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# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

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## PRINCIPAL NEWSLETTER MARCH 21, 2024



*"By His wounds we have been healed." - 1 Peter 2:24*



### A MESSAGE FROM THE SUPERINTENDENT

#### UPCOMING EVENTS:

**March 24: Palm Sunday**  
**March 26: Chrism Mass**  
**March 28: Holy Thursday**  
**March 29: Good Friday**  
**March 28-April 7: Easter Break**  
**April 15: ARK Assessment Begins**

Dear School Leaders,

The Fourth Quarter of the 2023/24 school year is underway! This quarter is a time of great excitement and activity in our schools. At the same time, many students and teachers get tired in these final weeks, and this can create a variety of challenges. I encourage you to do your best to keep spirits high, and encourage all within your school to continue productive learning. We still have many days ahead of us before the summer!

We are nearly into Holy Week, with Easter Break to follow. Please note that this will be our final Principals Newsletter until after Easter Break (i.e. Thursday, April 11). Note that the OCS will remain open throughout Easter Break with the exception of Good Friday (March 29). I hope you have a chance to relax and recharge in the coming days!

Sincerely,

Jim Rigg, Ph.D.  
Secretary of Education  
Superintendent of Catholic Schools  
Archdiocese of Miami  
[ADOM :: Education \(miamiarch.org\)](http://ADOM::Education(miamiarch.org))

**FACTS ELEVATE CONFERENCE:** This year's FACTS Elevate conference will be held July 8-11 in Atlanta. This conference offers three days of excellent content targeting private and religious schools. Our own Kurt Lewis will be presenting workshops on school spirit and marketing planning. As a speaker, Kurt Lewis has been provided a discount code to share with his favorite schools (ADOM, of course!). To receive 20% off, please use the code SPEAKERGUEST when registering for the conference.

**FEDERAL PROGRAMS:**

**MIAMI-DADE: Phase II**

The system is now ready to input student information for the 2024-2025 school year. Attached to this email is the guide that may be used as a reference.

Click [here](#) to enter the portal. Note: Each school has their own login credentials (C # and password)

Once this phase has been finished, complete this [link](#).

**Remember these important steps:**

**DELETE** graduating students or students that will not be in the school for the 2024-2025 school year.

**ACTIVATE** existing students by clicking on the ID number and make sure to promote student too the correct grade level.

**ADD** new addresses for students that will join the school for the 2024-2025 school year.

If you have any student that resides in Broward County, please use this [link](#) to submit addresses.

The portal will close automatically on Friday, March 22. Please have all the information updated by tomorrow.

**HIRING REMINDERS:**

- **Request clearance to interview.** Email [clearanceforhire@theadom.org](mailto:clearanceforhire@theadom.org) and [teacher.certification@theadom.org](mailto:teacher.certification@theadom.org). The form is in the e-library under Education>Schools>Hiring>Clearance for Hire Template.

Note to Hiring Manager: Please complete the white boxes in form below and email it to <a href="mailto:candidatefeedback@theadom.org">candidatefeedback@theadom.org</a> .					
Entity (Parish, School, Facility, etc.) Name:					
Requestor e-mail address (for return response to entity inquiring):					
CANDIDATE'S LAST NAME	CANDIDATE'S FIRST NAME	LAST 4 DIGITS OF CANDIDATE'S SOCIAL SECURITY	POSITION	PLEASE DO NOT WRITE ANYTHING IN THESE COLUMNS (FOR HR USE ONLY)	
				PREVIOUS EMPLOYMENT IN ADOM	NOTES Please include location where previously employed

Reminder: If an employee works/ worked at another ADOM entity. You MUST contact the principal directly.

- **Interview**
- **Email to perspective employee**
- **Employer:**
  - BEC-PASS
  - Professional Practices Search
  - Disqualification List
  - Employment History Verification Form
- **Employee:**
  - Official transcripts for ALL conferred degrees. (Must have at least a bachelor's degree to teach. POLICY)
  - FLDOE Certification
    - Request application, SOE, temporary, and/or professional
- **ONBOARDING through Paylocity** (More information to come in a follow up email.)

**TERRANOVA:**

DRC has advised us that the date for the release of preliminary data (Group List Report in Batch Download) for schools that tested online is Thursday, March 21<sup>st</sup>. This was given as an estimated date as they are still completing validations for FL Catholic Conference. The Group List report contains norm-referenced data (see columns below from a mock report):

Group List Report with InView	
Group: GROUP NAME	
Grade: 8.1	
<b>Purpose</b> This report provides a permanent record of test results for students in a group. The results may be used to evaluate individual achievement, determine overall performance, and areas of strength and need.	
Number of Students: 16	
Test Date: mm/dd/yy	
QM: 07	
SCHOOL NAME	123
DISTRICT NAME	12345
<b>LASTNAME, FNAME 1</b>	NP-NS ANP-ANS NCE SS DIFF LP-LS GE
Birthdate: mm/dd/yy Student ID: 1234567890 Age: ## YR ## MO Form: G Level: 13	
<b>LASTNAME, FNAME 2</b>	NP-NS ANP-ANS NCE SS DIFF LP-LS GE
Birthdate: mm/dd/yy Student ID: 1234567890 Age: ## YR ## MO Form: G Level: 13	
<b>LASTNAME, FNAME 3</b>	NP-NS ANP-ANS NCE SS DIFF LP-LS GE
Birthdate: mm/dd/yy Student ID: 1234567890 Age: ## YR ## MO Form: G Level: 13	
<b>LASTNAME, FNAME 4</b>	NP-NS ANP-ANS NCE SS DIFF LP-LS GE
Birthdate: mm/dd/yy Student ID: 1234567890 Age: ## YR ## MO Form: G Level: 13	
<b>LASTNAME, FNAME 5</b>	NP-NS ANP-ANS NCE SS DIFF LP-LS GE
Birthdate: mm/dd/yy Student ID: 1234567890 Age: ## YR ## MO Form: G Level: 13	
<b>LASTNAME, FNAME 6</b>	NP-NS ANP-ANS NCE SS DIFF LP-LS GE
Birthdate: mm/dd/yy Student ID: 1234567890 Age: ## YR ## MO Form: G Level: 13	

A Data Validation Process training will be held on March 25<sup>th</sup> via Microsoft Teams for all schools (online and paper-pencil testing). This session will walk through the steps to complete your data validation and corrections which include listing of student accommodations. The meeting link and details are below. **The Data Validation Window will be April 9<sup>th</sup> - 11<sup>th</sup>.**

[Click here to join the meeting](#)

Meeting ID: 258 481 990 585

Passcode: xXjnss

Home reports, as well as cumulative folder reports, and labels are currently scheduled to ship on April 29<sup>th</sup>. The release of data on the DRC portal for all schools is also scheduled for April 29<sup>th</sup>.

