ALBUQUERQUE PUBLIC SCHOOLS
Office of Accountability & Research
Accelerate Progress for Students

Andy Gutierrez
Senior DIRECTOR STUDENT INFORMATION SYSTEMS

To: APS Picture Vendors
From: Andy Gutierrez, Student Information Systems
Date: April 17, 2018
Re: Picture Data Files

Please note the reappearance of a new field in your picture data files labeled Student ID. This is the unique Student ID field used in the district's SIS that allows APS to accurately identify the student, for purposes of loading these pictures into the Student Information System.

In the past, APS approved picture vendors have been very responsive in providing us back the picture files upon completion with the unique Student ID so we can load them into the SIS which greatly benefits the schools. This memo is a formal request that, upon completing the pictures for each of your schools, to please provide us a copy of those pictures in the following format:

Picture Requirements
Picture file type: PNG
Picture file size: 100w x 125h
Picture file name: Student ID.png. Example: **98XXXXXXX.png**
A folder for each school is fine. Please name the folder with the school name. Multiple folders that separate by grade, staff, etc. is not necessary.

Text File Requirements
Please provide two text files inside each school folder (included with the pictures).

1. A text file that includes all the data associated with each picture such as: file name, first name, last name, grade, school name and student ID.

2. A text file that has the student ID and the picture file name with a comma and space separating the two values.

Please contact me directly, preferably through email to determine the delivery method in which we can receive the information or any other questions you may have.

Andy Gutierrez
Senior Director, Student Information Systems
505-872-6854

APS Picture Vendors – Best Practices

Picture Vendors, do not wait until picture retakes are completed to send your current school year picture files to Student Information Systems (SIS). Send your 1st takes and any updated files immediately to SIS for uploading. The schools are waiting for them!

SIS Picture File Upload resources:

- *An SIS Google Drive location is available for you to upload your picture files at: https://drive.google.com/drive/u/0/folders/1CC7JsGNy-51OzqpBcMqbMUkB49eznwF7*

- *Files must meet Picture File Requirements outlined in the APS Picture Vendors memo from SIS dated April 17, 2018, or they cannot be uploaded to Synergy.*

- *Contact Andy Gutierrez at Gutierrez_a@aps.edu or 505-872-6854 with your email address to request access to the Google Drive location and for assistance uploading your files. A folder will be created for you to upload your picture files.*