



Integrated Electronic Gradebook and Attendance Tracking System

Executive Summary

03/24/2003

Where do we want to be?

Vision 2005: By the year 2005, the San Antonio Independent School District will have state-of-the-art technology services to support academic instruction, management information and administrative services and community outreach. In the *Long Range Plan for Technology*, it is stated that 100 percent of teachers will use appropriate technology-based tools for recording grades, reviewing student information and giving course grades. Continual improvement to administrative and student systems to ensure PEIMS data quality, with an expanded...capability for student support services to ensure effective, efficient, and timely auxiliary, administrative, record-keeping service, and attendance.

An integrated gradebook and attendance solution will allow for classroom teachers, campus and district level administrators, students and parents an interactive, secure web-based system for grade and attendance data access. Teachers enter the data—grades or attendance—and instantly the data is available for use in the following ways:

- Teacher, administrator access via an easy to use web browser from home, school or at the point of need.
- Integration with the Region 20 Education Service Center STMRPCC
- Accessible to parents and students
- Creation of district level reports.

Features for Teachers:

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Where have we been?

SAISD has employed traditional gradebook and attendance books. This is an antiquated method that requires a lot of processing time by teachers, and results in errors and inaccurate data reporting when other factors are involved.

Where are we?

No gradebook and attendance solution exists currently that has district support and interfaces with Region 20's system that interfaces with PEIMS Edit Plus. The district has taken a year to study different electronic data collection and distribution systems. This study has run parallel to a year-long assessment and report card committee meetings taking place.

How are we going to get there?

- Identify a funding source
- Craft a Request for Proposals (RFP) that incorporates report card committee concerns, as well as district stakeholder requirements, and make available in May, 2003
- Establish a stakeholder committee to review and make recommendations as to the best proposal to the superintendent and cabinet, who will in turn present it to the superintendent and cabinet.
- In Phase 1 implementation :
 - provide professional development in Fall, 2003 via Campus Technology Representatives and online learning opportunities
 - Initiate demonstration and implementation with select schools.
- In Phase 2, move to full implementation by Fall, 2004

How will we know if we are getting there?

SAISD schools will use an integrated gradebook and attendance solution that allows for classroom teachers, campus and district level administrators, students and parents via an interactive, secure web-based system for grade and attendance data reporting and access.

Periodic assessment by Instructional Services and Network Services staff on implementation progress at pre-determined checkpoints (e.g. first 6-weeks, second 6-weeks, etc).

When should we be there?

By Fall, 2003, begin professional development with phased implementation at selected campuses.

What are the resources needs/issues?

- Funding for initiative (e.g. including hardware such as servers, support software)
- Ascertaining how many licenses are already present in the

district and the cost of upgrade.

- Providing professional development to C&I staff as well as campus level staff

POLICY CITATION

OFFICE MANAGEMENT:
RECORDS MANAGEMENT PROGRAM
CPC
(LEGAL)

**BACKGROUND
INFORMATION AND
SIGNIFICANT ISSUES;
PREVIOUS BOARD OR
ADMINISTRATIVE
ACTION**

RECOMMENDATION

Move forward with RFP and vendor selection.

FISCAL IMPACT

One-time cost: \$290,000 (includes two servers and software)
Recurring cost: \$70,459

**PROCEDURAL AND
REPORTING
IMPLICATIONS**

**EXECUTIVE/CABINET
TEAM MEMBER(S)
RESPONSIBLE**

Mr. Robert Alfaro
Dr. Eduardo Torres

SAISD Accountability, Technology and Management Information Services Department

Technology Project Information Form

PROJECT NAME	Integrated Electronic Gradebook and Attendance Tracking System			
ATMIS DEPARTMENT SPONSOR	Miguel Guhlin, Director, Instructional Services			
ATMIS PROJECT SPONSOR	Miguel Guhlin, Director, Instructional Services			
POST-IMPLEMENTATION PROJECT OWNER	Miguel Guhlin, Director, Instructional Services			
VISION 2005 REFERENCE	<p>Vision 2005 Technology: Strategy 1: Enable the students, teachers, and administrators of SAISD to effectively integrate technology into the teaching and learning in the District. Strategy 4: Create a seamless integration of feedback loops among parent, community, and schools.</p>			
ATMIS STAFF AFFECTED	Instructional Services Network Services HelpDesk District Initiatives and Special Projects			
OTHER SAISD DEPARTMENT(S) AFFECTED	Curriculum & Instruction			
PROJECT COST ESTIMATE				
ONE-TIME	\$290,000 (includes two servers and software)			
RECURRING	\$70,459			
ADDITIONAL STAFFING REQUIRED	Vendor and available staff in ATMIS Department.			
CRITICAL DEADLINE	July, 2003			
FACILITY REQUIREMENTS				
SOLE SOURCE PURCHASE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO
VENDOR NAME				
BUDGETED FUNDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO
BUDGET CODE				
EXISTING PROJECTS RELATED TO				
CONSEQUENCE OF NON-APPROVAL	<ul style="list-style-type: none"> • Continued inefficient use of funds available to campuses. • Failure to comply with the Campus Base Technology Plan. • Campuses have been waiting for a gradebook and 			

attendance system for several years. Many have begun to purchase their own solutions at the campus level. The longer the district hesitates, the higher the cost will be in the long-run as campuses invest in gradebooks and professional development only to find the District has moved in another direction. Furthermore, some campuses are making grades available through the Web through third-party vendors, with little consideration given to confidentiality of student records being funneled through those vendors.
