TECHNOLOGY TEAM SUCCESSES:

- Gave access to Migrant Staff in able to view student's attendance.
- Setup box truck and van pickup time and date so that new student chromebooks could be delivered to sites.
- Tagging of boxes of student chromebooks for delivery.
- Made sure that clerks inactivated students that are now enrolled at Independent Study.
- Ran audit reports for school sites to make sure that students are in classes correctly.
- Assisted RSMS with adding new sections on their master schedule and moved students into the new sections.
- Held a zoom meeting with RSMS to show them how to add a new section into their Master schedule.
- Added new SSC into AERIES assertive discipline.
- Zoom meeting with KC how to add new sections into their Master schedule.
- Worked on a query for AHS for Student Clearinghouse.
- Worked on a ROP report to send to the County Office of Education to see if they are okay with it.
- Updated Admin at Adult ed on website.
- Provided new teachers at RSMS with instructions on how to add/drop students into their gradebook.
- Provided RSMS clerks with enrollment packet forms for new students coming in new to our district.
- Added seating charts to AHS secretary on their AERIES favorites (contact tracing).
- Help a zoom meeting with TES after school program so that they can know how to add student's into sections for attendance.
- Worked on student chromebooks that were picked up from sites.
- Provided SIS credentials for Schoolzilla.
- Filtered schools in Clever for i-Ready.
- Created step by step instructions for KCES special ed teacher to send out an e-signature package.
- Verified ed rights for students at KCES.
- Worked on processing AMS Invoices for upcoming infrastructure upgrades.
- Worked on student WiFis devices.
- Requested 2 quotes for printers for the Learning Services department and provided information to the learning services executive secretary.
- Processed emergency PO requisition for learning services department laptop order.
- Process laptop order for learning services department.
- Explained to Learning services staff/ special ed the process of the prior written notice for Special Education.
- Provided SHS teacher passwords for new incoming students.
- Reset student passwords.
- Submitted amazon orders.
- Processed AERIES SIS software invoice.
- Processed and closed purchase orders.
- Imported Special ed Files to AERIES.
- Uploaded SSRV and SPED files to CALPADS.
- Received and inventoried amazon orders.
- Worked on special ed SEIS training.
- Sent out follow up emails to case managers regarding unaffirmed IEPs and unaffirmed amendments.
- Sent out an email to teachers instructing them not to work off of future IEP for an amendment.
- Created step by step instructions for teachers on how to generate an amendment.
- Followed up on a student that is not enrolled in our schools but has a current IEP and is reported to belong to our district iCALPADS.
- Repaired Fire Alarm at KCES.
- Repaired Fire Alarm at RSMS.
- Added PA Phone back at RSMS.
- Added multiple phones to the district, including Pre-School Phone.
- Delivered 675 new student chromebooks to libraries.
- Hired 2 new Information Technology Specialist I's.
- Resolved 85 work orders.

CONTINUING TEAM OBJECTIVES:

- Reinstating/repairing phones.
- Student Chromebook repair.
- Teacher assistance.

NEW TEAM OBJECTIVES:

- Phase 1 Should begin for district infrastructure upgrade in October.

ISSUES:

- Continue to have issues with Backorder of new Equipment.

RSUSD
Technology