



## NC SIS Weekly Email Bulletin

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

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### 1. PowerSchool Weekend Updates and Fixes

- A. Federal Plug-in
  - 1) Enables updates for new school year.
- B. NC Student Pages
  - 1) WAPT – Immigrant
    - i. Updating to default new records status to Active.
  - 2) LEP
    - i. Updating to fix issues with Tier Drop-down based on LEP status. Also defaulting new records to Active and enabling field for editing.
- C. NC Title III Administration
  - 1) Adding a new tab to manage the State Level setting for the current LEP Year value.
- D. NC LEP/WAPT/ACCESS Administration
  - 1) Updating the process for LEP to use the new LEP Year value during the End of Year rollover process.
- E. NC SIF Updates
  - 1) Adding a new custom database process to create SIF events from PowerSchool to CECAS when the LEP status for a student is added or changed in PowerSchool.
  - 2) Updating PowerSchool SIF State Messaging Plugin (SMP) for LEP status from PowerSchool to CECAS.
    - i. Updating previous mapping for values 1 – 3 and adding new values for 4 – 5.

### 2. Home Base Maintenance Weekend – July 17 - 20

The next Home Base maintenance weekend is scheduled for Friday, July 17 through Monday, July 20. The system will shut down Friday at 5 p.m. Once maintenance is completed a message will be sent to notify users that the system is up and available for use.

Home Base will be returned to service no later than 6 a.m., Monday morning. If a delay in bringing up the system should occur, users will be notified via NC SIS email.

### **3. EDDIE Feed to PowerSchool - Reminder**

Please be reminded that the EDDIE feed to PowerSchool will restart this weekend. If you added grade levels to schedule classes for the 2015 – 2016 school year while the EDDIE feed was turned off, please update your grade levels in EDDIE by 5 p.m., Friday, July 10.

If you have questions pertaining to this request, you may contact the Home Base Support Center at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).

### **4. Re-enrollments and Early Graduate Updates - Reminder**

The NCDPI Home Base Support Center has received several tickets reporting an issue where re-enrollment records are not being created when attempting to re-enroll a student.

This issue has been reported to Pearson. If possible, please refrain from re-enrolling students until this fix has been implemented.

Also, NCDPI will be implementing a procedure for early graduates who were not processed during EOY. Late Pre-EOY testing proved that PowerSchool modified the graduation date for early graduates during EOY. NCDPI deployed a script to assure that all early graduates were transferred-out. This will later result in a more consistent process and accurate data.

### **5. Inactive Users in IAM Service and ISIS Payroll - Reminder**

To LEA Coordinators, Data Managers and Payroll Admins,

It has been reported that several users who claimed their accounts in the IAM Service prior to EOY are no longer active in the service. A user's account becomes deactivated in the IAM Service (no longer visible) when their UID record is set to an inactive status.

After carefully examining the issue, it became apparent that only LEAs using the ISIS Payroll system were affected. Within ISIS the vendor UID process inactivates an employee with NO job. An employee is considered to have **NO** job if the Job End Date is less than the month that the file is being created. For example, some of the Madison employees had job end dates of June 24, 2015. When the UID file was created on July 1, these employees were inactivated.

According to ISIS, several of the districts end all their employees' jobs at the end of the fiscal year. The LEAs then input new JOB START and JOB END dates at the beginning of **each** new fiscal year.

Payroll admins are encouraged to upload the payroll file to UID daily if needed to keep the information in sync. Please contact ISIS if you need assistance with inputting the new dates for a group of employees as there is a utility available to make this task easier.

For further assistance, please contact the Home Base Support Center at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).

## 6. Upcoming Training Webinars and Workshops

### a) Athletic Eligibility in PowerSchool

This webinar will demonstrate the new Athletic Eligibility functionality in PowerSchool. It will be recorded and posted to the [www.nc-sis.org](http://www.nc-sis.org) website. After registering, you will receive a confirmation email containing information about joining the webinar.

#### Date, Time and Registration Link

- Thursday, August 13, 2015 – 1:00 p.m. – 3:00 p.m.  
<https://attendee.gotowebinar.com/register/4181973051087292674>

### b) Google Maps

This webinar will provide an overview of the google maps functionality within PowerSchool. Target audience is LEA and charter school coordinators.

#### Date, Time and Registration Link

- Tuesday, July 21, 2015 - 1:00 p.m. - 3:00 p.m.  
<https://attendee.gotowebinar.com/register/5930576971135026689>

### c) New Charter Training

This is a 4 day workshop to walk new users through the process of setting up their school for the new year. This session will include, but is not limited to:

- Logging in & navigating PowerSchool
- Enrolling students
- Withdrawing students
- Adding Teachers/Staff
- Creating the master schedule
- Scheduling students and teachers to classes
- Completing school setup items

#### Dates, Times and Registration Links:

- July 27-30: <https://www.timetosignup.com/powerschooltraining/form/6301>
- August 3-6: <https://www.timetosignup.com/powerschooltraining/form/6302>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 am to 4:00 pm. Lunch will be on your own.

### d) New Coordinator Training

This workshop is geared to new PowerSchool coordinators who have not attended the 5 day IPT certification training or the 8 day District certification training. This 2 day session will give new

coordinators training on some of the topics provided in those Pearson trainings. This is NOT an extension of those training sessions.

#### **Dates, Times and Registration Links**

- July 23-24: <https://www.timetosignup.com/powerschooltraining/form/6306>
- August 13-14: <https://www.timetosignup.com/powerschooltraining/form/6307>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 am to 4:00 pm. Lunch will be on your own.

#### **e) New User Training**

This is a 4 day workshop designed to train new users on the day-to-day processes of using PowerSchool. This session will include, but is not limited to:

- Logging in to PowerSchool
- Navigating the system
- Enrolling students
- Withdrawing students
- Attendance
- Adding Teachers/Staff
- Adding or changing course sections
- Scheduling students and teachers to classes
- PMR Overview
- SAR Overview
- RP (Retentions/Promotions) Overview

#### **Dates and Registration Link**

- August 17-20: <https://www.timetosignup.com/powerschooltraining/form/6303>
- September 14-17: <https://www.timetosignup.com/powerschooltraining/form/6304>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 am to 4:00 pm. Lunch will be on your own.

#### **f) 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**

- Friday, August 7, 2015 – 1:00 p.m. **(NEW)**  
<https://attendee.gotowebinar.com/register/2618284997459576322>
- Wednesday, August 12, 2015 – 1:00 p.m. **(NEW)**  
<https://attendee.gotowebinar.com/register/239504784905751554>

Please visit the NC SIS website ([www.nc-sis.org](http://www.nc-sis.org)) for additional information including webinars and training documentation.

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