

Back to School Edition / August 27, 2021

THE FRIDAY UPDATE



IN THIS ISSUE:

- Master Calendar/To-Do List -Pg. 2
- Catholic Identity - Pg. 3
- Educational Technology - Pg. 4
- Professional Development - Pg. 5
- Enrollment & Advancement - Pg. 6
- High School Admissions - Pg. 9
- Announcements - Pg. 11



A MESSAGE FROM OUR SECRETARY FOR CATHOLIC SCHOOLS...

Dear School Leaders,

God is Good and I am grateful to begin a new year. Our schools have been a beacon of faith and steadfastness, and my appreciation for your commitment is boundless. I'm also grateful to Wendy Anderson and the Catholic Schools Office (CSO) who, in the past several weeks, took up the mantle while I recovered from illness. Their dedication and collaborative spirit was fully demonstrated in all of the meetings and memos that you may have experienced with them. Also thank YOU for the many prayers, cards, emails, texts and calls reminding me of the love and care of my #ADWFamily. Returning to work, I'm happy for the routine of supporting and leading our wonderful Catholic schools. Please continue to keep the entire CSO team in your prayers.

Earlier this month, ADW principals met with the CSO leadership in the Roundtables. Dialogue, together with the prevailing guidance from our consulting health experts and federal, state and local health officials, led to the parent letter and information sheet distributed this week, recommending universal indoor masking in schools, regardless of vaccination status. We are confident in our guidance, and will continue to provide you with the resources to navigate the pandemic and beyond.

On August 30 at 10 am, we will share the Opening of Schools Liturgy, celebrated by Cardinal Gregory, via YouTube (page 3). Please share the Opening School Liturgy link with families, also. In addition, we look forward to hearing from all schools about opening of school. You also may share through social media, using #ADWfirstday and #ADWCommUNITY as hashtags for the first day of school.

Finally, the CSO remains ready to support and collaborate with you on the many challenges that may arise due to operating during a pandemic. We also have the support of the archdiocesan senior leadership and resources to assist you in many aspects of operation. Please contact my office to discuss your concerns or need for support. This year's reopening in person, is another opportunity to serve His children and bring them closer to Christ!

In Peace,

A handwritten signature in black ink, appearing to read "Kelly Branaman".

Kelly Branaman

THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

MASTER CALENDAR

Monday, August 30, 2021 Opening of Schools Mass 10:00 AM, YouTube Broadcast	Thursday, September 2, 2021 ESPA Executive Committee Meeting 9:30 AM, virtual
Friday, September 3, 2021 Juneteenth make up - CPA CLOSED	Monday, September 6, 2021 Labor Day - CPA CLOSED
Wednesday, September 8, 2021 High School Admissions Directors Meeting 10:00 AM, virtual	Monday, September 13, 2021 DC ESPA Meeting 1:00 PM - 3:00 PM, virtual
Tuesday, September 14, 2021 MC ESPA Meeting 12:30 PM - 2:30 PM, virtual	Wednesday, September 15, 2021 PG ESPA Meeting 9:30 AM - 11:30 AM, virtual
Thursday, September 16, 2021 SoMD ESPA Meeting 9:30 AM - 11:30 AM, virtual	Wednesday, September 22 New Tuition Policy Implementation Meeting 9:00 AM, RSVP at quattronea@adw.org

MASTER TO-DO LIST

- Submit 2021-2022 Open House Dates [HERE](#)
- Request First Day of School visits [HERE](#)
- Ask any teachers who DID NOT complete an End of the Year Self-Evaluation to do so. See page 4.
- Submit the [Counselor/ SEL Survey](#). See page 5.
- Submit 2021 – 2022 Pastor Tuition Assistance Program – Verification Summary Forms. See page 7.
- Request participation in the Hispanic Enrollment Initiative - Direct Support Cohort. See page 7.
- Book a 15 min "Frontline Evaluation Check-In with Tiffany" to discuss evaluations this year [HERE](#)

- Check out 2021-22 back to school #ADWFirstDay info on page 6 -



THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

CATHOLIC IDENTITY



The Roman Catholic
Archdiocese of Washington

Catholic Schools Office

Invites you to the
Opening of Schools Mass
Monday, August 30, 2021
10:00 AM

Broadcasted on YouTube at The Roman Catholic
Archdiocese of Washington's channel. Mass Program.

THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

EDUCATIONAL TECHNOLOGY



REMINDERS:

1. Please ask any teachers who DID NOT complete a [Self-Evaluation](#) to do so. This will be used to help you determine which evaluation group each teacher needs. These should be complete by **August 31**. You can also provide these to teachers who are new to your building but not new to teaching.
2. Update Spreadsheets are coming. Please make sure ADWCSO@gmail.com is in your contacts. This will make sure your share file notification doesn't end up in your spam folder. Once you have made your edits and updates, change the name of the file by adding "UPDATED" to your school name. This will signal you are done. These updates should be done by **September 3**.
3. Please email wilsont@adw.org the names of your evaluation team for this year to assure they have the correct access.
4. Ask all teachers who were with your school last year to log in. If there are any issues logging in, please email wilsont@adw.org. New teachers will get an email with their login info once we get the spreadsheets back.
5. All principals need to make a 15 minutes appointment to discuss preparations for evaluations this year. Anytime between now the end of September [HERE](#).
6. If you need help to prepare your staff for the [evaluation process](#) book a time [HERE](#).
7. Access to more resources and forms [HERE](#)

For questions please contact Tiffany Wilson at wilsont@adw.org

THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

PROFESSIONAL DEVELOPMENT



2021 Orientation Sessions for New ADW Principals and Admins

If you are a new ADW Principal do not forget to schedule the following trainings:

- **9/7/21 @ 3:25pm** - ADW New User Orientation Session 1 - AdminPlus General Overview & “About Rediker Tech Support”
- **9/8/21 @ 3:25pm** - ADW New User Orientation Session 2 - AdminPlus Attendance and TeacherPlus Sync
- **9/9/21 @ 3:25pm** - ADW New User Orientation Session 3 - Gradebook Administration
- **9/10/21 @ 3:25pm** - ADW New User Orientation Session 4 - Plus Portals Administration
- **9/13/21 @ 3:25pm** - ADW New User Orientation Session 5 - AP Notify, AdminPlus Mobile App, and Discipline Module Overview

For questions and registration email Jeremy McDonald at mcdonaldj@adw.org



Counselor/ SEL Survey

Thank you to all of the principals who have already emailed in response to the letter sent out in July. If you missed it, here's your chance!

The Counselor SEL Survey information will be used to help pair schools that are interested in having a shared counselor, help principals share their experiences with social-emotional learning curriculums, and help the Counseling Services Coordinator connect with and offer orientation to new counselors.

Please submit your survey [HERE](#).

THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

ENROLLMENT & ADVANCEMENT



Celebrate the First Day of School with Us!

#ADWFirstDay

Tuesday, August 31 – Wednesday, September 8

We want to know how you're kicking off the 2021-2022 school year!
Show us by using #ADWFirstDay on your school's Twitter, Facebook, and Instagram.
Encourage teachers, staff, and parents to share their #ADWFirstDay photos with us as well!
Don't forget to tag @ADWCathSchools on Twitter, Facebook, and Instagram.

All posts that use #ADWFirstDay will be featured on our website
www.adwcatholicschools.org

2021-2022 Open House Schedule

Please schedule and plan to conduct open houses during the 2021-2022 open house windows listed below. Submit your open house schedule [HERE](#).

ADW Fall Open House Window

Saturday, October 16 – Sunday, October 24

NCEA Catholic Schools Week

Saturday, January 29 – Sunday, February 6

ADW Spring Open House Window

Saturday, March 19 – Sunday, March 27

THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

ENROLLMENT & ADVANCEMENT



Is your school or ELC ready to potentiate Hispanic Enrollment?

Apply today to be part of a one-year Direct Support Cohort group!



This opportunity intends to support schools to develop projects on:

- Open House Events in Spanish
- Community engagement events in Spanish
- Website development in Spanish
- Traditional and Digital Advertising in Spanish
- Social Media development in Spanish
- Translation of communications from English to Spanish
- And more...



For more information or to apply send an email to Barbara Quisquinay at quisquinayb@adw.org by **September 7**.

2021 – 2022 Pastor Tuition Assistance Program Verification Summary Forms Due

The 2021 – 2022 Pastor Tuition Assistance School Verification Summary Form and Family Verification Summary Form are due to be submitted to the Catholic Schools Office by **Friday, September 10, 2021**. Both verification summary forms can be found in the two links listed below or by contacting Sean Brown, Manager for Funding & Enrollment by email at browns@adw.org. If your school was an award recipient from the 2021 - 2022 Pastor Tuition Assistance Program, please email the completed forms to Sean Brown, Manager of Funding and Enrollment, at browns@adw.org.

School Verification Summary Form Links:

[Pastor Tuition Assistance School Verification Summary Form](#)

[Family Verification Summary Form](#)



THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

ENROLLMENT & ADVANCEMENT

ADW ES – New Tuition Policy Implementation Meeting Wednesday, September 22, 9 AM – 10 AM

The Catholic Schools Office is hosting a meeting to provide schools with resources and information to support the implementation of the new tuition policy for school year 2022-2023. The following topics will be covered:

- Tuition Policy Overview
- Communications Plan
- Timeline Implementation
- Best Practices for Publishing Tuition Rates

