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. Post EOY Read to Achieve Instructions

All students who were classified as non-proficient in reading at the end of third grade (school year 2013/14) were promoted to 4th grade through the PowerSchool EOY process. For each of these students, the EOY process created a promotion record with a “PR” or “PRN” exit code to indicate promotion. As previously stated in a message sent on June 24, it is the school’s responsibility to update this promotion record to indicate this student was promoted, having been designated as non-proficient in reading. It was also stated that there would need to be a change in exit code to do this. Do not change the exit code. Since then, Pearson has added the Retention-reading attribute to the Promotion Status dropdown menu; thus, only requiring schools to select this attribute to update the promotion. Please read the following instructions on how to update a promotion record.

To view and update a promotion record:

- Select the student on the Start page.
- Select the Transfer Info option on the left side of the PowerSchool screen under Enrollment (selecting this takes you to the Transfer Information page). The EOY promotion record for this student should be the first record on the bottom half of the screen under Previous Enrollments.
- Click on the entry date for this promotion record. This action will bring up the Edit Previous Enrollment page.
- Scroll down the page to the Extended Data section.
- Select Retention-reading from the dropdown Promotion Status.
• Click **Submit** at the bottom right side of the screen.

If you have any questions pertaining this process, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

2. **Updates to PowerSchool Office Civil Rights Data Collection (CRDC)**

Dear OCR Coordinators,

Thank you for your diligence providing data prior to EOY and all your thoughtful questions. NCDPI is reaching out to keep you informed on the new Office of Civil Rights (OCR) Civil Rights Data Collection (CRDC).

During the July Maintenance weekend, we will update the two OCR PowerSchool pages to align with the CRDC 2013-2014 requirements. NCDPI will also provide two PowerSchool views accessible to LEA level staff to review the data elements collected from PowerSchool. Please keep in mind this is not the final report; this is a preview of what will be submitted based on PowerSchool data only.

Given both the late release of CRDC screens and the OCR federal requirements, we will be continuing the collection of school year 2013-2014 data through August 15th. As we continue to work to complete this enhancement to PowerSchool including the new requirements per the CRDC file specs, (updated June 11, 2014), we will try to minimize any redundant data entry on the part of the LEA. The ultimate goal is still for NCDPI to submit your data to the OCR. LEA input is valued and appreciated as we go through this process. The LEAs experience is critical to a successful implementation. For the most current federal requirements, visit: [http://www2.ed.gov/about/offices/list/ocr/data.html](http://www2.ed.gov/about/offices/list/ocr/data.html).

NCDPI plans on creating the files for submission after August 15th and begin testing with OCR via the CRDC by the end of August. NCDPI plans to have reports available for review, by the LEAs, specific to the data submitted. More information on this process will be forthcoming.

For data currently collected outside of PowerSchool, for example via third party vendors and not included in the LEA instance of PowerSchool, we will be communicating file specifications by the end of July.

**A couple of items to note about the CRDC enhancements in PowerSchool:**

1) You will need to review both the school and LEA level forms for additional questions based on the SY 13/14 requirements. No data that was initially populated in the previous OCR screens was removed; however you need to answer the additional questions.

2) Additional changes to the screens will be released next week. These changes include removing the ‘other’ option from question 6 and moving question 45 to the Part 2 section of the school level form.

3) LEA level staff can run the report from the LEA Office by navigating to: State Report > Dashboards
4) To run the CRDC reports, you must first select school year 2013-2014 from the Term drop-down. This process will be updated during the September maintenance weekend to allow users to run the reports for SY13/14 from the current year. Please disregard the Submission Start and End date fields for these reports.

5) There are two reports on the Dashboard tab, CRDC Report - Part 1 and CRDC Report - Part 2. Part 2 may take a bit longer to run as it contains more complex calculations. In the Select Area to View section, verify Data View is selected. There are no Exceptions with this report.

For CRDC Part 1 there are three selections in the Data Views drop-down:
- LEA Detail
- School Detail
- Student Aggregate

For CRDC Part 2 there are four selections in the Data Views drop-down:
- LEA Detail
- LEA Level Student Aggregations
- School Detail
- School Level Student Aggregations

6) Both reports may be filtered and exported.

