



2025

Spring User Academy

March 5 – 6

Sonoma, CA



Get Connected



WIFI

Access the complimentary WiFi

Network: Hilton Meetings

Password: HiltonWifi25

(not case sensitive)



Video Testimonials

Share your story and earn a \$15 gift card!



Scan the QR code to book
a 15-minute session

Receive your gift card
in your inbox 1-2 days
after the event.



Table of Contents

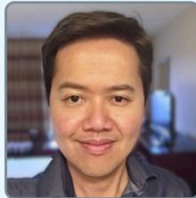
Meet the School Pathways Team	4
Map & Transportation	5
Wednesday Agenda	6
Wednesday Sessions	7
Wednesday Session Descriptions	8
Thursday Agenda	10
Thursday Sessions	11
Thursday Session Descriptions	12
Reflections	14
Thank you	15

Meet the Team

Executive Team & Speakers



Oliver Wreford
CEO



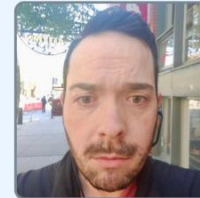
Ben Fojas
CTO



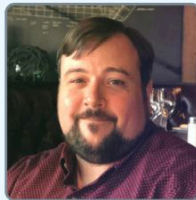
Kacie Jester
Sr. Director of Customer Success



Charmaine Pellegrini
Customer Support Manager



Ryan Watson
Software Development Manager



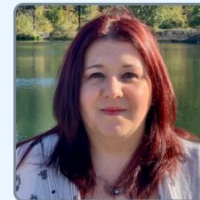
David Marchand
Sr. Product Manager



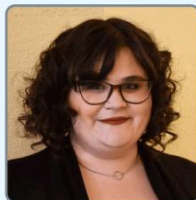
LeAnn Steffanic
Director of Finance



Javier Rivera
Product Education Manager



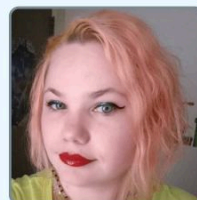
Debra Reynolds
CALPADS & Enterprise Account Manager



