



FALL RIVER PUBLIC SCHOOLS

OFFICE OF TECHNOLOGY & INFORMATION MANAGEMENT

DATE: March 24, 2011
TO: All Administrative & Clerical Staff
FROM: Brian Mikolazyk
RE: X2 Aspen Field Changes

There are two important areas where you will see changes to student fields currently maintained in X2 Aspen that all staff who deal with student data need to adhere to going forward.

ATTENDANCE PHONE

The **Attendance Phone** field has been added to X2 Aspen to allow schools to enter in a specific attendance phone number that should be called when the Blackboard Connect system. Currently the Phone 01 field is being used for attendance calls placed each morning. Based on feedback from the schools during the first month, we are adding the Attendance Phone field so a parent can now designate a number other than Phone 01 to be called.

We are copying over the phone numbers from **Phone 01** to the new **Attendance Phone** field since most of the time that is the number that needs to be called. Schools only need to edit the **Attendance Phone** field when a different number is needed. Going forward school staff will now need to maintain both **Phone 01** and **Attendance Phone** when changes are communicated to schools by parents, even if both fields will be the same number. **Phone 02** and **Phone 03** will still be used as well but neither are used for attendance calls.

TRANSLATION LANGUAGE

The **Translation Language** field has been added to X2 Aspen to allow schools to better identify students and families that need documents and meetings translated. We have also renamed the Home Language (Student) field to **First Home Language**.

The **First Home Language** field has traditionally been used for identifying translations. This has also been used to report out to the DESE each year in SIMS and should contain the first language spoken by the student at home. This should be collected when a student registers and should stay the same each year. After reviewing our student data for ELL students we have decided to offer the new **Translation Language** field that school staff must maintain going forward which will allow for changes to the requested home language for school letters, meetings and other school communications.

We are working on many new features with the X2 Aspen reports that will automatically printout letters in the requested translation languages of Spanish and Portuguese so will be important to properly edit this field as needed. This will also allow the district to reduce the required translation services costs since in many cases the **Translation Language** will no longer be the **First Home Language** preferred by parents.

We will be copying over the contents of the First Home Language field to the new Translation Language field for you to reduce the amount of edits needed. Please contact the **Tech Support Center Hotline at (508) 675-8402** for assistance with these changes. Thank you.