



# 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 Elementary Deployment**. Fill in the ACM name through the drop-down list. Once filled some cells will be auto populated. You will want to make sure you fill out as much of the information as possible.

	ACM		Block	Schedule	Room Number	Add'l Comm
Line 1	Andrea Labb		1	Morning Greeting	Room: 28	
			2	In Class	Room: 28	
			3	In Class (ELA)	Room: 28	
			4	Yard Support	Room: 28	
			5	In Class (Math)	Room: 28	
	Choose Grade Level:	3	6	In Class	Room: 28	
	Partner Teacher:	SECAIDA, SONIA L	7	Planning Period	Room: 28	
	Ed. Achievement	Bachelors Degree	8	Planning Period	Room: 28	
	Algebra Proficient	No	9	ELT	Room: 28	
	Languages Spoken		10	ELT	Room: 28	

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

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

Please make sure you fill out the ACM's schedule. This will help with identifying what classes or what your ACM's class looks like from Day to Day.

Please feel free to use this section to add any addition information about this class. This can look like if a teacher is gone you can add a subs name or if your ACM has an approved outside responsibility you can add the responsibility 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 Tab**. This will be used for future deliverables.

Recommendations: If your ACM has an approved outside responsibility during one of the blocks of the day, you can fill it out in the Additional Comments Section.

Yours in Service,  
Zack Latade