



## 2019–2020 Principal Linkage Checklist

Log onto the AIM Portal: [www.houstonisd.org/aim](http://www.houstonisd.org/aim) → My Resources Login

Once logged in, click the “Link” icon.



### Beginning April 20, 2020: Campus Setup Period

***Helpful resources are listed on the right side of the page under “Resources!”***

1. Review or create Support Team by clicking “Change” on the right side of the page next to “Support Team.”
2. Review “Expected Linkages,” which is a link near the top right of the page in the heading with your school name and in the middle of the page under your name.
3. Under “School Setup,” click “Review Teachers and Classes” to remove incorrect classes and add classes as needed.

### April 27, 2020 through May 15, 2020: Teacher Linkage Period

***Enlist your Support Team’s assistance for this task!***

Periodically monitor teacher completion, alerts, and notifications to ensure your teachers complete their linkages and clear their own alerts prior to the deadline.

### May 18, 2020 through May 22, 2020: Principal Review and Approval

***Enlist your Support Team’s assistance for these tasks!***

1. Review alerts and notifications, and correct actionable alerts as needed.
2. Review Teacher Completion and Student Instruction reports.

***Must be completed by the Principal:***

3. Approve rosters by clicking “Review Summary and Approve Rosters” under “Review and Approval.”

### Any time through this process:

Ask for help from the “linkage experts” in the HISD Research & Accountability office!

Contact us at [research@houstonisd.org](mailto:research@houstonisd.org) or at 713-556-6700.