



## NC SIS Weekly Email Bulletin

### Attachment: [Changing the Course Number on a Section](#)

This NC SIS Weekly Email Bulletin highlights issues and announcements that were communicated to users this 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. NC sqlReports are being updated to remove 'No Show' students.
  - 1) LEP Roster
  - 2) Condensed LEP Roster
  - 3) LEP Year 1 and 2
- B. Updating script to clean and update LEP and Immigrant Data for students.

#### 2. CEDARS Data Warehouse – Security Officers, User Access and Upcoming Webinar Event *CEDARS Data Warehouse – Security:*

**All districts and charters must appoint at least one staff member to grant rights to the CEDARS Data Warehouse (CDW) at the local staff level.** This colleague will assume the role of Security Officer as it applies to the CDW, will manage user accounts by approving requests, and ensure that access is limited to only those staff who are actively employed. Instructions for requesting this district level role and the accompanying expectations of a Security Officer are located at: <http://www.ncpublicschools.org/cedars/reporting/registration/>.

A contact list of all current CDW LEA Security Officers, as of September 1, 2015 has been posted on the CEDARS website (<http://dpi.state.nc.us/cedars/reporting/>). **Please visit the document to verify that the correct Security Officer is listed for your LEA.** As a reminder, in order for LEAs to access the

CDW, a Security Officer must be in place. Please expect an updated contact list by December 1, 2015.

**Why this is important now:**

The **Exceptional Children Division** has developed several **'one-click' dashboard** reports that are potential sources for the LEA self-assessment. Examples of reports include students with disabilities attendance data and EOG scores.

**Training Opportunity:**

**Representatives from both the CEDARS team and Exceptional Children** will provide a two hour webinar session for:

- General user registration
- Security Officers' expectations
- LEAs and charter schools working through the Exceptional Children LEA self-assessment.

The **webinars will be held December 8, 2015** from **9:00–11:00 a.m.** and again from **1:30 -3:30 p.m.**

To register for one of these trainings use the link below:

<https://attendee.gotowebinar.com/rt/5930098687144665346>

**A reminder of what CEDARS is...**

**The CDW is the state's longitudinal data system (SLDS).** The CDW is the centralized data repository containing statewide longitudinal data and the reporting and analysis tools for accessing the data repository. CEDARS supports the data sharing and reporting needs of DPI staff, school principals, and local administrators, state and federal policy and decision makers, researchers, and other consumers of educational data.

If you have questions regarding the CEDARS Data Warehouse or have trouble viewing the document, please contact [terra.dominguez@dpi.nc.gov](mailto:terra.dominguez@dpi.nc.gov) for assistance.

Thank you,

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**3. SAR Update for 11/20/2015**

Please read the following SAR updates for November 20, 2015.

- a) SAR deadline is December 1, 2015
- b) SAR Approvals –The SAR-25 exception (invalid course codes) is not working properly. DPI is seeing that there are over 3000 sections scheduled using invalid course codes for 2015-2016. This data must be corrected for accurate SAR reporting.

DPI is trying to contact schools that have invalid course codes used in 2015-16. As a reminder, it is the school's responsibility to use valid course codes for the current school year. If invalid course codes are found in your LEA or school, use the attached instructions to correct the course numbers or contact the HBSC for assistance in updating the course codes.

Once invalid course codes and all other errors are resolved and you are comfortable with the SAR data (including the new Class Size report), you are free to approve the SAR.

- c) NCVPS OCS Teachers for 2<sup>nd</sup> Semester  
We previously reported that NCVPS teacher would be available after November 6, 2015. We have since found out that the OCS 2<sup>nd</sup> semester teachers will not be available for 2015-16 SAR reporting. Therefore, it is suggested to not schedule NCVPS OCS 2<sup>nd</sup> semester classes until you have the teacher data. If the school needs to schedule the NCVPS OCS 2<sup>nd</sup> semester class for local reporting needs, we suggest the following:
  - Put in a placeholder lead teacher.
  - Do not put the External Provider as NCVPS.
  - Populate the How taken and Delivery mode attributes as On-line and Internet/Virtual.
  - Once you have the NCVPS teacher information, enter them as a lead teacher and populate the External Provider of NCVPS.
- d) Please make sure you are reviewing the new class size report being produced with the SAR run. This 2015-16 Class Size data will be used for the K-8 Class Size average on the School Report card released in 2016-17.

If you have policy questions pertaining to SAR reporting, please contact Sandra Johnson ([Sandra.johnson@dpi.nc.gov](mailto:Sandra.johnson@dpi.nc.gov)). For technical issues, please submit a Remedy ticket to [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).

#### 4. New and Updated Information on the Website

- a) AIG Policy, Functionality and Head Count Review Presentation – 11/10/2015  
[http://www.nc-sis.org/Documents/presentations/PS\\_PPT\\_AIG\\_Policy\\_Webinar.pdf](http://www.nc-sis.org/Documents/presentations/PS_PPT_AIG_Policy_Webinar.pdf)
- b) AIG Policy, and Functionality Webinar – 11/10/2015  
[http://www.nc-sis.org/Documents/recordings/2015-11-10\\_AIG\\_PolicyFunctionalityandHeadCountReview.wmv](http://www.nc-sis.org/Documents/recordings/2015-11-10_AIG_PolicyFunctionalityandHeadCountReview.wmv)
- c) Attendance Tracking and Notification Webinar – 10/28/2015  
[http://www.nc-sis.org/Documents/recordings/2015-10-28\\_Attendance\\_Tracking\\_and\\_Notification\\_Webinar.wmv](http://www.nc-sis.org/Documents/recordings/2015-10-28_Attendance_Tracking_and_Notification_Webinar.wmv)
- d) Attendance Tracking and Notification Presentation – 10/28/2015

