Synergy Student Information System
Teacher Quick Reference Support Guide

Teacher Responsibilities	Teacher Support Quick Guide	Support Contact Info & Resources
Attendance ● 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) ● *Tier I Phone Calls to parents for non attendance at the classroom level. Document via communication log.* ● *Attendance referral to Counselor/Student Success Specialist for Tier II intervention* ● *SAT referral for TIER III for habitual truancy.* **Gradebook** ● 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. **Roster Accuracy** ● 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. NOTE: Rostered changes made by registrar/office manager or counselor will sync to teacher gradebook each evening. Changes made in SIS do not automatically transfer to gradebook until nightly sync.	***School Level Supports*** ● 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) **(Office Manager , Registrar, Principal, Counselor, Level III Mentor Teachers, Student Success Specialist)** ***SIS / STARS Technician:*** ● 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 ***Human Resources:*** ● 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 ***Technology:*** ● Computer/Email log on Credentials ● Hardware/Software tech support *****See Detailed Departmental Charts for More Info*****	***School Level Supports*** Tier I SIS Support provided by school office manager, building administrator, or your Level III school mentor. ***Online Resources*** **www.k12espanola.org** Go to: Departments STARS & Synergy Synergy Login: https://nm-espd55.edupoint.com/ ***Assessment, Accountability & State Programs*** Myra Martinez, Exec. Director 367-3330 Myra.Martinez@k12espanola.org Erica Martinez, STARS/SIS Tech 367-3328 Erica.Matinez@k12espanola.org ***Human Resources*** Esther Romero, Manager 367-3317 Esther.Romero@k12espanola.org Jessica Armendariz, Specialist 367-3338 Jessica.armendariz@k12espanola.org Nadine Gonzales, Specialist 367-3337 Nadine.Gonzales@k12espanola.org ***Student Services (IEP, SAT, Counselor & Nurse Support)*** Victoria Gonzales, Director 367-3341 Christine Kane, Asst. Director Yolanda Esquibel, Admin Asst. 367-3321 Clara Spinks, Medicaid/Data 367-3342 Christine Kane, SE Specialist 6-5353 Martha Herrera, Data/SE Management 3677-3376 ***Technology Helpdesk*** Helpdesk@k12espanola.org (505) 747-1625 Andrew.Trujillo@k12espanola.org Jose.Estrada@k12espanola.org Jamie.Madrid@k12espanola.org ray.riddick@k12espanola.org ambrose.roybal@k12espanola.org

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EM (8/3/2021)