MLK Day Staff Meeting Agenda
January 18, 2016
8:00-3:00 PM

I.   **Training on synergy student contact logs for count day**

II.   **Impact on Prepare paperwork / folders for count day**

III.   **EDP presentation/review (mid-term check is February 4th)**

IV.   **Senior credit checks for each caseloads**

Montrose Choice School Office
150 North Saginaw Road
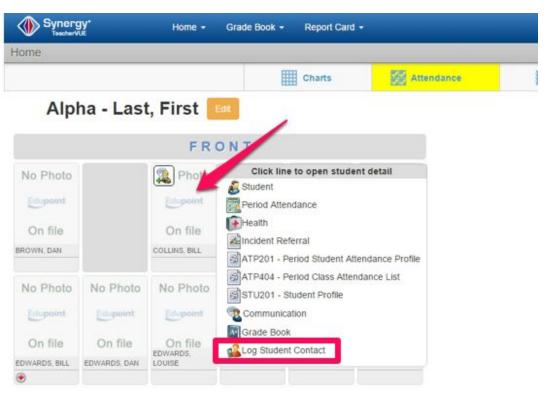PO Box 3129
Montrose, Michigan 48457
810.591.8840
Fax: 810.591.7289

GENESEE INTERMEDIATE SCHOOL DISTRICT
Technology & Media Services/GenNET
2413 West Maple Avenue
Flint, Michigan 48507-3493
(810) 591-4436

Synergy™
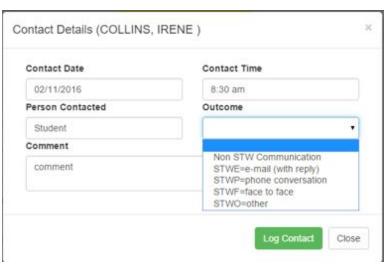Education Platform

Audience: Mentor Teacher (Seat-Time Waiver)

Synergy Student Contact TeacherVUE STW Mentor Instructional Time Form

- From TeacherVUE click on the student's picture
- Choose Log Student Contact

Contact Details:

- Date of contact
- Time of contact
- Person Contacted (student)
- Outcome (choose one of the STW options)
  - STW = e-mail (reply)
  - STWP = Phone Conversation
  - STWF = Face to Face
  - STWO = Other

Please review this sample of exemplary Two Way Mentor Contact Content provided by the pupil accounting auditors

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TeacherVUE Log Student Contact

All two-way interaction must align with the following criteria:

- responses must be to the communication initiated by the teacher of record or mentor, and not some other action taken
- all two-way interaction must be documented and available to the pupil accounting auditor upon request
- interaction must be relevant to the course or pupil's progress

The Mentor Teacher of Record must maintain a two-way communication log according to the MDE rules: http://mi.gov/documents/mde/5-O-B_SeatTimeWaivers_329678_7.pdf and hold an active Michigan Teacher Certification.

Mentor Teachers will need to print and sign the Synergy Student Contact Log for pupil count

U-STU488 - Student Contact Log

Requirements for Counting Membership (STW)

1. The pupil must meet pupil membership eligibility requirements

2. The pupil shall be enrolled and attending on the count day(s)

3. The pupil must meet participation requirements.

NEW Requirements for Counting Membership (STW)

- **Two-way interaction between the pupil and the teacher of record**
    - Must occur at least one time /week for the four week count period
    - Must be educational in nature (course/content specific)
    - May be my email, telephone, instant messaging, face-to-face
    - Must be documented
    - Must be available to the pupil membership auditor upon request.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<-----------week 1-----------------------			
			Count Day			
-------------week 1----------->			<-----------week 2-----------------------			
-------------week 2----------->			<-----------week 3-----------------------			
-------------week 3----------->			<-----------week 4-----------------------			
-------------week 4----------->						

Click on "My EDP" below student's name

Click on view details
** you must update yearly. Don't assume they are "complete" because it shows 100%

At Choice we have 3 different stages: beginning (9th grade), intermediate (10th and 11th), and exit (12th). Each stage has different requirements (see below).

