

Regents Prep Supports

Key Concept



OBJECTIVES:

- All students scheduled to sit for an exam in the upcoming administration are scheduled for an aligned course or a prep support.
- All students are assigned to a Regents Point Person.

Critical Check-in Tasks

Suggested Timeline

PREPARATION

- ☐ Determine Strategic Data Check-in Participants and Onboard Relevant Staff to the Portal
- ☐ Ensure Regents Planning is Complete
- ☐ Identify Existing Regents Prep Courses

Three months before Regents administration

TAKE AND RECORD INITIAL ACTIONS

- ☐ Review User Management to Ensure Point People and Support Leads Have Proper Access
- ☐ Add Regents Prep Supports to the Portal
- ☐ Assign a Regents Point Person to Every Student
- ☐ Assign Students to Regents Prep Supports
- ☐ Check for Quality and Completion

Two months before Regents administration

ONGOING MONITOR AND REVISION

- ☐ Take Attendance in All Regents Prep Supports
- ☐ Review Support Attendance
- ☐ Review New Marking Period Data and Adjust Support Assignment

As soon as supports start

Ongoing

Within one week of entering new grades

APPENDIX

- ☐ Links to Resources

PREPARATION

Determine SDC Participants and Onboard Relevant Staff to the Portal

Identifying SDC team members in advance of the check-in allows for proper scheduling, communication, and user management to have an effective and productive conversation. Ensuring the proper stakeholders have access to the Portal prior to the check-in allows for users to access the data they need in order to best

accomplish check-in goals and task. Visit [here](#) for more support with getting all relevant staff onboarded to the Portal.

Ensure Regents Planning is Complete

Refer to the [Regents Planning SDC Unit Plan](#) for instructions on how to plan students for Regents exams.

Identify Existing Regents Prep Courses

Identifying current courses on the master program that prepare students for Regents exams allows the Portal to accurately flag which students need additional support. [This](#) article will provide an overview of the Master program and how users can use it as a means of Regents prep planning.

TAKE AND RECORD INITIAL ACTIONS

Review User Management to Ensure Point People and Support Leads have Proper Access

Ensuring the proper stakeholders have access to the Portal prior to the check-in allows for users to access the data they need in order to best accomplish check-in goals and tasks. Point People must have editor-level access or higher. Support Leads can have viewer-level access or higher, as determined by the principal. For instructions on how to grant Portal access to staff members, see [this](#) article.

Add Regents Prep Supports to the Portal

Adding Regents Prep Supports in the Portal allows the user to assign students to them later. Follow the steps in [this](#) guide to add supports to the Portal. It provides explicit instructions on adding supports, as well as additional guiding questions.

Assign a Regents Point Person to Every Student

Assigning Regents Point People ensures that all students have an adult who is monitoring their Regents Prep needs and intervening when they need additional help. Click [here](#) to learn how to assign and monitor Academic Point People.

Assign Students to Regents Prep Supports

Assigning students to Regents Prep Supports ensures that they receive every available opportunity to prepare for their exams. Click [here](#) to learn how to assign students to Regent Prep Supports.

Check for Quality and Completion

Verifying that students graduating this year are receiving prep is the first priority because they have fewer administrations to attempt needed exams. Verifying that younger students are receiving prep is a critical

element of keeping them on track for graduation. Click [here](#) to learn how to identify students struggling academically with no Support.

ONGOING MONITOR AND REVISION

Take Attendance in All Regents Prep Supports

Invite Activity Leads to Take Attendance by generating an invitation Email. To do this select Navigate to **Regents planning** from the left side nav. Then scroll to Step 9 of the Wizard and click on **INVITE LEADS TO TAKE ATTENDANCE** to generate a draft email including all Support Leads and their assigned Support details. The contents and recipients of this email can be edited before being sent.

Taking attendance in the Portal allows administrators and lead teachers to promote transparency and action around who is showing up to prep activities. This data also help schools think through which activities are more or less successful in preparing students for their exams. For guidance on how to take attendance in a support, see this [article](#).

Review Support Attendance

Reviewing attendance in supports helps staff members determine which students need additional attention. Admin- and Editor-level users of the Portal see all supports at the school when they open the **My Supports** page. Users with lower access levels only see the supports for which they are listed as lead. For guidance on how to monitor attendance in a support, see the section on reviewing attendance in [this](#) article.

Review New Marking Period Data and Adjust Support Assignment

After each marking period, there may be new students who are failing or borderline-failing Regents-aligned courses. Assigning these students to prep supports gives them additional resources for passing their needed exams. Click [here](#) to review students who are failing or borderline-failing.

APPENDIX

New Visions Resources

[Regents Planning SDC Unit Plan](#)

[How to manage school-based users in the Portal](#)

[How to Create Supports in the Portal](#)

[How to Take and Review Attendance in Supports](#)

[How to Generate Student Reports](#)