NC SIS Weekly Email Bulletin
April 14, 2014

The NC SIS Email Bulletin highlights issues and announcements that were communicated to users during the previous week, and it also features late-breaking and recurring news about NC SIS and the PowerSchool project.

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1. PowerSchool Weekend Updates and Fixes

The following items were promoted into PowerSchool over the weekend. If you have any questions or concerns about these items, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

I. System Settings:
   a. Removed the “Assign New Student Numbers” option from the page

II. Staff Pages (Security Settings > Schoolnet > Manage Roles > Add Roles)
   a. Changed the wording for Schoolnet System Roles to indicate Only 1 role should be selected versus the default of at least 1

III. Executed Scripts:
   a. Script to update the ‘exclude from GPA field’ for all ‘Ps’ (should run weekly)
   b. FTE script (should run weekly)
   c. Race/Ethnicity script to update the roll up value (should run weekly)
   d. Student Demographics Data (Student race – added and updated values for specific students as determined for the State UID system

2. RPG Deadline Extended to April 23
Due to the number of LEAs on Spring Break, the deadline for submitting Summary RPG File changes to NCDPI has been extended to April 23. Remember, only the summarized file needs to be returned to NCDPI. Questions pertaining to the RPG may be addressed to Lori Ivey, lori.ivey@dpi.nc.gov.

3. Reports for Accurate Headcount

Some LEAs are using their Enrollment Summary Reports as a means to verify the accuracy of their headcount. Please do not rely on Enrollment Summary Reports for headcount. The criteria used to pull Enrollment Summary Reports vs. Principal Monthly Reports (PMRs) are very different and; therefore, will have different results (e.g., Enrollment Summary Report takes into account visiting students whereas PMR does not).

Please note that enrollment is NOT average daily membership. Its definition can be found on the NC Public School’s website at: http://www.ncpublicschools.org/fbs/accounting/data/. If you have questions concerning headcount, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

4. Attention: Access to UID Student System to Assist in PowerSchool Enrollment Process

The NCDPI recognizes that the Student Enrollment Process is coming into one of its busiest cycles. With that in mind, NCDPI is providing an alternative search tool for LEAs/charters to utilize during the timeframe needed to complete enhancements to the PowerSchool enrollment process.

In addition, NCDPI has scheduled four two-hour webinar sessions dedicated to training LEA staff on this crucial process. The webinar is designed to inform users who work with student enrollment records of the correct process in which to search for a student's Unique Identifier (UID) prior to submitting the information into the PowerSchool enrollment form. Participants will learn how the UID is integrated with PowerSchool, how to register for and search the UID Student System, how duplicate students will be handled and plans for future enrollment enhancements. This webinar is intended for PowerSchool coordinators, data managers and any other staff who work with student enrollment records. All four webinars will provide the same information; therefore, you will only need to attend one.

Webinar times are as follows:
Tuesday, April 22 (1:00 p.m. – 3:00 p.m.): https://www1.gotomeeting.com/register/116254217
Wednesday, April 23 (1:00 p.m. – 3:00 p.m.): https://www1.gotomeeting.com/register/120788560
Thursday, April 24 (1:00 p.m. – 3:00 p.m.): https://www1.gotomeeting.com/register/126286768
Friday, April 25 (1:00 p.m. – 3:00 p.m.): https://www1.gotomeeting.com/register/129560600

Each LEA must appoint a Security Officer to manage access to the UID Student System. The Security Officer’s only task is to verify and approve users within their LEA/charter. There is no need for this staff member to manage passwords; authentication to the UID Student System is managed through NCID.

Searching for existing UIDs for students is the cornerstone of a quality student enrollment process. Pearson is currently working to complete all additional enhancements for the student enrollment function within PowerSchool. In the meantime, NCDPI will provide access to the Unique Identification
Student System (UID), to allow LEAs the ability to search for existing student UID records prior to enrollment. This function will serve as a search tool only, and will not result in any additional tasks on the part of LEA staff.

Schools will be notified once the UID Student System is available for staff to register for access. If you have any questions or concerns, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

Thank you for your patience and continued focus on quality student information.

5. Bulk Upload for Test Scores

The bulk upload for test scores has passed NCDPI Quality Assurance (QA). Pearson began importing test scores last week. A quick reference document (QRD) on how to enter test scores for a student record has been posted to the NC SIS website (http://www.ncsis.org/Documents/student_info/PS_QRD_EnteringTestScores.pdf). Please do not enter last year’s End of Grade (EOG) and End of Course (EOC) test scores.

Questions concerning the bulk upload process for test scores may be addressed to the Home Base Support Center at homebase.incidents@its.nc.gov.

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