NC SIS Weekly Email Bulletin

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

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1. Home Base Maintenance Weekend and PowerSchool 8.1.1 Upgrade

The February Home Base maintenance weekend is scheduled for today, February 6 through Monday, Feb. 9, 2015. The system will be brought down this evening at 5 p.m. and returned to service no later than Monday morning at 6 a.m. Once maintenance is complete a message will be sent notifying users that the system is up and available.

This maintenance weekend will comprise a major upgrade to the PowerSchool application. Pearson will deploy PowerSchool 8.1.1 software into all NC PowerSchool instances. This upgrade will entail updates and remedies to the currently used PowerSchool application. Pages and functions impacted will include NC Customizations, NC Student Pages, New Course Creation, School Settings, Scheduling and State Reporting. Please read the descriptive changes below for more details.

1) NC Student Pages
   a. All NC custom created student pages will be removed from the ‘Custom Screens and Information’ area to the new ‘NC Information’ section in the left navigation menu when viewing student records.

2) New Course Creation
   a. Updating interface for New Course Creation to combine filter and dropdown for State Courses and improve performance.

3) School Setting Updates
a. Adding new page for managing **CRDC Grade Level updates** for current and previous years that were initially populated from EDDIE.

b. Organizing all **NC Specific School Settings** for State Reporting together at the bottom of the page.

4) Scheduling Resolutions from 8.0, 8.01 and 8.1
   a. Resolving the **PowerScheduler error** that occurs when committing a schedule with more than 1,000 sections.
   b. Resolving the **HTTP Status 500 Error** when accessing the Visual Scheduler page with a maintenance user account.
   c. Resolving the issue that causes the **Non-scheduled Course Requests report** to display duplicate student names and course requests when only a single request exists, and in some cases includes students who are fully scheduled.
   d. Resolving the issue that causes the **Select a Teacher pop-up menu** to display staff with a school ID of ‘0’ (District Office) when using the Mass Enroll function in PowerScheduler.
   e. Resolving the issue with the **PowerScheduler link** on the PowerSchool Start page which causes the Scheduling Year to default to 2400 vs. 2014-2015, and causes the Year ID to incorrectly default to -3.
   f. Resolving the issue where multiple users signing into PowerScheduler may not see their **Build (Q) results** in the expected order on the page.
   g. Resolving the error message that appears on the **Master Schedule** when a teacher record has been removed from PowerSchool.
   h. Resolving the **HTTP Status 500 Error** that occurs when you attempt to copy a scenario in PowerScheduler if more than 1000 sections were created in the Schedule Sections table.
   i. Resolving the **HTTP Status 500 Error** that appears when you click the Visual Scheduler link.

5) State Reporting Updates

PowerSchool 8.0 – 8.1.1 release notes can be accessed from the NC SIS website’s Release Highlights page: [http://www.ncsis.org/release_highlights.html](http://www.ncsis.org/release_highlights.html). Please refer to these notes for additional changes.

**Important Notes:**

1) **LEAs and charters should check their exports and autosends with other vendors to make sure they are functioning properly after the upgrade is complete.**

2) **Please do not transfer students until notified by NCDPI that the ODS sync has completed. We anticipate this work will be completed by COB Tuesday, February 10.**

3) **Please do not run any State Compliance Reports until notified by NCDPI that the ODS sync has completed.**

Questions pertaining to the deployment of PowerSchool 8.1.1 may be directed to the Home Base Support Center at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).
2. **2015 Home Base Symposium Normal Fee Registration Ends Today, February 6**

The postmark deadline for the $115 registration fee ends today, **February 6**! All registration fees postmarked after this date are $250.

Remember, we can only accept checks whether mailing or paying onsite. Payments should be mailed along with your registration form to NCDPI Cash Collections, 6336 Mail Service Center, Raleigh, NC 27699-6336.

The 2015 Home Base Symposium Registrant List has been updated on the NC SIS website at [http://www.nc-sis.org/Documents/symp_2015/2015_Symposium_Registrants.pdf](http://www.nc-sis.org/Documents/symp_2015/2015_Symposium_Registrants.pdf). Please review this list to ensure your registration and payment status is correct. Remember, processing of payments once received at NCDPI can take up to 10 working days.

Questions pertaining to Symposium registrations and payments may be addressed to Yolanda Wilson, yolanda.wilson@dpi.nc.gov.

