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**
The following items will be promoted into PowerSchool this weekend. If you have any questions or concerns, please contact the Home Base Support Center at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).

   A. Federal Plugin for CTE Concentrator Survey
      1) Fixes will include:
         a. Generation of Q.10 if Q.9 = Yes
         b. Updating Credential Flag to remove extra space. It currently displays “Yes” if there is a credential.
         c. Updating Interviewer Comments textbox to accept special characters.

   B. State Reporting
      1) Setting all outstanding AIG Spring Reports to Approved status.
      2) Updating all AIG Spring Reports to the default setting to disallow the running of reports after the due date has passed.

C. Student Data
1) Updating script applied to populate the OCS status for a student, if applicable, based on the current school year.

2. EOY and EDDIE Update
NCDPI realizes many LEAs need to update school grade levels to permit next year scheduling and student transition. For this reason, the nightly feeds from EDDIE (Educational Directory and Demographical Information Exchange) into PowerSchool will be discontinued after the May 29 update through the completion of PowerSchool’s End of Year process (EOY).

Currently, the grade level field in PowerSchool is not available for update and cannot be updated until the EDDIE feed is discontinued. LEAs must work with the Home Base Support Center (HBSC) to update grade levels in PowerSchool when schools add new grade levels for the 2015-2016 school year.

Important note: All changes in PowerSchool must be replicated in EDDIE once the EDDIE year end rollover is complete, not before. The EDDIE year end rollover will complete during the week of PowerSchool EOY.

Please submit a ticket to the HBSC (homebase.incidents@its.nc.gov) if new grade levels are needed for next school year (2015/16). You will be notified by email once the update has been made in PowerSchool.

More information about EDDIE can be found at http://www.ncpublicschools.org/fbs/accounting/eddie/. Additional information about PowerSchool EOY process can be found at: http://www.nc-sis.org/EOY.html

3. Addition of PowerSchool Occupational Course of Study Flag
NCDPI has created a student Occupational Course of Study Flag in PowerSchool on a new student page called DPI_Academic. It will be used by Career and Technical Education (CTE) to make decisions about testing, and tracked by the Exceptional Children’s division. For more details on how this flag works and what it indicates, please link to the quick reference guide, Addition of PowerSchool Occupational Course of Study Flag (http://www.nc-sis.org/Documents/student_info/PS_QRD_Addition_Of_PS_OccupationalCourseOfStudyFlag.pdf).

4. Call for UAB Agenda Items
The next NC SIS User Advisory Board meeting will be held Thursday, May 21 from 10:00 a.m. – 12:00 p.m. Please submit all agenda items to Angelia Herring, angelia.herring@dpi.nc.gov, by Thursday, May 14. We will be limiting the agenda items covered during the UAB meetings to a total of five due to time constraints. You will be informed if we are unable to cover your item during the meeting.

Please click on the links below to register for the UAB and CCB meetings if you have not attended a UAB meeting since Dec. 2014 or a CCB meeting since March 2015. Once registered, your registration will be good for all meetings scheduled through June 18.

UAB Meetings: https://www1.gotomeeting.com/register/870005865
5. OCR/CRDC – Clarification on PowerSchool CRDC Data Views

Dear OCR Coordinators,

Thank you for the time your staff has put into the OCR/CRDC state submission project. The NC DPI values your efforts.

This week, LEAs and Charters were notified that the CRDC Part 1 and 2 Data Views were not displaying the data that each LEA and Charter generated during the week of April 13, 2015. Pearson has re-instated the Data Views for the CRDC Part 1 and 2 at the LEA Level.

The LEA level reports encompass all school data within the PowerSchool instance as reported by the LEA. These reports generate the data required to satisfy the federal reports.

While the school level reports are not required to continue this effort, the NC DPI will work with Pearson to restore the school level CRDC Data Views.

A webinar has been scheduled for Friday, May 15, 2015 from 1 p.m. to 2:30 p.m. to answer any outstanding questions and to provide a tentative schedule for loading data into the Federal Submission. You may register for this event using the following link: https://attendee.gotowebinar.com/register/1215188313940409345.

Please be aware all data collected for the current OCR submission are from the SY 13/14 year, and this effort will not impact your current year processes.

Please feel free to contact Terra Dominguez at terra.dominguez@dpi.nc.gov with any questions or concerns you might have.

Rosalyn Galloway, PowerSchool
Karl Pond, Data, Research and Federal Policy

6. Course Code Lists Updated

The 2014-15 and 2015-16 Course Code Master Lists have been updated. The new documents are posted on the website at http://www.nc-sis.org/courses.html and the last update date is today’s date (5/4/2015).

The changes in each list are highlighted in yellow. The changes reflect needs from LEAs and address an issue that was discovered related to grad plans and the course codes for a set of community college courses. As a note, beginning in the 2015-16 school year, the second digit for community college courses can be a ‘C’ or a ‘D’. Also, remember that only community college courses on the approved CAA list will have unique course codes.
7. PMR Reminders
Now that we are coming to the close of another school year, it is imperative that LEAs and charters do the following for a successful close out.

