



NC SIS Weekly Email Bulletin

Attachments: [Record Change Request Form](#), [LEP Coordinators Meeting 2015](#), [PS Managers Message](#)

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.

- A. New NC sqlReport – Students with an FRC Diploma Type
 - 1) This report can be used to identify students who are incorrectly coded with the old Future Ready Core (FRC) codes and change them to the standard FRC code.
 - 2) It will list students in grades 12 and 13 with a diploma type equal to FRC.
 - 3) There will be 3 report options:
 - i. All students who are enrolled or graduated in the current school year.
 - ii. Students enrolled in current school year.
 - iii. Students who graduated during current school year.
- B. Federal Plug-ins
 - 1) 2015 – 16 Homeless Updates
 - i. Users will be able to add students from more than just Homeless Program School (291) to Homeless Collection.

- a) More at Four (291)
 - b) CECAS (292)
 - c) Migrant (294)
 - ii. EOY process will no longer preload Homeless students from last year.
 - iii. Users will be able to download Homeless data into an ExpoerHomeless.csv file with the "Export All Data" link on Homeless Students' page.
 - iv. This data will only be available when school is LEA Office.
 - v. Users will need to always download all Homeless data in the LEA. Data results will not be affected by Record Status filter.
- 2) Limited English Proficiency (LEP) Updates
 - i. LEAs will have temporary editing rights through the end of December 2015 on the US School Entry Date field located on the Immigrant home page in PowerSchool.
- C. NC LEP/WAPT/ACCESS Administration
 - 1) Updating LEP nightly process to populate additional headcount and exempt fields. (Updating CAS_LEP_OVERNIGHT_LEA_JOB function to set LEP_IN_OCT_HEADCOUNT, LEP_YEAR_1_ALT_EXEMPT, LEP_YEAR_1_EXEMPT and LEP_YEAR_2_ALT_EXEMPT fields.)

2. Class Rank Clarification Update

On September 29, NC SIS sent a communication asking for the submission of Home Base Support Center (HBSC) tickets for an issue with class rank. To clarify the issues and need for tickets, please review the following.

NCDPI has found the *potential* issue with class rank data in some LEAs, specifically that the rank for the 2014-15 school year was not populated into the rank history for students. This occurred if an LEA turned off class rank prior to the EOY process and did not have class rank set to run daily during EOY. This issue should not affect LEAs whose rank was on at this time. Additionally, this issue will only affect schools/districts that use this rank as their official rank into the 2015-16 school year. Schools/LEAs that run rank more frequently to obtain their official rank will not see an issue.

In order to identify if your LEA or school is affected, run NC Official Transcripts for students. If the class rank that appears on the transcript is not correct, please submit a Remedy ticket to HBSC so this data can be corrected. If there is a class rank issue, please do not run rank until it is resolved. NCDPI will also work to identify specific schools that might be affected and contact them to verify if a correction is needed.

3. Home Base User Group Follow-up

The Home Base Team thanks all participants who attended one of the regional user group meetings in the month of September. These meetings provided excellent dialog and opportunity for two way communication and networking. We look forward to continuing and growing this partnership opportunity and appreciate your feedback to help us drive future meetings. The link for feedback is www.bit.ly/HBUG15-16, and we thank you in advance for taking the time to complete this form.

The materials and presentations from the user groups meetings are available to you online at <http://bit.ly/HBUG-Materials>. Please save or bookmark this link for your future reference as we will

continue to add information after each set of meetings. You can also find a recap of the September meetings from each Home Base product at the bottom of this message.

As a reminder, these meetings will be held on a bimonthly basis for the remainder of the 2015-16 school year. Invitations and registration will be sent ahead of each event and will provide you with the opportunity for input regarding the topics to be covered for the next session. The chart below includes the dates by region for each event.

Regions:	November	January	February	March	May
Northeast & North Central (1 & 3)	19	—	4	17	19
Southeast & Sandhills (2 & 4)	23	25	—	7	23
Piedmont Triad & Northwest (5 & 7)	24	26	—	8	24
Southwest & Western (6 & 8)	18	—	3	16	18

PowerSchool Recap:

The PowerSchool sessions provided an overview of current topics including issues with the CFU Data pull, IAM integration, 10-point grading scale, and letter grades reported from community colleges/others. Training was also provided on Attendance Tracking and Notification and Honor Roll.