3. **Message from the NCDPI Home Base Support Center Concerning PS 8.1.1 Upgrade**

As you are aware, NCDPI and Pearson will be upgrading to PowerSchool 8.1.1 during February maintenance weekend, beginning today, February 6 at 5:00 p.m. In order for the **Home Base Support Center (HBSC)** to better prioritize issues that may arise post-upgrade, please adhere to the following guidelines:

**CALL the HBSC at (919) 807-HELP**
1) If your issue is critical (i.e., system is not available, many users cannot login or slow performance).

**EMAIL the HBSC at homebase.incidents@its.nc.gov**
1) If your issue is not critical and is related to the upgrade, include "UPGRADE" with an appropriate subject line.
2) If your issue is not critical and is NOT related to the upgrade, enter an appropriate subject.

As a reminder, please do not perform functions in which the ODS is referenced until you hear from NCDPI that the ODS is fully synchronized. These functions are:

- Enroll new students
- Re-enroll previous NC students
- Transfer students
- Transfer student record (Start > Student Selection > Transfer Student Record)
- Run any state reports (Start Page > Reports > Reports (State Reports))

**HBSC** will be tracking issues and communicating with Pearson throughout the launch.

4. **New and Updated Incident SQL4 Reports**
The following new and updated Incident SQL4 Reports have been loaded into most LEA/charter PowerSchool instances. NCDPI is continuing to load the reports into the remaining instances with an anticipated completion date of Wednesday, February 11.

1) Incident Report By School
   a. This report resolves an issue with transfer out students not showing on the report.

2) Incident Victim Report By School
   a. This is a new report that was requested by Ken Gattis.

3) Individual Student Incident Report
   a. This report resolves an issue with students missing from the report due to an incorrect table join.

4) Student Incident Report
   a. This report resolves an issue with transfer out students not showing on the report.

5) Student Individual Incident Report
   a. This is a new report requested by Ken Gattis.

If you have questions concerning these reports, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

5. OCR/CRDC – Contact List Update and February PowerSchool Maintenance Weekend

Dear OCR Coordinators,

The NCDPI would like to express gratitude for your continued support regarding the State Level Civil Rights Data Collection (CRDC) Submission Project. As a reminder, beginning with the 2013-14 CRDC collection, the state will submit LEA and charter school data to the Office of Civil Rights (OCR) on behalf of all North Carolina public school districts. Please review this message and forward to any applicable staff.

**Note:** Schools and Charters that opened during SY 2014-15 are exempt from the SY 2013-14 OCR collection process.

**OCR Coordinator Contact List**

Attached is the final contact lists as submitted to the OCR. Thank you to all who have submitted updated contacts and corrections. These lists will be out of sync with those posted on the NC OCR Contact list (http://www.ncpublicschools.org/data/management/ocr/contact/) until the lists can be republished.

As a reminder, those staff indicated as OCR contacts, as well as Superintendents, will receive the initial security accounts to the CRDC Federal Submission Portal. User accounts will be provided via email from the OCR support desk at a later date.

Please contact Terra Dominguez terra.dominguez@dpi.nc.gov with any questions.
LEAs and Charters who have not run the CRDC PowerSchool Reports

Attached to this message is an excel file that contains:

- **Pending tab:** LEAs and Charters who have not run the CRDC Part 1 and CRDC Part 2 reports in PowerSchool. This list excludes Charter schools that opened during the 2014-15 school year.
- **Completed tab:** LEAs and Charters who have run the CRDC Part 1 and CRDC Part 2, inclusive of last run date and Approval date

As part of the State Level CRDC process, it is imperative that all LEAs and Charters run these reports at the LEA level to allow NCDPI access to the data. These reports are available at the school level and can be run at any time to review data at the student record level.

This list is generated each Tuesday morning, and distributed via the NC OCR Coordinators contact list. Please be reminded that CRDC reports:

- Should not be approved at this time
- Must be re-run each time the software is updated with corrections to the CRDC reports
- Must be re-run when any data corrections specific to the CRDC are made within the LEA / Charter instance

**All LEAs and Charters must re-run these reports after the February 6th PowerSchool Maintenance Weekend. The NCDPI advises the following when running the CRDC Part 1 & 2:**

- Begin running no earlier than Wednesday February 11th and no later than Monday February 16th
- Large and Medium LEAs should execute the reports in the morning, after 5 a.m.

Please also be reminded that if there are technical issues when running these reports, please feel free to contact the Home Base Support Center with any questions or concerns you might have at homebase.incidents@its.nc.gov.