7) Additional math and science courses will be captured for the CRDC reports.

8) 504 student enrollment data will not be accurate at this time. Please expect an adjustment and more information by the September NC SIS Maintenance weekend.

We value any input the LEA OCR Coordinators would like to provide and appreciate your suggestions and comments. Please contact Karl Pond (karl.pond@dpi.nc.gov) and Terra Dominguez (terra.dominguez@dpi.nc.gov) with any feedback you would like to share.

If you have issues regarding the data, functionality, or processing the report, please submit a Remedy ticket to the Home Base Support Center (homebase.incidents@its.nc.gov).

3. Race/Ethnicity Codes

DPI is working on cleaning up missing Race codes in PowerSchool. There are approximately 24,000 student records without a race code in PowerSchool. DPI matched this list of 24,000 students to their records in the UID system. In doing so, we were able to obtain race codes from the UID system for over 22,000 students.
Based on this race information from UID, DPI plans to update these students’ race codes in PowerSchool. Unless we receive confirmation that you do NOT want us to update the missing records by **July 29, 2014**, DPI and Pearson will execute a script to correct the 22,000 records with the race code found in the UID system.

If you choose to opt out of having DPI run the script to update the race codes for your LEA, you will be responsible for updating ALL students (active or inactive) with a race code by August 1, 2014 in preparation for the August 4, 2014 Exceptional Children headcount. If you wish to opt out of this process, please send Lori Ivey an email at lori.ivey@dpi.nc.gov by **COB Tuesday, July 29, 2014** stating you do NOT want the script run for your LEA. Any LEA opting out of this process will receive a list of all student UIDs affected, which will need to be updated with accurate Race/Ethnicity codes by August 1, 2014. Students with missing Race/Ethnicity codes will not be included in the EC headcount, which could affect LEA funding.

### 4. Upcoming Training Webinars and Workshops

**a) PowerSchool Training Workshop for New Charter Schools for 2014-15 (See date changes)**

This workshop is for new Charter Schools coming on board for the 2014-15 school year. Attendees must be an employee of the school and not a management company.

This is a 5 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 to PowerSchool
- Navigating the system
- Enrolling students
- Withdrawing students
- Adding teachers/staff
- Creating the master schedule
- Scheduling students and teachers to classes

**Dates and Times:**
Monday, July 28 – Friday, August 1  
Monday, Aug 4 – Friday, August 8

Registration link:  [http://www.timetosignup.com/powerschooltraining/folder/1823](http://www.timetosignup.com/powerschooltraining/folder/1823)

**b) PowerTeacher Grade Book Workshop (New)**

This workshop will cover basic PowerSchool and PowerTeacher functionality such as taking attendance, creating assignments, entering assignment grades, working with categories/groups, printing reports, final grade setup/weights, etc.

Classes will be held at NCDPI in Raleigh.

**Dates and Times:**
Thursday, August 14 (10 a.m. – 4 p.m.)  
Friday, August 15 (10 a.m. – 4 p.m.)
Monday, November 3 (10 a.m. – 4 p.m.)

Registration link:  http://www.timetosignup.com/powerschooltraining/folder/1905

c) Nurses Module Webinar
This webinar will include demonstrations on how to enter immunizations, health screens, incident screening, medication and office visit information as well as instructions on how to generate reports.

Date and Time:
Tuesday, August 19 (9:00 a.m. – 12:00 p.m.)

Registration link:  https://www1.gotomeeting.com/register/381216368

d) SAR Webinar
This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed.

Dates, Times and Registration Links:

- Tue, Aug 19, 2014 1:00 PM
  - https://www1.gotomeeting.com/register/867816161
- Mon, Sep 15, 2014 10:00 AM
  - https://www1.gotomeeting.com/register/116684944
- Thu, Oct 9, 2014 10:00 AM
  - https://www1.gotomeeting.com/register/214930640

e) PMR Webinar
This webinar will discuss PMR in PowerSchool - how to run as well as how to clean up data in PowerSchool.

