

**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**

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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

The screenshot shows the Synergy TeacherVUE interface. The top navigation bar includes 'Home', 'Grade Book', and 'Report Card'. The 'Attendance' tab is selected. Below the navigation bar, there is a section for 'Alpha - Last, First' with an 'Edit' button. A table of students is displayed, with columns for 'No Photo', 'Edupoint', and 'On file'. A red arrow points to the 'Photo' icon for COLLINS, BILL. A dropdown menu is open, showing options like 'Student', 'Period Attendance', 'Health', 'Incident Referral', 'ATP201 - Period Student Attendance Profile', 'ATP404 - Period Class Attendance List', 'STU201 - Student Profile', 'Communication', 'Grade Book', and 'Log Student Contact'. The 'Log Student Contact' option is highlighted with a red box.

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

The screenshot shows the 'Contact Details (COLLINS, IRENE)' form. The form includes fields for 'Contact Date' (02/11/2016), 'Contact Time' (8:30 am), 'Person Contacted' (Student), and 'Comment' (comment). The 'Outcome' dropdown menu is open, showing options like 'Non STW Communication', 'STWE=e-mail (with reply)', 'STWP=phone conversation', 'STWF=face to face', and 'STWO=other'. The 'Log Contact' button is highlighted.

Please review this sample of exemplary [Two Way Mentor Contact Content](#) provided by the pupil accounting auditors



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

The screenshot shows the Synergy TeacherVUE interface. At the top, there are navigation links: Home, Grade Book, and Report Card. Below these, there are tabs for Charts, Attendance, and Reports. The Reports tab is highlighted with a red box. A dropdown menu is open from the Reports tab, showing a list of reports. The report 'U-STU488 - Student Contact Log' is highlighted with a red box. The main content area shows a grid of student information for the class 'Alpha - Last, First'. The grid is organized into rows and columns, with each cell containing a student's name and a 'No Photo' icon. The grid is titled 'FRONT'.

FRONT					
No Photo On file BROWN, DAN	No Photo On file COLLINS, BILL	No Photo On file COLLINS, IRENE	No Photo On file Carrington, Graciela	No Photo On file DOUGLAS, FRANCIS	No Photo On file DOUGLAS, FRANCIS
No Photo On file EDWARDS, BILL	No Photo On file EDWARDS, DAN	No Photo On file EDWARDS, LOUISE	No Photo On file GRANT, LOUISE	No Photo On file HOWARD, LOUISE	No Photo On file JAMES, HELEN
No Photo On file KNOWLES, NANCY	No Photo On file KNOWLES, NANCY	No Photo On file MORRIS, CONSTANCE	No Photo On file MORRIS, FRANCIS	No Photo On file MORRIS, LOUISE	No Photo On file NOLAN, BILL

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 by 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 "My EDP" below student's name

CHARLES
My EDP

What do you want to do?

- Explore My Interests
- Learn About Careers
- Explore Education Options
- Choose My Courses
- Find Jobs
- Build My Resume

Welcome to Career Cruising, CHARLES!

My Progress

Complete 100%
Incomplete 0%

The best way to predict the future is to create it.
Abraham Lincoln, Past U.S. President

Focus on Careers

Careers in space travel
The final frontier. If you are fascinated by the stars and want to know what's out there, here are some careers to explore:

Related Careers

- Aerospace Engineer
- Astronaut
- Astronomer
- Electrical Engineer
- Mechanical Engineer
- Physicist

Do you want Internet Explorer to remember the password for careercruising.com? Why am I seeing this?

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

CHARLES ACKERMANIII
Montrose Choice School
Montrose, Michigan
[Edit Profile](#)

My Progress 100%

View Details

My Assessments

Matchmaker & My Skills
Answer questions about your likes and dislikes to find careers that match up with your interests.
charles.ackerman
Updated: Nov. 21, 2014
Matchmaker1
Updated: Feb. 21, 2013
Career Matchmaker

Ability Profiler
Learn more about your abilities and see how your abilities compare to those used in careers that interest you.
View More

Learning Styles Inventory
Learn more about your abilities and see how your abilities compare to those used in careers that interest you.
You are a Tactile Learner!
Visual Learning 30%
Auditory Learning 20%
Tactile Learning 50%
View My Profile

Do you want Internet Explorer to remember the password for careercruising.com? Why am I seeing this?

