

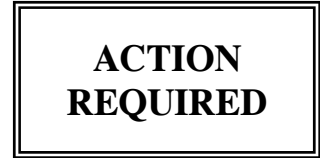
San Antonio Independent School District

1702 N. Alamo Street, San Antonio, Texas 78215-1213

Telephone (210) 354-3209 Fax (210) 354-3158

Accountability, Technology, Districtwide Planning, Development and Training

TO: Campus Principals
FROM: Robert Alfaro, Associate Superintendent
SUBJECT: Campus Technology Representative Meetings
DATE: August 23, 2004



During the 2003-2004 school year, Campus Technology Representatives (CTR) from all campuses met once a month. These monthly meetings provided us with the opportunity to establish a line of communication between the Office of Instructional Technology and the schools. Please find the schedule for the 2004-2005 school year below as well as a CTR Selection Form that should be faxed to Instructional Technology Office at 281-0257 by no later than Friday, September 3, 2004.

Through these meetings, CTRs have been instrumental in the facilitation and deployment of numerous initiatives. They have also contributed to multiple tasks, which are critical to the implementation of the Campus Technology Planning Guide. The CTRs have helped us complete a campus access survey, which disaggregates the number of instructional vs. administrative computers per campus, and campus software license survey. These data-collection instruments are critical to continued district wide expenditures on technology-related purchases.

The CTRs will be instrumental in the selection of schools for conducting pilots of future technology initiatives, such as the gradebook and attendance tracking system (GATS), digital video distribution system, and other initiatives. We are grateful for their input and welcome their suggestions and comments coming from schools. We believe that this continues to be a good vehicle for communicating with schools on future technology initiatives.

The Office of Instructional Technology Services appreciates your support and welcomes any suggestions as we address the contents within Vision 2005 and the federal legislation of *No Child Left Behind*.

Meeting Dates	Time	Location
Sept. 14, 2004	2:00 - 4:30 pm	Campus Leadership Center 601 N. Flores
Oct. 12, 2004	2:00 - 4:30 pm	
Nov. 16, 2004	2:00 - 4:30 pm	
Jan. 11, 2005	2:00 - 4:30 pm	
Feb. 15, 2005	2:00 - 4:30 pm	
Mar. 8, 2005	2:00 - 4:30 pm	
Apr. 12, 2005	2:00 - 4:30 pm	

Please contact the Office of Instructional Technology Services or Miguel Guhlin via email at mguhlin@saisd.net or at 527-1400, if you have any questions. Note that you can find up to date schedule and agendas online at <http://itls.saisd.net/ctr>.

**Campus Technology Representative
 Selection Form**

**Please Fax to
 281-0257
 by September 3**

(To be completed by campus principal or designee)

Campus: _____

Name of Primary Campus Tech Rep	
Full Name:	
Work Email: (very important)	
Work Phone Number:	

Name of Backup Campus Tech Rep	
Full Name:	
Work Email: (very important)	
Work Phone Number:	

___ I understand that my signature indicates my approval of these individuals as Campus Tech Reps for my campus, as well as commits me to making them available from 2:00-4:30 PM on CTR Meeting dates.

 Principal's Signature

 Date