The NC SIS Weekly 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.

- **Scripts to Run Friday After 5 p.m.**
  - Script to update the ‘exclude from GPA field’ for all “Ps” – should run weekly
  - FTE script – should run weekly
  - Race/Ethnicity script - should run weekly
- **SAR Fix** (State Reporting)
  - Updated specific installation files to correct issues with SAR reporting (Updated to correctly display SAR report results for schools where school year has ended)
- **Cluster Plug In**
  - School Improvement Grant (SIG) – Remove the link for non-SIG reporting
  - Added some Maintenance pages
  - Fixed some miscellaneous bugs for EOY
2. New and Updated Items on the Web

End of Year User Guide

EOY Contacts as of 05/30/2014

End of Year for NC Presentation
http://www.nc-sis.org/eoy.html

Adding/Inactivating Staff Members – Update
http://www.nc-sis.org/Documents/school_info/PS_QRD_Adding_Staff_Member.pdf

Elementary School Scheduling Refresher 1 & 2
http://www.nc-sis.org/recordings.html

3. Upcoming Training Webinars and Workshops

a) PowerScheduler Help Session Workshop – DPI (Raleigh)
This workshop is for those needing some additional scheduling help within PowerScheduler. DPI staff will be present to help and answer questions.

This is not an instructional workshop. It is a hands-on workshop with the attendees working within their own data with DPI staff there to answer questions as needed.

Tuesday, June 3 – Friday, June 6 (4 day workshop) (Location – NCDPI Building, 301 N. Wilmington Street, Raleigh, NC 27601)

Monday, June 9 – Thursday, June 12 (4 day workshop) (Location – NCDPI Building, 301 N. Wilmington Street, Raleigh, NC 27601)

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

b) PowerSchool Training Workshop for New Charter Schools for 2014-15
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 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 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:**
Tuesday, July 15 - Friday, July 18
Tuesday, July 29 – Friday, Aug 1
Tuesday, Aug 5 – Friday, August 8
Monday, Aug 11 - Thursday, August 14
Registration link: [http://www.timetosignup.com/powerschooltraining/folder/1823](http://www.timetosignup.com/powerschooltraining/folder/1823)

4. **Commit Process for Scheduling**

Please be reminded when using PowerScheduler that the Commit Process MUST be performed BEFORE EOI but AFTER the last school day and all final grades have been stored. You can ONLY commit once. If you have already committed and students are still in school, please submit a ticket to the Home Base Support Center ([homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov)) for assistance.

5. **SAR Deadline Extended**

The SAR deadline has been extended to June 13, 2014. Questions pertaining to this extension may be addressed to Sandra Johnson, [sandra.johnson@dpi.nc.gov](mailto:sandra.johnson@dpi.nc.gov).

6. **AIG Deadline Extended to June 3**

Please be aware and inform the appropriate staff that the AIG deadline has been extended from May 30 to June 3. This deadline was extended to allow DPI to continue working with LEAs to get the data and program fixes in.

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

7. **Time Changes for Server Restarts – New Window**

In an effort to proactively prevent performance issues, Pearson previously restarted servers and reset message queues every Sunday morning between the hours of 12 a.m. – 4 a.m. The new window for restarts which began last weekend will be from 11 p.m. Friday nights until 3 a.m. Saturday mornings.

If you have any questions concerning this change, please contact the Home Base Support Center at [homebase.incidents@dpi.nc.gov](mailto:homebase.incidents@dpi.nc.gov).

8. **Deleting Staff Assigned to Sections**
Please do not delete staff that are assigned to sections. Staff should be inactivated, NOT deleted. Deleting staff assigned to student data results in orphaned records and may impact your ability to generate certain reports. Please review the Adding/Inactivating Staff Members QRD posted to the NC SIS website for assistance with this process: http://www.ncsis.org/Documents/school_info/PS_QRD_Adding_Staff_Member.pdf.

For more information or assistance on how to inactivate staff, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

9. New Templates on the NC SIS Website

NCDPI has removed a template on the NC SIS website’s Reporting page under Form Letters and Mailing Labels called Transcript Label Data, and added a new replacement template under Object Reports called Transcript Label. The former template was removed due to pulling incorrect data.

NCDPI has also added a Daily Attendance Summary Report template under Object Reports. This template will pull attendance from daily attendance schools only.

Users may access these templates by clicking on the following link: http://www.ncsis.org/reporting_templates.html. If you have questions or need further assistance, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

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