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

The screenshot shows the 'My Progress' page for Grade 9. At the top, a progress bar indicates 100% completion. The left sidebar contains a list of navigation links: My Assessments, My Careers, My Education, My Scholarships & Financial Aid, My Goals & Plans, My Activities & Experiences, My Assignments & Activities, My Journal, and My Advisement Log. The main content area is titled 'My Progress - Grade 9' and includes a sub-header 'Click on a requirement name to go to the related section of your EDP'. Below this, a list of requirements is shown, each with a green checkmark icon and a dropdown arrow: Career Matchmaker, Learning Styles Inventory, My Saved Careers – Minimum 1, My Saved Pathways, Career Planning Activities – Minimum 2, Career & Life Goals, and Extracurricular Activities – Minimum 1. At the bottom of the list, there are two buttons: 'Complete' (green) and 'Incomplete' (red).

The screenshot shows the 'My Progress' page for Grade 10. At the top, a progress bar indicates 100% completion. The left sidebar contains the same navigation links as the Grade 9 page. The main content area is titled 'My Progress - Grade 10' and includes the same sub-header 'Click on a requirement name to go to the related section of your EDP'. Below this, a list of requirements is shown, each with a green checkmark icon and a dropdown arrow: 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, and Extracurricular Activities – Minimum 1. At the bottom of the list, there are two buttons: 'Complete' (green) and 'Incomplete' (red).

My Progress

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 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 Progress

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

The screenshot shows a web browser window with the URL <https://www2.careercrunch.com/my/plan/completion-status>. The page is titled "My Progress" and is for "Grade 9". It features a sidebar with navigation links and a main content area with a list of progress items. A black arrow points from a text box "Click on career matchmaker" to the "Career Matchmaker" link in the list.

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

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

My EDP Build My Resume Share My EDP Print My EDP

My Progress 100%

Matchmaker & My Skills

Click on a result set label to load those results into Career Matchmaker.

Your Saved Matchmaker Results

Match	Matchmaker Label	Date Updated	My Skills
<input checked="" type="radio"/>	Matchmaker1	04/23/2013	Start Now

Showing Results for: Matchmaker1

Matchmaker

Career Interest Rank

- Heavy Equipment Operator**
Heavy equipment operators control the massive pieces of equipment used to build everything from highways to sports stadiums.
- Roustabout / Leasehand**
Roustabouts and leasehands are semi-skilled laborers who do basic maintenance and construction work at oil and gas drilling sites.
- Horse Trainer**
Horse trainers prepare horses to carry riders, to compete in races or shows, or to work on farms or for police forces.
- Tree Harvester**
Tree harvesters use large machines and chainsaws to cut down and trim trees.

Click on review my answers

Matchmaker & My Skills

My Progress 100%

Your Results for: Matchmaker1

Career Pathway Recommendations

- Engineering Technology & Mechanical Technology
- Human Services
- All Pathways

Level of Education

- High School
- Some College or Technical Training
- Two Year College (Community)
- Four Year College (University)

Review My Results

Improve My Results

13,813 Questions Answered

My Skills

483 Questions Answered

Rate your level of skill in all key areas to see how your skills match up with the demand that employers are looking for.

Other Careers

See how other careers match up with your answers.

Matchmaker

Career Interest Rank

- Heavy Equipment Operator**
Heavy equipment operators control the massive pieces of equipment used to build everything from highways to sports stadiums.
- Roustabout / Leasehand**
Roustabouts and leasehands are semi-skilled laborers who do basic maintenance and construction work at oil and gas drilling sites.
- Horse Trainer**
Horse trainers prepare horses to carry riders, to compete in races or shows, or to work on farms or for police forces.
- Tree Harvester**
Tree harvesters use large machines and chainsaws to cut down and trim trees.

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.

Matchmaker

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

Review Your Answers [Printer Friendly](#)

You can review your answers and make changes. Once you are finished, click "Save & Update Career Suggestions" to see how your list of career suggestions has changed.

1. Working with children	Does not matter
2. Working outdoors in any weather	Like
3. Being interested in using history	Like Very Much
4. Working in an office	Dislike
5. Selling or encouraging sales	Dislike
6. Learning new hands-on skills	Like Very Much
7. Doing hands-on work not needing new skills	Like Very Much
8. Understanding and using physics	Dislike very much
9. Being interested in chemistry	Dislike very much
10. Presenting ideas and information in writing	Like
11. Having your own creative ideas about designs and styles	Like Very Much
12. Operating machines	Like Very Much
13. Being interested in law	

[Save & Update Career Suggestions](#)

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.”

https://www2.careercruising.com/my/assessments/matchmaker... Edgenuity for Educators - Grad... Matchmaker & My Skills

File Edit View Favorites Tools Help

BYU Independent Study - ... Career Cruising School ED... Montrose Choice High Sc... Get more Add-ons Edgenuity for Educators - ... Suggested Sites

Career Pathway Recommendations

- Engineering/Manufacturing & Industrial Technology
- Human Services
- All Pathways

Level of Education

- ☒ High School
- ☐ 2-Year College or Technical Training
- ☐ 4-Year College / University

[Update My Results](#)

Improve My Results

116/116 Questions Answered

[Review My Answers](#)

My Skills

6/63 Questions Answered

Rate your level of skill in 45 key areas to see how your skills match up with the careers that you are interested in.

