occur.

**Data Security** ~ Quincy Public Schools holds its employees to the highest standards when it comes to safeguarding student data. City of Quincy Information Technology Department in collaboration with Quincy Public Schools Administration acknowledges its obligation to protect the confidentiality and proprietary information of Quincy Public Schools student and staff information, to not disclose this information to unauthorized persons.

Access to Aspen is limited to the School/District that licenses the system and its authorized users. Aspen utilizes industry standard Secure Sockets Layers (SSL) to ensure that student data is encrypted and transmitted securely from end to end. SSL is standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers. Access to student data is controlled exclusively by the School/District.

**Student Scheduling Process** ~ QPS Middle and High Program of Studies and Scheduling Teams consisting of the QPS Information Technology Team, principals/assistant principals, and student support services staff have begun the scheduling process to produce and/or publish student schedules for 2016-2017.

**High School Course Selection Information Nights** ~ During the week of March 14, both high schools will hold **Course Selection Information Nights for Parents** ~ North Quincy High **March 14** and Quincy High **March 16** to introduce the course request process. Immediately following the Information Night presentation, technology labs will be available to assist parents with the login process, course request questions, and navigation of the **Aspen Student Portal**. Student Support Services and QPS Information Technology Team members will be on hand for support.

**Scheduling** ~ Quincy Public Schools continues its implementation plan and is currently focusing on the various **scheduling tools** Aspen provides in preparing for the 2016-2017 school year. Teachers are currently completing **Online Course Request Recommendations** for grades 8-11 utilizing their Aspen Gradebook. Teachers have the ability to communicate utilizing the “Notes Section” attached to their recommendation for parents and/or the student’s guidance counselor.

Following the teacher recommendation period, the *Aspen Student Portal* will be open for **Student Online Course Requests** (March 14 – March 21) during which students will have the opportunity to view teacher recommendations. Students can then select an elective or Foreign Language and/or request a modification to any core academic recommendation.

Both Middle and High School Program of Studies and Student Support Services Teams have begun the **Prepare to Build** process for Springtime **Build Workshops** to effectively generate student schedules utilizing the Aspen scheduling tools. Once again our goal is to make 2016-2017 Student Schedules available on Aspen Student Portal mid-August or sooner.

**Aspen Training** ~ During the week of January 11-15, approximately **22** QPS Professional Staff members volunteered their time and participated in various Aspen optional training opportunities, including Elementary Standards-Based Gradebook (Beginners), Middle and High School Gradebook Intermediate, and Teacher Pages. The QPS Technology and Planning Team will continue its goal to provide digital technology professional development and training to Quincy Public Schools staff. The schedule below highlights various upcoming optional Aspen Trainings for QPS Professional staff.

## ~ Upcoming Aspen Training Opportunities ~

TRAININGS	PARTICIPANTS	DATE	TIMES	LOCATION
Standard-Based Gradebook (Beginners)	Elementary School Teachers	March 22, 2016	1:00 p.m. – 3:00 p.m.	Central Middle Room 122
Gradebook Intermediate	Middle/High School Teachers	March 23, 2016	3:00 p.m. – 5:00 p.m.	Central Middle Room 122
Teacher Pages	Middle/High School Teachers	March 24, 2016	3:00 p.m. – 5:00 p.m.	Central Middle Room 122
Aspen Institute 2016	SLT Members, Principals, and IT Personnel	April 6 & 7, 2016	8:00 p.m. – 4:00 p.m.	Providence Conference Center

**Aspen Support and Resources** ~ The Follett Aspen developers recently enhanced and improved their training videos to assist end users with focused small manageable subtopics.

**FOR TEACHERS** ~ Within Aspen under **HELP** Follett provides a variety of User Guides, Quick References Cards, and Short **“How to Videos.”** The videos are explicit and offer step by step help using various features and tools in the Aspen gradebook.

**FOR STUDENTS and PARENTS** ~ The Quincy Public Schools website ([quincypublicschools.com](http://quincypublicschools.com)) provides student/parent links that you will find useful and guides that will help navigate various features of our Aspen Student Portal.

For more information about Aspen please visit <http://quincypublicschools.com/studentportal/> or contact the webmaster at [webmaster@quincypublicschools.com](mailto:webmaster@quincypublicschools.com).