Dates, Times and Registration Links:

- Wed, Aug 20, 2014 1:00 PM
  - https://www1.gotomeeting.com/register/975537016
- Wed, Sep 24, 2014 1:00 PM
  - https://www1.gotomeeting.com/register/987582217

f) PowerSchool New User Workshop (School/Admin Level)
This workshop is geared to new PowerSchool users working at the data manager/school administrator level with day-to-day school business – This is NOT teacher training. Attendees must be an employee of the school and not a management company.

Classes will be held at NCDPI in Raleigh.

Dates and Times

- September 2 – 5 (9 a.m. – 4 p.m.)
• September 8 – 11 (9 a.m. – 4 p.m.)

Registration link: http://www.timetosignup.com/powerschooltraining/folder/1906/

g) Dropout Reporting Webinar

This webinar will discuss Dropout Reporting in PowerSchool – how to run the reports as well as how to enter/clean up data.

Dates, Times and Registration Links:

• Thu, Sep 4, 2014 9:00 AM
  o https://www1.gotomeeting.com/register/281175160
• Wed, Sep 10, 2014 1:00 PM
  o https://www1.gotomeeting.com/register/390952561

h) Discipline Incidents in PowerSchool Webinar

This webinar will demonstrate how to enter disciplinary incidents into the PowerSchool application.

Dates, Times and Registration Links:

• Fri, Sep 5, 2014 1:00 PM
  o https://www1.gotomeeting.com/register/229609625
• Fri, Sep 19, 2014 9:00 AM
  o https://www1.gotomeeting.com/register/416979905
• Mon, Nov 17, 2014 1:00 PM
  o https://www1.gotomeeting.com/register/558287457

i) ALP/ALS in PowerSchool Webinar (See dates and time changes)

This webinar will discuss policy and functionality in PowerSchool as related to students in Alternative Learning Programs and/or Alternative Learning Schools.

Dates, Times and Registration Links:

• Thursday, Sep 11, 2014 10:00 AM
  o https://www1.gotomeeting.com/register/707367440
• Wednesday, Sep 17, 2014 1:00 PM
  o https://www1.gotomeeting.com/register/818096513

j) End of Term Process in PowerSchool Webinar

This webinar will cover the End of Term Process and how to prepare for the end of the marking period.

Dates, Times and Registration Links:

• Fri, Oct 17, 2014 9:00 AM
k) Mid-year Graduates in PowerSchool Webinar

This webinar will discuss the process for handling records of students graduating mid-year.

**Dates, Times and Registration Links:**

- **Thu, Dec 4, 2014 1:00 PM**
  - [https://www1.gotomeeting.com/register/204543489](https://www1.gotomeeting.com/register/204543489)
- **Tue, Dec 16, 2014 9:00 AM**
  - [https://www1.gotomeeting.com/register/366059760](https://www1.gotomeeting.com/register/366059760)
- **Tue, Jan 13, 2015 9:00 AM**
  - [https://www1.gotomeeting.com/register/444470360](https://www1.gotomeeting.com/register/444470360)

5. Maintenance Weekend Activities and HBSC’s New Hours of Operation

During this past weekend, the State Compliance Reporting update for 14.7.0 was completely deployed into production. These updates were inclusive of:

- PMR, SAR, Discipline and GDVS data collection and validation updates
- RPG, Dropout, AIG and ALP collection updates
- Common Follow Up collection addition
- CRDC Report – Part 1 and Part 2 collection addition
- Updates to CRDC Data Entry Pages
- Updates to Extended Schema Definition

For more details, please see the attachment or click on the following link ([http://www.ncsis.org/Documents/requirements/2014_North_Carolina_Release_Notes_July2014.pdf](http://www.ncsis.org/Documents/requirements/2014_North_Carolina_Release_Notes_July2014.pdf)) to view the “2014 North Carolina Reporting Release Notes posted on the NC SIS website. If you have questions, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

Also, please be aware that the Home Base Support Center’s hours of operation have changed. The new times are Monday through Friday, 7:00 a.m. to 5:00 p.m.

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