



April 28, 2017

Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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level.

EOY Contacts Page

New for EOY 2017:

EOY Contacts page - (start page > LEA Setup > District Information > EOY Contacts)

Starting in EOY 2017, LEAs/Charters will submit their EOY Contact information via the EOY Contact Page within their PowerSchool instance. All information is required whether the LEA has elected to run the EOY process or has chosen DPI to run the EOY process for their LEA. The primary and secondary EOY contacts must be active PowerSchool users that have admin access with working knowledge of PowerSchool and the EOY process. Both the primary and secondary contacts must have access to PowerSchool at the LEA

DPI will notify LEA users when the page is available for LEA use. Once the page is available, contact information will need to be entered by June 1, 2017.

Once the LEAs/Charters have added their contact information, DPI will be able to pull this information from PowerSchool instead of requesting for the LEAs to send the contact form used in previous years via a Remedy ticket. This information will need to be updated every year prior to EOY.

See sample below:

EOY Contacts

The screenshot shows a web form titled "EOY Contacts". At the top, there are two dropdown menus: "Who is Running?" set to "LEA" and "Last Date Last School Ending (mm/dd/yyyy)" set to "6/10/2017". Below this is a section for "PRIMARY CONTACT" with fields for Title (PS Coordinator), First Name (ps), Last Name (Coordinator), Login (User Admin Name) (pscoordinator), Email Address (pscoordinator@yourlea.edu), Phone Number (999-999-8999) (919-555-5467), and Alternate Phone Number (999-999-8999) (919-555-5468). A "SECONDARY CONTACT" section follows with fields for Title (PS Backup), First Name (ps), Last Name (Backup), Login (User Admin Name) (psbackup), Email Address (psbackup@yourlea.edu), Phone Number (999-999-8999) (919-555-5469), and Alternate Phone Number (999-999-8999) (919-555-5470). A "Submit" button is located at the bottom right of the form.

1. Select who will run the EOY process for the LEA. DPI or LEA?
2. Enter the last day of school for your LEA. This should be the last day of the **latest** ending school within the LEA.
3. Primary/Secondary Contacts: (must be an active PS user with admin access)
 - Title – Example, PS Coordinator
 - First name
 - Last name
 - Login (Admin Account Username) – the PS Admin login for the EOY Contact. This information is found in the username field on the Admin Access and Roles tab of the Security Settings page in PowerSchool. Once submitted, please do not make changes to the Admin account username.
 - Email address -
 - Phone number – Example: Office number
 - Alternate phone number – Example: Home or cell phone number

OCR/CRDC Submission End Date Extended by OCR

Dear OCR Coordinators,

Please forward this email to other staff as appropriate. Note: Those LEAs and Schools that were not open in the school year 2015-16 are not required to participate in this collection.



Due to latency issues with the Federal Submission Tool, the OCR has extended the East Coast submission end date to **May 8, 2017**.

The NC DPI thanks all who have participated in this collection for their tenacity and thoroughness. We also recommend making corrections and certifying data in the tool in the early morning hours.

The Federal message is below.

Greetings,

The Office for Civil Rights (OCR) has granted a two week extension from your region's assigned due date to submit your data into the Civil Rights Data Collection (CRDC) Submission System. It is imperative that you access the CRDC Submission System to submit your data and certify by your region's revised deadline on May 8, 2017.

The open date, revised close date and states associated with the East coast region, are listed below.

Opened February 6, 2017 and closing **May 8, 2017**

States included in this region: CT, DE, FL, GA, IN, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, VT, VA, DC, and WV

Districts that require more than two additional weeks to complete their data submission must contact the CRDC Partner Support Center (PSC). Your district will be required to submit an extension request through the CRDC Submission System. The extension request form will be available starting May 15, 2017. In this request, your district is required to justify the challenges preventing the completion of your data submission prior to assigned deadline. In the extension request, your district will be asked to include all challenges, current status, and planned efforts, including specific tasks and a timeline for completion of this collection by the requested extension date. These requests will be escalated to OCR for their review and approval.

If you have questions regarding this mandatory data collection, then please contact the CRDC PSC. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available to address questions Monday through Friday between 8:00 a.m. and 6:00 p.m. Eastern Time, excluding Federal holidays.

Thank you,

CRDC Partner Support Center

Telephone: 855-255-6901

Fax: 888-329-3336

E-mail: crdc@aemcorp.com

CRDC Resource Center: <https://crdc.grads360.org>



Home Base Meet-Ups Canceled

We have heard your feedback; therefore, we will not be having the next round of meet ups so that educators can support their schools during the testing season.

Have a great end of year close out, and we look forward to seeing you next year!

The Home Base Team

NCID Maintenance Affecting Remedy Support System

On Sunday, April 30, 2017, from 6 a.m. – 12:00 noon, the NCDIT will be performing maintenance on the NCID servers. The Remedy on Demand ticketing system, which relies on NCID for authentication will be unavailable during this time.

If a delay in bringing up the system should occur, users will be notified.



2017 NC SIS Training Calendar

browser.

The [2017 Training Calendar for PowerSchool](#) related training is available on the [NC SIS website](#). To access the calendar, users may click on "Training" located on the blue menu bar and select "Calendar". If you are unable to view the calendar on your first attempt, either refresh the page, clear cache and cookies from the browser and then re-open it, or open the calendar in a different

Training sessions and dates are listed below. Please visit this calendar often for additional training sessions and updates.

PowerSchool New Charter Training for 2017-18 Startup Charters Only

ATTENDEES MUST BE AN EMPLOYEE OF THE SCHOOL AND NOT A MANAGEMENT COMPANY.

This is a three-and-a-half-day workshop to walk new charter school users through the process of setting up their school for the new year. This session will include, but is not limited to:

- Logging into PowerSchool

- Navigating the system
- Enrolling students
- Withdrawing students
- Adding teachers/staff
- Creating the master schedule
- Scheduling students and teachers to classes

Dates/Times

May 23 - May 26, 2017

9:00 AM - 4:00 PM (Tues. - Thurs)

9:00 AM - 12:00 PM (Fri.)

Registration URL:

<http://bit.ly/PSNewCharter17-18>

Remember to visit the [NC SIS website](#) for additional information including webinars and training documentation.

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