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.

In this issue:

1. PowerSchool Emergency Maintenance Weekend Updates and Fixes
2. New Items on the Web
3. Upcoming PowerSchool Training Webinars and Workshops
4. RPG Reporting
5. Critical Electronic Transcript Notice
6. Entering Historical Marks (see attachment)
7. Graduate Data Verification Report (see attachment)
8. Three Career Technical Education Related Activities Needed for EOY

1. **PowerSchool Emergency Maintenance 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.

   a. Group 1
      
      1. **Archival Attendance Fix for EOY**

         The Archival Attendance is a data process to preserve summary attendance data during student transfers and during the EOY process. There is not much to see until one of these events has occurred. The data for this is located on the Enrollments (Re-enrollments) detail record.

         - The archive attendance process is now automated to occur when students are transferred, so the button has been removed.

         - The archive attendance process will run as part of the EOY process. The EOY process will call the archival attendance process.
- The calculation is for each school. Each time a student transfers, the attendance is summarized for that school.
- The process only looks at active students.
- The summarized attendance is stored by school in the NC re-enrollments table.
- DPI will continue testing this functionality as part of their EOY testing.

II. State Compliance Report 14.5.3

III. NEW! Migrant Pages
Title I, Part C, Migrant Education Program (MEP) pages have been released to support future data entry by authorized DPI personnel after data imports have been completed. These pages are found under Special Functions, Migrant Administration. Complete Migrant data will not be viewable by the LEAs until NCDPI finishes the data imports, and authorized staff has updated the Migrant pages. More information will follow to keep districts informed.

b. Group 2
I. Start Page with Enhanced Search (see attachments – Start Page and View Function List)

- New Search Features were added to the PowerSchool Start Screen during this maintenance weekend. The addition of the View Function List link located to the right of the Search box enables users to view a list of all the basic search queries available for finding specific groups of students not captured by other links/dropdowns.

- Two queries listed that will be very helpful during the End of Year process are Sched_NextYearGrade-null and Next_School=Null. Also the S_NC_MILITARY.CONNECTED_MILITARY#0 and the /S_NC_MILITARY.CONNECTED_MILITARY#0 queries will be very useful in finding those students with military affiliation. However, please be informed that the military pages will NOT be available in PowerSchool until July.

- Additional functionality added to this screen includes the appearance of red text that identifies if active students are also enrolled at another school (NOT cross-enrolled). This notification appears in the lower portion of the Start Screen when the search function is performed.

- Users must be at the school level and NOT the district level to see these additions to start page. Please see the attached screenshots for more details.
II. Health Module Page (Updated to lock down the Nurses notes so they cannot be edited the next day.)

- Office Visits
- Accident Logs

III. Student Pages

- Student Vehicles
  - Added field validations for required fields and check for 4-digit year

c. Group 3

I. Scripts Ran 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
- Child Nutrition Linker File #1509 corrected to exclude pre-registered students for next school year

2. New and Updated Items on the Web

Adding Historical Grades

3. Upcoming Training Webinars and Workshops

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)

**b) 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, 2014 (9:00 a.m. – 12:00 p.m.)

Registration link: [https://www1.gotomeeting.com/register/381216368](https://www1.gotomeeting.com/register/381216368)

4. **RPG Reporting**

The RPG only reports on students that are in membership on the last instructional day of the school year. Once the school year ends, the students should not be withdrawn after the last day. Students that complete the school year should go through the End of Year (EOY) process in PowerSchool. That process will create the needed promotion and retention records and the student will be moved out of the 2013/14 year and into the 2014/15 year in PowerSchool. The promotion and retention records will be used for the RPG reporting. If the records are not in the system correctly, the RPG will not report accurate data for your school.

The RPG will be reported for 2013/14 after the 2014/15 school year starts. The timeline will be communicated at a later date.

If you have questions on the RPG reporting, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov.

5. **Critical Electronic Transcript Notice**

The final electronic transcript requests will be automatically released to the destination universities and colleges within the next few weeks for those students who have made requests through CFNC.org.

In order for this to be successful for your students, the “Diploma Issue Date” must be posted in PowerSchool within 10 days of the PowerSchool’s “Academic Completion Date”. For example, if the
PowerSchool’s Academic Completion Date is set to May 20, 2014, the final transcript request trigger will occur on May 30, 2014. However, if when the final transcript request is triggered on May 30th, (1) the Diploma Issue Date is blank, or (2) the Diploma Issue Date was not posted between May 20th and May 30th, then the final transcript request will fail and will not be delivered to the destination college/university. Please note that the Diploma Issue Date cannot be back-dated; if your school misses this 10-day window, then all electronic transcripts will fail. In this case, your school would need to either (1) ask all students to re-submit electronically on CFNC.org, or (2) generate paper transcripts for all students.

All electronic transcript requests should have a Diploma Issue Date no later than June 16, 2014 in order for transcripts to be processed through CFNC and prior to the End of Year shutdown.

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

6. Entering Historical Marks (see attachment – Adding Historical Grades)

It is imperative that course codes entered in PowerSchool are the relevant codes at the time the credit was earned. Therefore, historical marks prior to the 2013-14 school year must use eSIS course codes. If the historical grade records in these earlier terms have the current PowerSchool course codes, the Grad Planner, UNC MIN, and Math Rigor will NOT calculate correctly. To address this issue, please set every student’s historical course code, in the terms prior to the current year, to the appropriate eSIS course code as needed.

Please adhere to the following instructions for entering historical courses using an NC WISE course number. The QRD is posted to the NC SIS website at http://www.ncsis.org/Documents/student_info/PS_QRD_Adding_Historical_Grades.pdf. References to NC WISE (pre-conversion) course codes and current course codes are located on the NC SIS Courses page, http://www.nc-sis.org/courses.html.

How to enter Historical Courses using an NC WISE Course Number (prior to the 2013/14 school year):

1. Go to Start Page > Student Selection > Historical Grades
   a. Using Single New Entry, enter the course New Stored Grade (as shown on the attached QRD) leaving the course number blank, submit. Once submitted, you will return to the Historical Grades page.
2. Click the score to be updated with a course number, enter the appropriate NC WISE course number in the Course Number field.
3. Submit.

If this is a course that should meet UNC minimum requirements, go back to Historical Grades and click the Run UNC button.

7. Graduate Data Verification Report (see attachment – GDVR Instructions Draft)
Please read and forward to the appropriate staff the attachment, “GDVR Instructions (DRAFT)”, inclusive of preliminary guidelines for establishing and reviewing 2013 Summer School Graduates and 2013-14 Early (Mid-Year) Graduates. This document is currently in draft mode; however, the instructions are accurate. Once the template has been added and the final document is completed, another message will be sent to notify you that it is available.

If you have any questions concerning the Graduate Data Verification Report, please contact Angela Harrison at angela.harrison@dpi.nc.gov.

8. Three Career Technical Education Related Activities Needed for EOY

The following three CTE-related activities must be completed in PowerSchool prior to EOY:

1. CTE Concentrator Feedback Survey
2. Identification of Concentrators in the Grad Plan
3. Identification on the Academic Screen of Pregnant and Parenting Teenagers enrolled in Career and Technical Education

The CTE Administrator in each LEA can provide you with information about what is required for each of these tasks. Please contact the Home Base Support Center (homebase.incidents@its.nc.gov) for information about accessing and using this functionality.

NC SIS
NC Department of Public Instruction
Education Building, Room 320
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3421 Fax
email: ncsis@dpi.nc.gov