[Start My Skills](#)

Matchmaker

Careers that suit your answers are listed below under Interest Rank. The best matches are at the top of the list. Click on a career to learn more about it and how it suits your answers.

Career Interest Rank

- Heavy Equipment Operator**
Heavy equipment operators control the massive pieces of equipment used to build everything from highways to sports stadiums.
- Roustabout / Leasehand**
Roustabouts and leasehands are semi-skilled laborers who do basic maintenance and construction work at oil and gas drilling sites.
- Horse Trainer**
Horse trainers prepare horses to carry riders, to compete in races or shows, or to work on farms or for police forces.
- Tree Harvester**
Tree harvesters use large machines and chainsaws to cut down and trim trees.
- Animal Trainer**
Animal trainers teach dogs, horses, whales, and other animals to be obedient, respond to commands, and perform desired actions.
- Construction Laborer**
Construction laborers help tradespeople build everything from roads to sports stadiums.
- Personal Trainer**
Personal trainers provide one-on-one instruction and motivation for people who want to maintain or improve their physical fitness.
- Marital Arts Instructor**
Marital arts instructors teach traditional styles of combat and self-defense, such as karate, jujitsu, and ballroom.
- Autobody Repairer**
Autobody repairers fix damage done to the bodies of vehicles by straightening bent frames, removing dents, and replacing crumpled parts.
- Vending Machine Servicer**
Vending machine servicers install, maintain, and repair coin-operated machines that provide drinks, snacks, and other products.
- Combat Engineer**
Combat engineers are military personnel who support the fighting forces by performing field construction duties.

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"

https://www2.careercruising.com/my/assessments/matchmaker... My Progress

File Edit

BYU Independent Study - ... Career Cruising School ED... Montrose Choice High Sc... Get more Add-ons Edgenuity for Educators - ... Suggested Sites

My Assessments

- 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

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”

The screenshot shows the 'My Progress' page for Grade 9. The left sidebar contains a list of navigation items: My Assessments, My Careers, My Education, My Scholarships & Financial Aid, My Goals & Plans, My Activities & Experiences, My Assignments & Activities, My Journal, and My Advisement Log. A callout box with the text 'Select “My Saved Careers – Minimum 1”' has an arrow pointing to the 'My Saved Careers - Minimum 1' item in the sidebar. The main content area shows a progress bar at 100% and a list of requirements: Career Matchmaker, Learning Styles Inventory, My Saved Careers - Minimum 1, My Saved Pathways, Career Planning Activities - Minimum 2, Career & Life Goals, and Extracurricular Activities - Minimum 1. The browser's address bar shows the URL 'https://www2.careercruising.com/my/plan/completion-status'.

The screenshot shows the 'My Saved Careers' page. The left sidebar has a callout box with the text 'Search for careers here' pointing to the search bar. The main content area has a callout box with the text 'Edit and delete buttons' pointing to the edit and delete icons for the 'Elementary School Teacher' entry. The page includes a 'Find Careers' button and a list of saved careers with their descriptions and icons for editing and deleting. The browser's address bar shows the URL 'https://www2.careercruising.com/my/saved-careers'.