1) **Make sure to run your PMR reports at least once during the collection month.** By not running your PMR report at least once prior to your collection month end date, you are running the risk of the collection month expiring and no data being collected for your school.

2) **Clear all fatal errors prior to the end date for your collection month.** The number of fatal errors is steadily increasing and impacting the closeout process at the state level tremendously. Some of the fatal errors that are repeating during each collection month are:
   a. PMR 9 – Students missing admission status
   b. PMR 17 – Enrolled students with no schedule
   c. PMR 19 – Student missing valid gender
   d. PMR 27 – Student with too few instructional minutes for PMR Reporting

Please take the time to clear your fatal errors prior to your collection month end date to ensure accuracy and to avoid the possible omission of your data. If you need assistance clearing the exceptions, submit a remedy ticket to the Home Base Support Center at homebase.incidents@its.nc.gov. For all other PMR related questions, contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov or via phone at (919) 807-3721.

The next Home Base maintenance weekend is scheduled for Friday, May 15 through Monday, May 18. 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.


9. New and Updated Documents on the Web
Addition of PowerSchool Occupational Course of Study Flag – 05/04/2015

10. 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 website. After registering, you will receive a confirmation email containing information about joining the webinar.

Date, Time and Registration Link
- Friday, June 5, 2015 – 9:30 a.m.
  https://attendee.gotowebinar.com/register/6980163072792520706

b) Elementary Scheduling Webinar
This online session will show elementary schools how to create their 2014-15 master schedules on the ‘Live’ side and schedule students into classes.

Date, Time and Registration Link
- Friday, June 5, 2015 – 1:00 p.m. to 3:00 p.m.
  https://attendee.gotowebinar.com/register/4559779539354931201

c) OCR/CRDC Webinar
This hour and half webinar is intended for OCR Coordinators, NC SIS Coordinators and any staff who are involved in the Office of Civil Rights Data Collection (CRDC).

Date, Time and Registration link
- Friday, May 15, 2015 – 1:00 p.m. to 2:30 p.m.
  https://attendee.gotowebinar.com/register/1215188313940409345

d) 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, June 12, 2015 – 1:00 p.m.
  https://attendee.gotowebinar.com/register/2158920034114658562
- Wednesday, June 17, 2015 – 1:00 p.m.
  https://attendee.gotowebinar.com/register/2158920034114658562
- Wednesday, June 24, 2015 – 1:00 p.m.
  https://attendee.gotowebinar.com/register/2158920034114658562

e) PowerSchool Scheduling Workshops
(1) Build Workshops by Region
Build Workshops are offered for schools utilizing the “Build and Load” Methodology. Sessions are hands-on working time. Session facilitators will assist schools with completing their master schedules to the extent time allows. Scheduling teams should have completed all steps in the Prepare to Build Workbook (https://powersource.pearsonschoolsystems.com/article/6303?from=search), including validating their build data if possible.

- Region 2
PowerSchool Scheduling Workshops

(2) Load Only Workshops by Region

Load Only Workshops are offered for schools utilizing the “Load Only” Methodology. Sessions are hands-on working time. Session facilitators will assist schools with loading their students and completing their schedules to the extent time allows. Scheduling teams should have completed all steps in the Load Process Workbook (https://powersource.pearsonschoolsystems.com/article/6750?from=search), ensuring that a complete, valid timetable is in place and the load data is validated, if possible.
f) Scheduling Help Sessions

Scheduling Help Sessions are offered to schools that are having difficulty completing the scheduling process. Sessions are face-to-face at the NCDPI Building (301 N Wilmington St. Raleigh, NC) in Room 564. Schools will work with session facilitators to complete their schedules to the extent allowed by time. Sessions are scheduled for two days, but time of attendance will vary depending on degree of assistance required. Schools may register for one help session only to provide adequate availability for all schools. If after the initial signup period (thru 5/22) seats are available, they will be made available on a first come, first served basis.

Please register only one person for the workshop to represent the school. Up to 4 people per school may attend with this registration.

Dates, Times and Registration Link

- June 1-2, 2015 – 9:00 a.m. – 4:00 p.m. each day  
  https://www.timetosignup.com/powerschooltraining/form/6192
- June 3-4, 2015 – 9:00 a.m. – 4:00 p.m. each day  
  https://www.timetosignup.com/powerschooltraining/form/6193
- June 8-9, 2015 – 9:00 a.m. – 4:00 p.m. each day  
  https://www.timetosignup.com/powerschooltraining/form/6194
- June 10-11, 2015 – 9:00 a.m. – 4:00 p.m. each day  
  https://www.timetosignup.com/powerschooltraining/form/6195

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