My Progress - Grade 11

Click on a requirement name to go to the related section of your EDP

- ✅ Career Matchmaker
- ✅ My Skills
- ✅ My Saved Careers – Minimum 2
- ✅ My Saved Schools – Minimum 1
- ✅ My Saved Pathways
- ✅ Career Planning Activities – Minimum 3
- ✅ Post-Secondary Plan
- ✅ Career & Life Goals
- ✅ Extracurricular Activities – Minimum 1

My Assessments
My Careers
My Education
My Scholarships & Financial Aid
My Goals & Plans
My Activities & Experiences
My Assignments & Activities
My Journal
My Advisement Log

My Progress - Grade 12

Click on a requirement name to go to the related section of your EDP

- ✅ Career Matchmaker
- ✅ My Skills
- ✅ Other Assessments
- ✅ My Saved Careers – Minimum 3
- ✅ My Saved Schools – Minimum 1
- ✅ My Saved Pathways
- ✅ Career Planning Activities – Minimum 4
- ✅ Post-Secondary Plan
- ✅ Career & Life Goals
- ✅ Extracurricular Activities – Minimum 1

✅ Complete	❌ Incomplete

Beginning Stage:

Click on career matchmaker

Click on most recent matchmaker
*students must update this each
school year

Click on review my answers

While on this page please make sure
students select ONE level of
education. Then "UPDATE my
Results."

**If students don't "update my
results" then it will default back to
what was previously selected.

Students will need to read through all the questions (116) changing their responses when needed. When they have changed their responses they need to "save & update career matchmaker."

Select "start my skills"

**Once they answer all 45 questions it will update on its own.

NEXT: Select "my EDP" at the top left.   Select "view details"

Click on "Learning Styles Inventory"

**Students only have to do this ONCE… if it's completed they don't need to do it. If they haven't completed it they need to select "Start Now"

NEXT: Select "my EDP" at the top left.   Select "view details"

Select "My Saved Careers – Minimum 1"

My Progress   100%
                          0 % 20 40 60 80 100 %

My Progress - Grade 9

Click on a requirement name to go to the related section of your EDP

✓ Career Matchmaker

✓ Learning Styles Inventory

✓ My Saved Careers – Minimum 1

✓ My Saved Pathways

✓ Career Planning Activities – Minimum 2

✓ Career & Life Goals

✓ Extracurricular Activities – Minimum 1

Search for careers here

Edit and delete buttons

My Saved Careers

Bookmark the careers that interest you and record your thoughts about each. When you find an occupation that interests you click on "Save to My EDP".

Find Careers

Saved Careers

Elementary School Teacher

i want to be a teacher because im really good with little kids and i love to teach people things and i would love to to be somewhere and be around things that i would love to do. Also i would like to have this job because i like to teach people new things.

Pet Groomer

I want to be a pet groomer because i love animals and i also love to be around animals. Also i want this job because i love to groom my dogs and so i would love to groom other peoples dogs.

Waiter

i want to be waiter because i love to deal with money and i love too be out all the time. Also i want this job because i like to serve people and get money or get paid for doings things.

NEXT: Select "my EDP" at the top left.   Select "view details"

Select "My Saved Pathways"

My Progress   0% 20 40 60 80 100%   100%

My Progress - Grade 9

Click on a requirement name to go to the related section of your EDP

- ✓ Career Matchmaker
- ✓ Learning Styles Inventory
- ✓ My Saved Careers – Minimum 1
- ✓ My Saved Pathways
- ✓ Career Planning Activities – Minimum 2
- ✓ Career & Life Goals
- ✓ Extracurricular Activities – Minimum 1

Select **two** career pathways then **SAVE**. If you notice below they give suggested career pathways based off student's matchmaker results.

Please select your two favorite Pathways. If you have completed Career Matchmaker and saved the results, your Career Pathway recommendations will also appear.

1st Choice:
-- Select --

2nd Choice:
-- Select --

✔ Save

Recommendation 1: Arts & Communication

Occupations in this path are related to humanities and performing, visual, literary and media arts. These include architecture; graphic, interior, and fashion design; writing; film; fine arts; journalism; languages; media; advertising; and public relations. Are you a creative thinker? Are you imaginative, innovative and original? Do you like to communicate ideas? Do you like making crafts, drawing, playing a musical instrument, taking photos or writing stories? This may be the career path for you!

Recommendation 2: Human Services

NEXT: Select "my EDP" at the top left.   Select "view details"

Select "Career Planning Activities"
Students must have at least **TWO
activities.

