



Newsletter

This one pager will help you with filling out your final deployment workbook. You will have access to a **Draft Deployment Workbook**. Please download your own copy of the Draft Deployment Workbook and use that to map out possible class deployment. Once you know what classes your team will be in, please fill out the Final Deployment Workbook. We will explore what needs to be filled out and how to fill it out with ease. Here is a screenshot of the **Final Secondary Deployment Workbook**. Fill in the ACM name through the drop-down list. Some cells will be auto populated. You will want to make sure you fill out as much of the information as possible.

ACM	Period	Teacher	Department	Subject	Room Number	Add'l Comments
Andrea Limon Esparza	1	ALCAZAR-KASANJIAN, GABRIELA	ENGLISH	ADV PE 1B, ADV PE 2B	Room: GYM	
	2	Planning Period	SCIENCE			
	3	Planning Period	OTHER			
	4		HISTORY			Biology
Select Grade Level:	9		OTHER			
Ed. Achievement	Bachelors Degree	6	ACOSTA, ADOLFO ERNESTO	MATHEMATICS	CC GEOMETRY B	Room: 324
Algebra Proficient	No	7				
Languages Spoken	Spanish	8				

Partner Teacher is from a drop-down list that is stemming from your schools 5 Column Rosters.

Please fill in the teachers and the period that they correspond with. If you don't the rest of the document will not auto-populate.

If you are missing a teacher that means you must submit a new 5 Column Roster.

This section you will not need to fill in. It will auto-fill with the teacher's subject and Room number. Please fill in Teacher name for this to auto-fill.

Add any additional information that you feel should fit for the deployment workbook. This can look like adding other subjects the teacher teaches. Or, if the teacher is out you can add a note here.

Here are some other things to know:

- The ACM Name is a list. If you click on the drop-down list you should only see your ACM's on your team.
- When you fill in the ACM name: Ed. Achievement, Algebra and Language will be filled automatically.
- **If you cannot find a teacher, you will need to send the IA team a new 5 Column Roster so they can update the list.**
- If you are having issues filling out this workbook, there are videos on the top of this resource.

Please make sure you are filling in the **School Staff Emails**. This will be used for future deliverables.

Recommendation: If your ACM has an approved outside responsibility, you can add the responsibility to the additional comments section.

Yours in Service,
Zack Latade