Ali Doty
Customer Support Specialist



Arah Craig
Professional Services & Data Lead



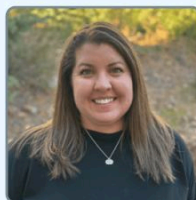
Rocky Butler
CALPADS Specialist



Bridget Bergin
Enterprise Account Manager



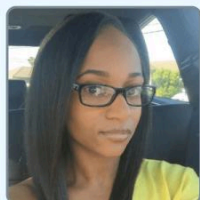
Pete Fox
Enterprise Account Manager



Heather Herrera
Enterprise Account Manager



Asil Serhal
Enterprise Account Manager



LaShawnda Wilson
Enterprise Account Manager

Shane Krueger
Enterprise Account Manager

Elena Chow
Growth Marketing Manager

Shlee Everson
Customer Support Specialist

Maria Rodriguez
Customer Support Specialist

Tena Youkhanis
Customer Support Specialist

Joel Arant
Software Developer

Hunter Lupton
Software Developer

Matthew Richardson
Software Developer

Christian Richmond
Software Developer

Will Weyrich
Software Developer

Jason Shirley
Software Developer

Nick Solwick
Software Developer

Max Williams
Software Developer

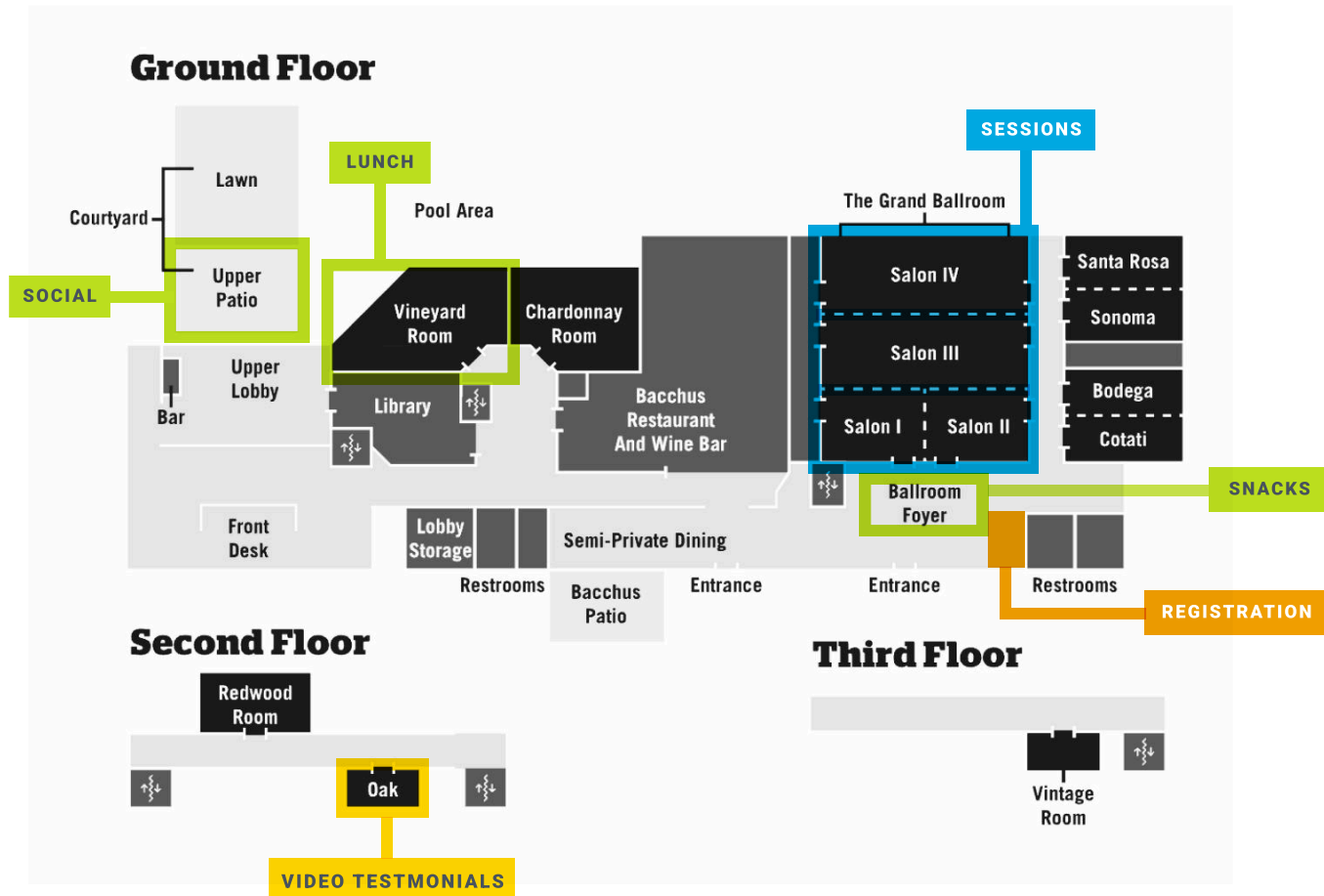
John Wakeman
Software Developer

Anna Stonaieva
Software Tester I

Sean Paz
Software Tester I

Jordan Sharqawi
Systems Administrator

Map & Transportation



GROOME
transportation

Groome Transportation offers scheduled rides between Sonoma County and San Francisco and Oakland Airports. For attendees seeking shuttle transportation, please scan the QR code or visit the following link for more information:

<https://groometransportation.com/sonoma-county/>



Day 1 Agenda

Wednesday, March 5

8:00AM – 8:45AM	Registration and Coffee
8:45AM – 9:10AM	General Session
9:10AM – 9:30AM	Break
9:30AM – 10:30AM	Session 1
10:30AM – 10:50AM	Snack Break
10:50AM – 11:50AM	Session 2
11:50AM – 12:50PM	Lunch
12:50PM – 1:50PM	Session 3
1:50PM – 2:00PM	Break
2:00PM – 2:30PM	Session 4
2:30PM – 2:50PM	Snack Break
2:50PM – 3:40PM	Session 5
3:45PM – 4:45PM	Social Welcome

March 5

Wednesday

Time	Salon I/II	Salon III	Salon IV
8:00AM – 8:45AM	Registration & Coffee		
8:45AM – 9:10AM	General Session		
9:10AM – 9:30AM	Break		
9:30AM – 10:30AM Session 1	School Pathways Basics – For New Users	Registrar Essentials: Transitioning from Online Registration to Enrollment	Master Course List
10:30AM – 10:50AM	Snack Break		
10:50AM – 11:50AM Session 2	Audit Best Practices	Forms & Surveys	SB153 – Capturing Time Value
11:50AM – 12:50PM	Lunch		
12:50PM – 1:50PM Session 3	Personalized Learning Classes (PLS)	Create-A-Report	Understanding Credentials & Local Assignment Options
1:50PM – 2:00PM	Break		
2:00PM – 2:30PM Session 4	Tips and Tricks for Navigating the System	CCGI – Best Practices for Exporting Your Data	Have System Improvement Suggestions? Consult Our Product Manager
2:30PM – 2:50PM	Snack Break		
2:50PM – 3:40PM Session 5	Q&A	Leveraging the System for HR Functions	Student Groups, Tags,& Embedded Letters for Daily Use
3:45PM – 4:45PM	Social Welcome at the Upper Patio		