My Assessments

My Careers

My Education

My Scholarships & Financial Aid

My Goals & Plans

My Activities & Experiences

My Assignments & Activities

My Journal

My Advisement Log

My Progress - Grade 9

Click on a requirement name to go to the related section of your EDP

✓ Career Matchmaker

✓ Learning Styles Inventory

✓ My Saved Careers – Minimum 1

✓ My Saved Pathways

✓ Career Planning Activities – Minimum 2

✓ Career & Life Goals

✓ Extracurricular Activities – Minimum 1

✓ Complete   ✗ Incomplete

**One activity must be for the current school year. (Dated between September 2014-June 2015)
   One activity must be in the future. (Dated between June 2015 – September 2015)
You can leave all the old activities in… you don't have to delete them!

Career Cruising

Haley
My EDP

Assessments   Careers   Education   Financial Aid   Employment

My EDP

Add new activities here

My EDP

My Progress   100%

My Goals & Plans

Career & Life Goals

Career Planning Activities

My Assessments

My Careers

My Education

My Scholarships & Financial Aid

My Activities & Experiences

My Assignments & Activities

My Journal

Career Planning Activities

Record your career planning activities, like job shadows, career fairs, and more.

+ Add an activity

Edit or delete

Activity	Dates	
Work in the summer FIND A JOB!!!! FUTURE: i plan on getting a summer job and getting my drivers licncse and money to get a car. I want my drivers license so i can drive places were i wanna go and to stop bugging my parents to take me everywhere. I also want a car so i can go places and to take my own reponseabilty.	October 2013 - October 2015	✏ 🗑
Other CAREER PROJECT	December 2013 - December 2013	✏ 🗑

NEXT: Select "my EDP" at the top left.   Select "view details"
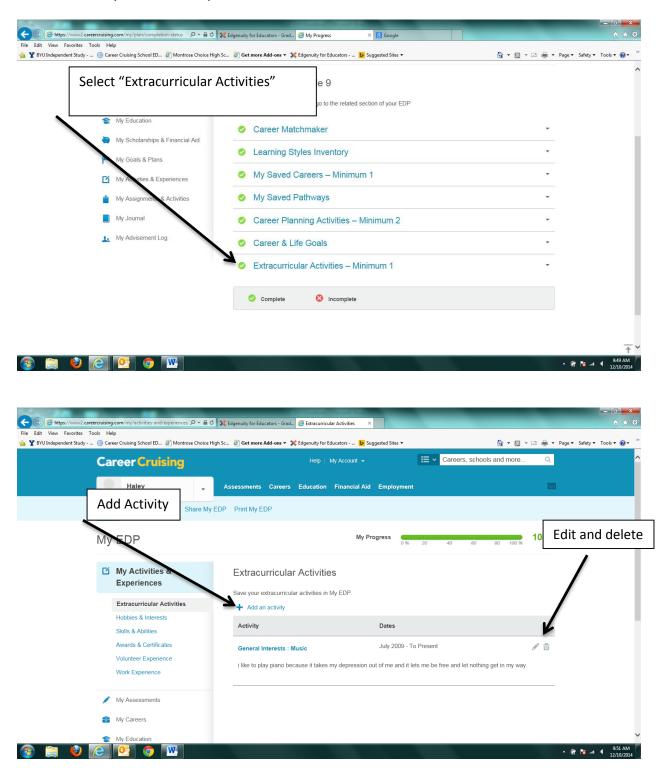

Select "Career & Life Goals"

**These goals MUST be SMART (see attached sheet on SMART goals)
      Short term must be by June 2017…
      Long term is **career related,** so it will be a goal that's 2-8 years away from being attainable

NEXT: Select "my EDP" at the top left.   Select "view details"

Select "Extracurricular Activities"

Add Activity

Edit and delete

**Student can just update the dates each year if they still participate in that activity. They need to really explain why this is an activity they enjoy completing (at least 2 sentences). For instance, how it makes them feel and what they learn(ed) from it.

Each freshman must also complete a Career PowerPoint(see attached handout). Once finished they will need to upload it into their career cruising homepage. (Scroll to the bottom where it says "My Files" and select "upload")

Intermediate Stage

Select "Career Matchmaker"