[http://www.nc-sis.org/Documents/presentations/PS\\_PPT\\_Attendance\\_Tracking\\_and\\_Notification.pdf](http://www.nc-sis.org/Documents/presentations/PS_PPT_Attendance_Tracking_and_Notification.pdf)

- e) End of Term Process Presentation - 10/27/2015  
[http://www.nc-sis.org/Documents/presentations/PS\\_PPT\\_End\\_of\\_Term.pdf](http://www.nc-sis.org/Documents/presentations/PS_PPT_End_of_Term.pdf)
- f) End of Term Process Webinar – 10/27/2015  
[http://www.nc-sis.org/Documents/recordings/2015-10-27\\_End\\_of\\_Term\\_Process\\_in\\_PowerSchool\\_Webinar.wmv](http://www.nc-sis.org/Documents/recordings/2015-10-27_End_of_Term_Process_in_PowerSchool_Webinar.wmv)

## 5. Upcoming Training Webinars and Workshops

### a) Athletic Eligibility in PowerSchool

This webinar will demonstrate the new Athletic Eligibility functionality in PowerSchool. The webinar will be recorded and posted to the [www.nc-sis.org](http://www.nc-sis.org) website.

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

Wednesday, December 16, 2015

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/5596764144575527937>

Thursday, May 26, 2016

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/2653270361947006210>

### b) Coordinators Object Reports Groups 1 and 2 Workshop Sessions

This face-to-face workshop will be delivered in two parts. When registering, you are registering for the set of dates together. All attendees must be employees of a North Carolina public school. Management companies are not permitted to attend.

Part 1 topics are inclusive of the following: Basics, Grid, Form Letters (starting with Absence Letters), Student Lists, Mailing Labels and Certificates

Part 2 topics are inclusive of the following: More advanced/in-depth look at Transcript, Data Tags, School Based Report Cards, Schedule Listings and Object Reports from Templates (Importing/Exporting)

Audience: PowerSchool Coordinators Only

Attendees will be using their own LEA/school instance and will need appropriate access and login information in order to complete this workshop. Classes will be held from 9 a.m. – 4 p.m. daily at the NCDPI Bldg., 301 N. Wilmington Street, Room 564, Raleigh, NC 27601.

#### **Group 1**

Part 1 – December 1 – 2, 2015

Part 2 – April 4 – 5, 2016

<https://www.timetosignup.com/powerschooltraining/form/7222>

#### **Group 2**

Part 1 – December 3 – 4, 2015

Part 2 – April 6 – 7, 2016

<https://www.timetosignup.com/powerschooltraining/form/7223>

**c) End of Term Process in PowerSchool**

This webinar will cover the End of Term Process and how to prepare for the end of the marking period. The tasks covered include running grade verification reports, storing grades and running the NC Report Card.

**Date, Time and Registration Link**

Monday, November 30, 2015

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/5413993426183098113>

**d) LEA Setup for Grade Suppression as Outlined in State Board of Education Policy GCS-M\_007**

This webinar will cover the LEA setup for Grade Suppression as outlined in the State Board of Education Policy GCS-M-007, and show how to run the process at the school level. Tips will be given on how to implement the policy which also allows for LEAs to decide if and how to replace a passing high school course with a better mark.

**Date, Time and Registration Link**

Tuesday, December 8, 2015

1:00 p.m. – 3:00 p.m.

<https://attendee.gotowebinar.com/register/6400652279995895809>

**e) PowerSchool Q & A**

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**

Tuesday, December 15, 2015

2:00 p.m. – 4:00 p.m.

<https://attendee.gotowebinar.com/register/5771468845293949953>

Thursday, January 14, 2016

9:00 a.m. – 11:00 a.m.

<https://attendee.gotowebinar.com/register/5357317999483246594>

Thursday, February 18, 2016

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/8322180790944779522>

Thursday, March 10, 2016

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/1805276417069994754>

Monday, March 28, 2016

9:00 a.m. - 11:00 a.m.

<https://attendee.gotowebinar.com/register/2758246234607665410>

Wednesday, April 13, 2016

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/3271220086011695874>

Tuesday, May 17, 2016

9:00 a.m. - 11:00 a.m.

<https://attendee.gotowebinar.com/register/7882350851067114498>

Friday, June 10, 2016

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/3370667614209404161>

Tuesday, June 14, 2016

9:00 a.m. - 11:00 a.m.

<https://attendee.gotowebinar.com/register/6209691299522393089>

Thursday, June 16, 2016

1:00 p.m. - 3:00 p.m.

<https://attendee.gotowebinar.com/register/8912773566200419841>

Monday, June 20, 2016

9:00 a.m. - 11:00 a.m.

<https://attendee.gotowebinar.com/register/3112422019658833921>

Thursday, June 23, 2016

9:00 a.m. - 11:00 a.m.

<https://attendee.gotowebinar.com/register/8078778603369568001>

Thursday, June 23, 2016

1:00 - 3:00 p.m.

<https://attendee.gotowebinar.com/register/4978574726971441921>

**f) W2T (Adult High School Program)**

This webinar will cover the new process for the W2T Adult High School Program. Functionality in PowerSchool will be covered and any change in business process will be discussed. The webinar will be recorded and posted to [www.nc-sis.org](http://www.nc-sis.org).

**Date, Time and Registration Link**

Tuesday, December 8, 2015

9:00 a.m. – 11:00 a.m. EST

<https://attendee.gotowebinar.com/register/706424496405504001>

**\*\*Please note, all registration information is subject to NC Public Records Law.**

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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