Wednesday, March 5

Time	Program Description	Target Audience
Salon I/II 9:30AM – 10:30AM Session 1	School Pathways Basics – For New Users This introductory session is perfect for new users looking to understand the foundational features of School Pathways. We'll walk through the basics, ensuring you feel confident navigating the system and using its core functionalities.	New Users
Salon III 9:30AM – 10:30AM Session 1	Registrar Essentials: Transitioning from Online Registration to Enrollment Discover the steps to seamlessly transition from online registration to the enrollment process. This session will focus on best practices, tips, and tools to ensure a smooth and efficient workflow for your team.	Registrars, Enrollment Teams
Salon IV 9:30AM – 10:30AM Session 1	Master Course List Dive into strategies for organizing and maintaining a comprehensive master course list. This session will cover the importance of accuracy and consistency to ensure streamlined course management.	Academic Staff
Salon I/II 10:50AM – 11:50AM Session 2	Audit Best Practices Gain valuable insights into audit preparation and compliance. This session will guide you through strategies to streamline processes, ensure accurate record-keeping, and avoid common pitfalls.	Admin, Audit, Personnel, Operations, Compliance
Salon III 10:50AM – 11:50AM Session 2	Forms & Surveys Explore the capabilities of the forms and surveys tool in School Pathways. Learn how to create, distribute, and manage surveys to collect essential data efficiently.	Office Staff, Admin, Registrars
Salon IV 10:50AM – 11:50AM Session 2	SB153 – Capturing Time Value This session will explore the requirements and best practices for tracking and reporting time value under SB153. Attendees will learn how to accurately document student engagement, ensure compliance, and optimize reporting within School Pathways.	Attendance, Compliance, Administrative Staff
Salon I/II 12:50PM – 1:50PM Session 3	Personalized Learning Classes (PLS) Explore the benefits and setup of personalized learning classes. This session will demonstrate how to create tailored classes for your students.	Educators, Admin, Operations
Salon III 12:50PM – 1:50PM Session 3	Create-A-Report This beginner-friendly session will guide you through the Create-A-Report tool. Learn how to generate and customize reports to meet your data needs efficiently.	All Users

Wednesday, March 5

Time	Program Description	Target Audience
Salon IV 12:50PM – 1:50PM Session 3	Understanding Credentials & Local Assignment Options Explore how School Pathways supports credential tracking and local assignment options. This session will help you maintain compliance and manage credentials with ease.	HR Teams, Operations
Salon I/II 2:00PM – 2:30PM Session 4	Tips & Tricks for Navigating the System Discover helpful tips and tricks for getting the most out of School Pathways. This session will include shortcuts, best practices, and hidden features.	All Users
Salon III 2:00PM – 2:30PM Session 4	CCGI – Best Practices for Exporting Your Data This session will cover how to ensure your data is properly configured for accurate reporting to CCGI using the export bridge.	Administrative, Counseling Staff, Academic Admin
Salon IV 2:00PM – 2:30PM Session 4	Have System Improvement Suggestions? Consult Our Product Manager Have ideas for improving the system? This is your opportunity to collaborate directly with our product manager. Share feedback, ask questions, and gain insights into future enhancements.	All Users
Salon I/II 2:50PM – 3:40PM Session 5	Q&A Join this open Q&A session to ask questions and receive personalized answers. This is your chance to address specific concerns or clarify anything from earlier sessions.	All Users
Salon III 2:50PM – 3:40PM Session 5	Leveraging the System for HR Functions Explore how School Pathways can support HR functions such as credential tracking, assignments, and employee management.	HR Teams
Salon IV 2:50PM – 3:40PM Session 5	Student Groups, Tags, & Embedded Letters for Daily Use Learn how to create and utilize student groups, tags, and embedded letters for daily tasks. This session will focus on practical applications like attendance tracking and communication.	Admin, Operations, Office Staff

Day 2 Agenda

Thursday, March 6

8:15AM – 9:00AM	Morning Coffee & Snacks
9:00AM – 10:00AM	Session 6
10:00AM – 10:20AM	Snack Break
10:20AM – 11:20AM	Session 7
11:20AM – 11:30AM	Break
11:30AM – 12:00PM	Session 8
12:00PM – 1:00PM	Lunch
1:00PM – 2:00PM	Session 9
2:00PM – 2:20PM	Snack Break
2:20PM – 3:20PM	Session 10
3:20PM – 4:00PM	Farewell & Giveaway