**PowerSchool February Maintenance Weekend**

Updates specific to the OCR collection will be implemented during the PowerSchool February Maintenance weekend:

- Students that were retained at the end of the SY 2013-14 school year that were in the fourth grade will now be correctly counted on the School Detail of CRDC Part 2.
- A new link will be added to the School > School Setup section for CRDC EDDIE Grade Levels called CRDC EDDIE Grade Levels. Clicking this link displays the Utility Page for inserting high and low grade for school by year.
  - Page Permissions should be defined by the LEA to prevent anyone from being able to view and/or edit this page as decided by the LEA.
  - The automatic update of the grade level information into the S_NC_SCHOOLGRADE from EDDIE for CRDC has been temporarily turned off. Some LEAs found that the information for 13-14 was inaccurate in EDDIE and it affects their CRDC report.
  - If this data needs to be edited for CRDC accuracy for a school, the following rules apply:
    1. The YEAR_ID is 23 for the 13-14 school year, so edit this record. The YEAR_ID is 24 for the 14-15 school year.
2. The GRADE_LEVEL field data is in the format that is in EDDIE. The codes are the ones from EDDIE; thus KG is Kindergarten whereas PowerSchool is 0. Use the EDDIE Grade Level codes separated by a colon with no space (i.e. KG:01:02:03:04:05). If a school has a gap the data would look like this: KG:06:07:08.

- An additional field will be created to house the SY 2013-14 EC indicator
  - SY 2013-2014 EC indicator will not be visible on the user interface
  - SY 2013-2014 EC indicator will be visible only in the CRDC Part 1 & 2
  - EC December 2013 head count data will be applied to PowerSchool by the NCDPI after the maintenance weekend (final date of data load pending)

Please always refer to the NC-SIS emails for information regarding upgrades to the PowerSchool product.

**OCR at the Home Base Symposium**

Two presentations for the Office of Civil Rights data collection will be held at the 2015 Home Base Symposium. The session is intended for OCR Coordinators, NC SIS Coordinators, PowerSchool Data Managers and any staff who are involved in the Office of Civil Rights Data Collection (CRDC). Join us either Monday, February 23rd from 1pm-2:45 p.m. or Tuesday, February 24th from 1 p.m.-2:45 p.m.

**Remedy Ticket Resolution for OCR**

To-date, all but eight Remedy tickets specific to the CRDC have been resolved. If your LEA or Charter school has a ticket pending resolve that is related to the Office of Civil Rights data collection, please ensure the ticket is escalated to Terra Dominguez for review.

Terra Lynne Domínguez  
Data, Research and Federal Policy  
terra.dominguez@dpi.nc.gov  
(P) 919.807.3272

6. **New and Updated Information on the Web**

a) Course Availability for the Next School Year (QRD)  
b) Years and Terms Setup (QRD)  
   http://www.nc-sis.org/Documents/school_info/PS_QRD_Years_%20Terms.pdf
c) Managing Courses – LEA Level (QRD)  
d) Managing Courses – School Level (QRD)  
e) Mass Enroll Students into a Special Program  
7. Upcoming Training Webinars and Workshops

a) PowerSchool Scheduling Q & A Webinar
This webinar will not contain any presentation. It will be an open forum for attendees to ask their scheduling questions to a panel of DPI staff members.

Dates, Times and Registration Links

- Monday, Feb 9, 2015  9:00 a.m.  
  https://www1.gotomeeting.com/register/851952321
- Monday, Feb 9, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/881559112
- Wednesday, Feb 11, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/569847217
- Friday, Feb 13, 2015  9:00 a.m.  
  https://www1.gotomeeting.com/register/771960641
- Friday, Feb 13, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/621959601
- Wednesday, March 4, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/810025944
- Wednesday, March 11, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/829296344
- Wednesday, March 18, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/843805984
- Wednesday, March 25, 2015  1:00 p.m.  
  https://www1.gotomeeting.com/register/866556920

b) LEPT/WAPT and Immigrant Functionality in PowerSchool
This webinar will demonstrate new functionality in PowerSchool for LEP/WAPT and Immigrant data.

Date, Time and Registration Link

- Tuesday, February 17 at 10:00 a.m.  
  https://attendee.gotowebinar.com/register/3636928642787107330

**Please note all registration information is subject to NC Public Records Law.**
For more information about NC SIS training and documentation, please visit our website at http://www.nc-sis.org.

NC SIS

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