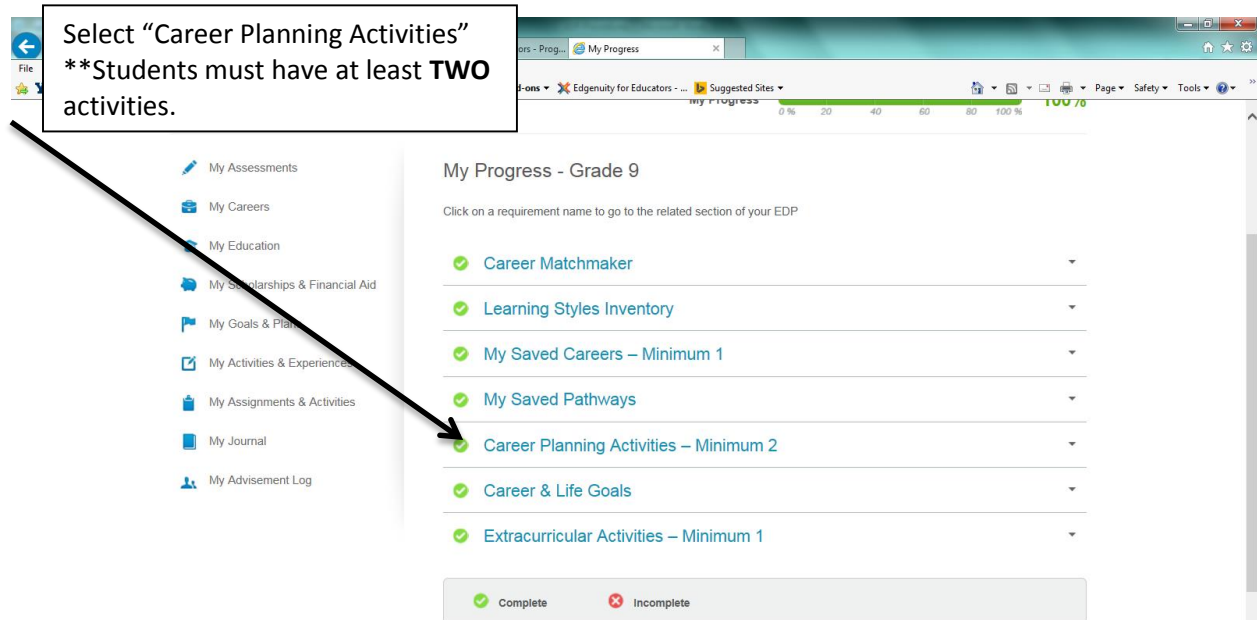
NEXT: Select “my EDP” at the top left. Select “view details”

The screenshot shows the 'My Progress' page for Grade 9. The left sidebar contains a list of navigation items: My Assessments, My Careers, My Education, My Scholarships & Financial Aid, My Goals & Plans, My Activities & Experiences, My Assignments & Activities, My Journal, and My Advisement Log. A callout box with the text 'Select “My Saved Pathways”' has an arrow pointing to 'My Saved Pathways' in this list. The main content area shows a progress bar at 100% and a list of requirements, each with a green checkmark: Career Matchmaker, Learning Styles Inventory, My Saved Careers – Minimum 1, My Saved Pathways, Career Planning Activities – Minimum 2, Career & Life Goals, and Extracurricular Activities – Minimum 1.

The screenshot shows the 'My Saved Pathways' page. A callout box with the text 'Select **two** career pathways then **SAVE**. If you notice below they give suggested career pathways based off student’s matchmaker results.' has two arrows pointing to the '1st Choice' and '2nd Choice' dropdown menus. The page instructs the user to 'Please select your two favorite Pathways. If you have completed Career Matchmaker and saved the results, your Career Pathway recommendations will also appear.' Below the dropdowns is a 'Save' button. Underneath, two recommendations are shown: 'Recommendation 1: Arts & Communication' and 'Recommendation 2: Human Services', each with a brief description of related occupations.