March 6

Thursday

Time	Salon I/II	Salon III	Salon IV
8:15AM – 9:00AM	Morning Coffee & Snacks		
9:00AM – 10:00AM Session 6	Special Program Documentation & Management	CALPADS	Attendance Best Practices
10:00AM – 10:20AM	Snack Break		
10:20AM – 11:20AM Session 7	Teacher Refresher Training: From Rosters to Curriculum & Attendance	Master Agreement Configuration & Updates	Truancy Letters/ Notifications & Chronic Absenteeism
11:20AM – 11:30AM	Break		
11:30AM – 12:00PM Session 8	Latest UI/UX Updates Coming to School Pathways	CALPADS Common Errors	New Communication Tool
12:00PM – 1:00PM	Lunch		
1:00PM – 2:00PM Session 9	Test Registration System	Application & Lottery	Streamlining Student Work Submissions & Student/ Parent Portals
2:00PM – 2:20PM	Snack Break		
2:20PM – 3:20PM Session 10	Q&A	Security & Permission Groups	Archiving
3:20PM – 4:00PM	Farewell & Giveaway		

Thursday, March 6

Time	Program Description	Target Audience
Salon I/II 9:00AM – 10:00AM Session 6	Special Program Documentation & Management Learn how to effectively manage and document special programs. This session will focus on ensuring compliance and streamlining administrative workflows.	Program Managers, Admin, SPED Teams
Salon III 9:00AM – 10:00AM Session 6	CALPADS Discover best practices for managing CALPADS data. This session will help you navigate common challenges and ensure data accuracy for state reporting.	Data Managers, Registrars, Operations
Salon IV 9:00AM – 10:00AM Session 6	Attendance Best Practices Explore proven strategies for managing attendance efficiently. Learn tips for accurate reporting, resolving issues, and staying compliant with state requirements.	Admin, Attendance, Operations, Compliance
Salon I/II 10:20AM – 11:20AM Session 7	Teacher Refresher Training: From Rosters to Curriculum & Attendance This refresher session is designed for educators to revisit key features of the SIS, including rosters, curriculum, and attendance tracking.	Educators, New Users
Salon III 10:20AM – 11:20AM Session 7	Master Agreement Configuration & Updates Learn how to configure and update Master Agreements effectively. This session will help you streamline this critical process to meet school needs.	Admin, Operations, Compliance
Salon IV 10:20AM – 11:20AM Session 7	Truancy Letters/Notifications & Chronic Absenteeism Learn how to handle truancy letters and chronic absenteeism effectively. This session will guide you through processes to improve attendance and compliance.	Admin, Attendance, Compliance, Operations
Salon I/II 11:30AM – 12:00PM Session 8	Latest UI/UX Updates Coming to School Pathways Get a preview of the latest user interface and experience updates. Learn how these changes will improve usability and streamline your workflows.	All Users
Salon III 11:30AM – 12:00PM Session 8	CALPADS Common Errors Identify and resolve common CALPADS errors in this practical session. Gain tools and techniques to troubleshoot and improve data accuracy.	Data Managers, Registrars, Operations

Thursday, March 6

Time	Program Description	Target Audience
Salon IV 11:30AM – 12:00PM Session 8	New Communication Tool Get an introduction to a new communication tool in School Pathways. Learn how this tool can improve your outreach and streamline interactions within your school community.	All Users
Salon I/II 1:00PM – 2:00PM Session 9	Test Registration System Learn how to use the test registration system for efficient management of student testing. This session will cover setup, reporting, and troubleshooting.	Admin, Testing, Coordinators, Operations
Salon III 1:00PM – 2:00PM Session 9	Application & Lottery Learn how to manage applications and lotteries effectively. This session will cover tools for organization, priority settings, and ensuring a fair and transparent lottery process.	Enrollment Teams, Registrars, Operations
Salon IV 1:00PM – 2:00PM Session 9	Streamlining Student Work Submissions & Student/Parent Portals Discover tools to simplify student work submissions and enhance communication with parents through the Parent Portal. This session is packed with actionable tips to save time and improve collaboration.	Educators, Academic Staff
Salon I/II 2:20PM – 3:20PM Session 10	Q&A Join this open Q&A session to ask questions and receive personalized answers. This is your chance to address specific concerns or clarify anything from earlier sessions.	All Users
Salon III 2:20PM – 3:20PM Session 10	Security & Permission Groups Learn how to manage user access and customize permissions in School Pathways. This session covers best practices for creating and troubleshooting security groups to ensure data integrity and streamline workflows.	Admin, HR Teams, Operations
Salon IV 2:20PM – 3:20PM Session 10	Archiving Dive deeper into advanced archiving techniques. This session will explore sophisticated methods, tools, and best practices for maintaining comprehensive and efficient data archives.	Admin, Educators, Registrars, Compliance

Reflections

01

What was the most valuable insight or lesson you gained during the academy?

02

Which tools or strategies discussed at the academy are you most excited to try?

03

How did attending the academy challenge you to think differently about your work?

04

What is your post-event action plan?

Record your responses on the post-event survey, which will be sent to your inbox by midday on day two, for a chance to **win a new apple watch!**



Thank You For Attending!

 (866) 200-6936

 customerservice@schoolpathways.com

 www.schoolpathways.com