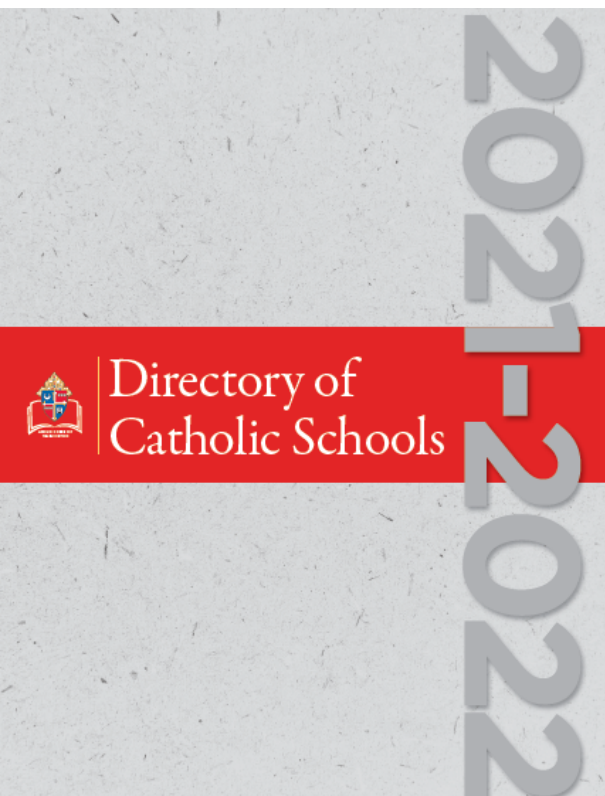
All principals or their designees are welcome to join. Please RSVP to Anna Quattrone at quattronea@adw.org to receive the Zoom link.

2021-2022 Directory of Catholic Schools

Please review your school information listed in the 2021-2022 Draft Directory of Catholic Schools [HERE](#).

Any contact information changes or omissions should be sent to Barbara Quisquinay at quisquinayb@adw.org by **September 10**.

The final 2021-2022 Directory of Catholic Schools will be available on the Principal Portal in late-September.



THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

HIGH SCHOOL ADMISSIONS



High School Admissions Information

Please find below the 2021-2022 Catholic High School Admissions Information and Testing Guide and addendums for use during the upcoming high school admissions cycle. Additional HSPT registration information as well as HSPT Forms in various formats can be found on the Principal Portal [HERE](#).

[2021-2022 Catholic High School Admissions Information & Testing Guide](#)

[Appendix A – HS Visit Feedback Forms](#)

[Appendix B – HSPT Registration Communication](#)

[Appendix C – Student Information and Records Release Form](#)

HSPT Registration Reminders

- Registration for the HSPT will open on **Monday, October 18, 2021**.
- Attending students will access the registration form through the ADW Catholic Schools website by selecting the button option “My student currently attends an ADW elementary school.” The link can be found [HERE](#) and in Appendix B. Please note this button will not be available until 9AM on October 18.
- The window for selecting High School Choice(s) will open at the same time as registration, on Monday, October 18, 2021. Students and parent/guardian may modify their High School Choice(s) up until Sunday, December 12, 2021.
- School leaders are asked to distribute both the letter and registration instructions in Appendix B to parents/guardians at the appropriate time.

THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

HIGH SCHOOL ADMISSIONS

Catholic High School Visits

The 2021 Catholic High School Visit schedules were emailed to school leaders on Thursday, August 5 for review and approval. Schedules are now in FINAL format with high school admission directors. If your school has a schedule conflict please contact the high school directly to reschedule.

The visit schedule will be completed for in-person visits. Schools that prefer virtual visits should coordinate directly with the appropriate school to modify arrangements. The admissions directors contact list can be found in the 2021-2022 High School Admissions and Testing Guide.

2021-2022 Catholic High School Promotional Materials

2021-2022 Catholic High School Promotional materials including the Catholic High School Directory, Open House posters, and 2022 Catholic High School fair posters will be printed this year.

Please expect the high school marketing package to arrive the second week of September.

If you have any questions or concerns about the high school promotional materials or admissions information, please contact Anna Quattrone at quattronea@adw.org



THE FRIDAY UPDATE

Back to School Edition / August 27, 2021

ANNOUNCEMENTS

First Week of School Visits

Again this year, the Catholic Schools Office (CSO) plans to continue our tradition of visiting schools, virtually and in person if possible, in the first two weeks of school.

We are asking you to please share your activities [HERE](#), to list activities from August 31 – September 10, 2021. The CSO staff will contact you directly to confirm their attendance; our goal is to have a team member visit each school during the first weeks of school.

Please be sure to indicate if this event is in-person or a virtual event!
If you have a special event, which you would like our Secretary for Catholic Schools to attend, please kindly direct your invitation to Michelle Lawyer, at lawyerm@adw.org.

Principal Portal

The password to the Principal Portal will be changed on **Wednesday, September 1** as discussed at the Secretary's Roundtable meetings.

Please contact Anna Quattrone at quattronea@adw.org if you need further assistance.