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

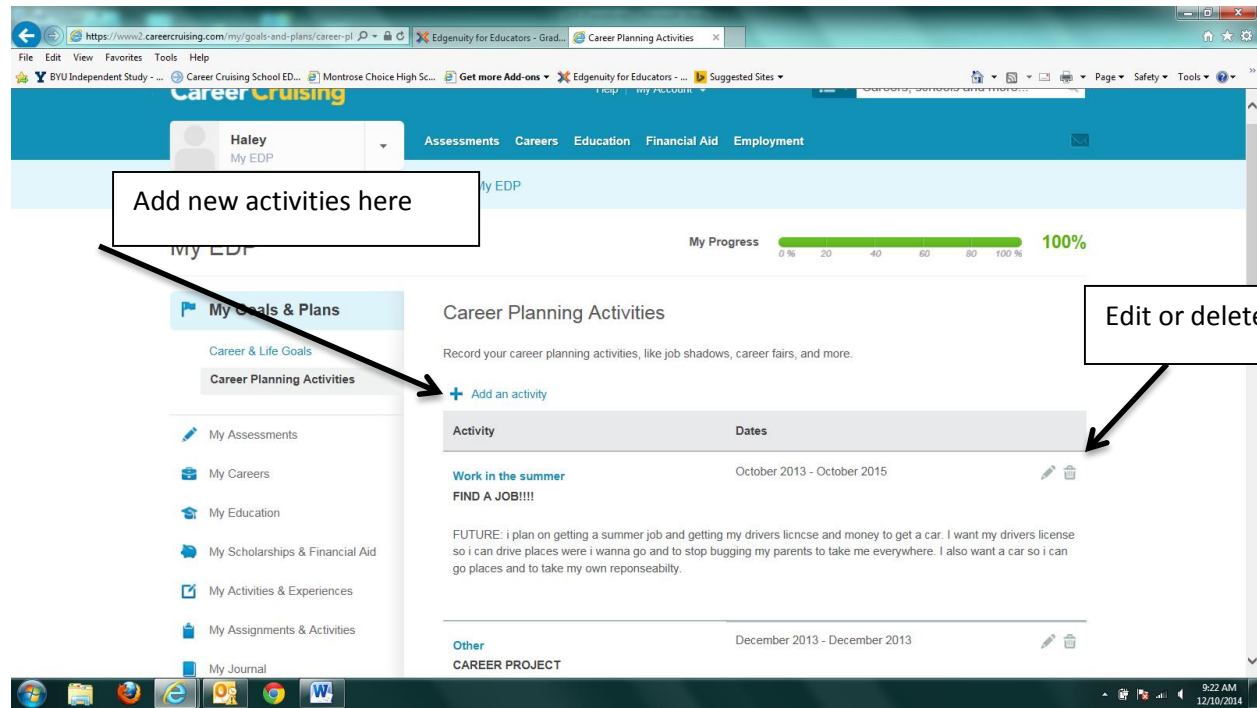
Select “Career Planning Activities”
Students must have at least **TWO activities.



**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!

Add new activities here

Edit or delete



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

The screenshot shows the 'My Progress' page on the Career Cruising website. At the top, there's a navigation bar with 'My EDP', 'Build My Resume', 'Share My EDP', and 'Print My EDP'. Below this, a progress bar shows 'My Progress' at 100%. A sidebar on the left lists various sections: My Assessments, My Careers, My Education, My Scholarships & Financial Aid, My Goals & Plans, My Activities & Experiences, My Assignments & Activities, My Journal, and My Advisement Log. The 'My Goals & Plans' section is expanded, showing a list of items: Career Matchmaker, Learning Styles Inventory, My Saved Careers – Minimum 1, My Saved Pathways, Career Planning Activities – Minimum 2, Career & Life Goals, and Extracurricular Activities – Minimum 1. A box with the text 'Select “Career & Life Goals”' and an arrow points to the 'Career & Life Goals' link.

The screenshot shows the 'Career & Life Goals' page on the Career Cruising website. The page has a sidebar with 'My Goals & Plans' and 'Career & Life Goals'. The main content area is titled 'Career & Life Goals' and includes a paragraph: 'What are your short term and long term goals? Short term goals are things that you hope to accomplish within the next few years. Long term goals answer the question, what do I want to do with my life?'. Below this, there are two sections: 'Short Term Goals' and 'Long Term Goals'. The 'Short Term Goals' section has a text area with the goal: 'One of my short term goal is to pass this school and i wanna get a 3.0 gpa by the end on the school year and the month and day andyear would be june 04 2013 and im gunna get to this by studying and paying attention and just being on time to class and not trying to miss school so much like my last 3-4 year.' The 'Long Term Goals' section has a text area with the goal: 'by 2020 i will graduated high school and be done with nursing school. When i get done with highschool im gunna get with a collage thats able to have a nursing program and go on that. When im done with nursing it takes 4 years i will be finally able to go to a hospital and work there.'

****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”

My Education

My Scholarships & Financial Aid

My Goals & Plans

My Activities & Experiences

My Assignments & Activities

My Journal

My Advisement Log

✓ 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

Career Cruising

Help My Account

Careers, schools and more...

Halley

Assessments Careers Education Financial Aid Employment

Share My EDP Print My EDP

My EDP

My Progress 100%

My Activities & Experiences

Extracurricular Activities

Hobbies & Interests

Skills & Abilities

Awards & Certificates

Volunteer Experience

Work Experience

My Assessments

My Careers

My Education

Extracurricular Activities

Save your extracurricular activities in My EDP.

+ Add an activity

Activity	Dates	
General Interests : Music	July 2009 - To Present	

i like to play piano because it takes my depression out of me and it lets me be free and let nothing get in my way.

**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”