Schoolnet Recap:

The Schoolnet session included an overview of new materials and items available for 2015-16 and a highlight of new features in the current version of Schoolnet (16.3) based on an upgrade from June 2015. Users also were given a preview of the next release and the changes that are coming in the assessment admin module within Schoolnet. Q&A focused on demonstration within the training site to answer questions and walkthrough new functionality based on the needs of the users in attendance with each meeting. The meeting materials include the presentation used as well as a running Q&A notes page based on the discussion of each group.

4. Retention/Promotion Reporting

The collection dates for Retention/Promotion (RP) data are September 23 – October 27, 2015. Please make sure you are running your RP report and reviewing all exceptions and reports.

If you have data questions, please submit a Remedy ticket to homebase.incidents@its.nc.gov. For policy question on reporting RP data, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov

5. Discontinuation of Distance Learning & Mastery in Minutes

As of October 1, 2015, Distance Learning and Mastery in Minutes are no longer part of the NC support contract through PowerSchool and will not be available within PowerSource. These items are available for LEAs to purchase on an individual basis. Dan Gwaltney, the PowerSchool territory representative is also making a package available that includes these modules and a local sandbox/test instance. For more information of PowerSource modules or test serves, contact Dan directly at dan.gwaltney@powerschool.com.

6. Headcount for LEP Students is Open

The October Headcount of Limited English Proficient students is open and will close October 23, 2015. In preparation for reporting, it is prudent to examine LEA/Charter LEP data. Helpful links for reference include:

- [Immigrant](#) Data Collection User Guide
- [LEP](#) WIDA-ACCESS Placement Test (W-APT) User Guide
- [W-APT](#) Limited English Proficient (LEP) User Guide
- The most recent LEP PowerSchool presentation from the Fall LEP Coordinators Meeting email): <http://eldnces.ncdpi.wikispaces.net/2015+LEP+Coordinator+Meeting>

Additional information is also located on the NCDPI ELD Wikispace: <http://eldnces.ncdpi.wikispaces.net/LEP+Coordinators> .

Student rosters are populated for the 2015-16 school year and statuses have been updated. As with any data process, it is important to review your data for any inconsistencies and discrepancies to ensure accuracy and data integrity.

You may access the new reports from the Start Page by:

1. Selecting **ReportWorks**
2. Selecting **sqlReports 4**
3. Selecting **LEP**
4. Select the applicable report

The new reports include:

- **Condensed LEP Roster** – A condensed roster report of all students with a Current LEP Status based upon current enrollment
- **LEP Roster** – This report mirrors the previous Consolidated Federal Data Collection roster. It can include all status and only students who are active. This report should be utilized for reconciling third –party applications.
- **MFLEPS** – Lists all students who have exited LEP identification within the previous two years (Monitored Former Limited English Proficient Students).
- **Student Testing Score Roster** – This report finds the student’s most recent ACCESS test result and matches the student with the current enrollment. It is designed so that

teachers/administrators/etc. can have a comprehensive overview of students' testing performance within a school building.

Should you have difficulty accessing these new reports, please contact your PowerSchool administrator.

For other PowerSchool issues, such as, Transfer Student LEP Information not showing or errors in LEP status, please contact your PowerSchool Administrator to enter a **Remedy Ticket**. *Note: Your PowerSchool Administrator enters this ticket. Please be explicit in naming the ticket as PowerSchool and include specific details as to what the issues are.*

The Consolidated Federal Data Collection (CFDC) is archived and the application is no longer available for active use or for historical data. All data now comes through and must be entered into PowerSchool. If you find individual student discrepancies, utilize the **Record Change Request (RCR)** form provided on the LEP Coordinator Wiki Page and attached to this communication. *Note: RCR forms should be submitted to Linda Crouch at Linda.Crouch@dpi.nc.gov.*

7. Common Follow Up – Update

NCDPI has recently been made aware of some issues with the Common Follow Up (CFU) submissions. Among these issues are missing Admission Status codes that are excluding students from the CFU report. Schools must correct this by populating the admission status code (transfer info screen) for these students before resubmitting the report.

Currently, summer school graduates are not included in the CFU data collection. CFU requires one day of membership in the reporting year (2014-15 for this year) in order for a student to show in the collection. NCDPI is addressing this issue with PowerSchool developers to collect summer school graduates in the future.

NCDPI has also investigated the reported issue of the warnings that senior students are missing diploma types, when in fact the diploma type has been populated. **Please disregard this particular warning;** it is a PowerSchool coding issue that is currently under review.

The Common Follow Up Submission window will be re-opened for needed data corrections from Friday, Oct. 2 until the end of business on Friday, October 9. Please take this opportunity to ensure your data is corrected and resubmitted. **Only schools who correct data need to resubmit.**

8. October Maintenance Weekend for NC WISE OSE Environment and Home Base (PowerSchool)

The NC WISE OSE environment will be offline from 5:00 p.m., Friday, Oct. 16 through 7:00 a.m., Monday, October 19. This environment is impacted by a scheduled ITS maintenance window and must be offline for patching during this timeframe.

Maintenance for Home Base (PowerSchool) is also scheduled to begin at 5:00 p.m., Friday, October 16 and end no later than Monday, October 19 at 6:00 p.m. More information concerning the October Home Base maintenance weekend will be provided at a later date.

9. New and Updated Information on the Website

- Dropout Webinar – 09/29/2015
<http://www.nc-sis.org/recordings.html>
- Dropout Fall 2015 Presentation – 09/29/2015
http://www.nc-sis.org/Documents/presentations/PS_PPT_Dropout_Webinar_Fall_2015.pdf
- Retention/Promotion Webinar – 09/29/2015
<http://www.nc-sis.org/recordings.html>
- Retention/Promotion Presentation – 09/29/2015
http://www.nc-sis.org/Documents/presentations/PS_PPT_RP-2015-2016.pdf
- School Activity Report (SAR) Guide 2015-16
<http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sar.pdf>

10. Upcoming Training Webinars and Workshops

a) Accommodations in PowerSchool

This webinar will cover policy and demonstrate Accommodations functionality in PowerSchool. It will be recorded and posted to the www.nc-sis.org website.

Date, Time and Registration Link

Thursday, October 15, 2015

8:30 a.m. – 10:30 a.m. EDT

<https://attendee.gotowebinar.com/register/6186434428647120897>

b) ALP/ALS in PowerSchool Webinar

This webinar will discuss policy and functionality in PowerSchool as related to students in Alternative Learning Programs and/or Alternative Learning Schools. It will be recorded and posted to the www.nc-sis.org website.

Date, Time and Registration Link

Thursday, October 8, 2015

1:30 p.m. - 3:30 p.m. EDT

<https://attendee.gotowebinar.com/register/1950210739704648450>

c) Discipline Incidents in PowerSchool Webinar

This session is geared to those responsible for entering Incident data into the PowerSchool application. It will include a demonstration on how to enter disciplinary incidents into the PowerSchool application. Functionality as well as policy will be discussed.

Dates, Times and Registration Links

Thursday, October 8, 2015

9:30 a.m. - 11:30 a.m. EDT

<https://attendee.gotowebinar.com/register/5233500894313656834>

d) Military Connected Students

This webinar will discuss policy and demonstrate how to update the PowerSchool record for military connected students.

The webinar will be recorded and posted to <http://www.nc-sis.org/recordings.html>.

Date, Time and Registration Link

Wed, October 7, 2015

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

<https://attendee.gotowebinar.com/register/8229541437143037954>

e) PowerSchool School Counselor Training Workshop

This is a face-to-face workshop to be held at DPI in Raleigh. Times for the workshop are 10:00 am to 4:00 pm.

This class is geared to school guidance counselors. This workshop will be a hands-on training covering the basic functionality of PowerSchool pertinent to School Counselors. It will cover basic navigation, state reports, attendance, and graduation plans/progress monitoring.

Dates and Registration Links

October 12, 2015 - <https://www.timetosignup.com/powerschooltraining/form/6817>

October 13, 2015 - <https://www.timetosignup.com/powerschooltraining/form/6819>

f) Principal Monthly Reporting

This webinar will demonstrate how to run the PMR in PowerSchool as well as clean up data. It will be recorded and posted to the www.nc-sis.org website.

Date, Time and Registration Link

Monday, October 5, 2015

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

<https://attendee.gotowebinar.com/register/4942490952766523394>

g) School Activity Report Webinar - Postponed until after October maintenance weekend.

This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed. It will be recorded and posted to <http://www.nc-sis.org/recordings.html>.

Please visit the NC SIS website (www.nc-sis.org) for additional information including webinars and training documentation.

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