The NC SIS Weekly Email Bulletin highlights issues and announcements that were communicated to users during the previous week. 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 have been or 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.

1) Migrant Screens – COE_ID Update
   a. A script will be run this weekend to remove the names associated with the COE_ID field and re-associating them with good COE numbers.

2) PMR-1 Update – fix for PMR1
   a. PMR-1 Update – fix for PMR1 where PMR Summary data does not display for track schools.

3) Diploma Assessment Report – identifies CTE students who are identified as concentrators or potential concentrators
a. Diploma Assessment Report (Diploma Analysis Report) – fix the report to show CTE students who are identified as concentrators and CTE students who are potential concentrators (either currently enrolled or scheduled in a CTE course) with a + indicator via the report to indicate the student is on track to be a concentrator provided that they pass the courses.

4) Data Update Scripts to Run Weekly – these are automated to run on Sundays at 5 p.m.
   a. Update of Student Historical Grades with a grade of "P" are set to be excluded from the GPA calculation
   b. Update of Student Enrollment History to change any invalid School Numbers to the local FTE School number
   c. Update of Student Scheduling/Reporting (Roll-up) Ethnicity based on the Students current race values
   d. Update of Staff Reporting (Roll-up) Ethnicity based on the Staff members current race values

2. Home Base Maintenance Weekend for October 2014

The next Home Base maintenance weekend is scheduled for Friday, October 17 through Monday, October 20. 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.

This maintenance weekend will include updates of the following: PMR Data Collection, SAR Data Collection and Validation, RPG Data Collection, Dropout Data Collection, AIG Data Collection, Discipline Collection, GDVS Collection, ALP Data Collection, Common Follow Up Collection, CRDC Report – Part 1 and 2 Collection, and Extended Schema Definitions.


3. Call for UAB Agenda Items

The next NC SIS User Advisory Board meeting will be held Thursday, October 16 from 10:00 a.m. – 12:00 p.m. Please submit all agenda items to Helena Coston, helena.coston@dpi.nc.gov, by Monday, October 13. We will be limiting the agenda items covered during the UAB meetings to a total of five due to time constraints. We will inform you if we are unable to cover your item during the meeting.

If you have not registered to attend the UAB and/or CCB meetings since June, please click on the links below to do so. Once registered, your registration will be good for all meetings scheduled through December 18. We encourage all attendees to register even if you plan to attend in person.

UAB Meetings: https://www1.gotomeeting.com/register/225223729

Primary LEA Discipline Data Coordinators,

As you know, much of the discipline data for the 2013-14 Office of Civil Rights CRDC report is being extracted from PowerSchool. However, there is one CRDC report element in particular that is not well defined, and it may depend on your interpretation of your LEA policies. For this reason, we are asking that you make a determination based on your policies. The element in question is the category of **Student Receiving an Expulsion under Zero Tolerance Policies**. I understand that LEAs reported this category in the data provided for the 2011-12 CRDC.

First, as you may know, an expulsion for federal purposes is "removing a child from his/her regular school for the remainder of the school year or longer." This would include permanent expulsions and both suspensions and ALP assignments for the remainder of the year or longer.

The other factor to consider in reporting this data is whether or not the "expulsion" was due to a No Tolerance policy. North Carolina passed legislation several years ago to require a superintendent to review long-term suspensions for possible modification due to mitigating factors. This was widely viewed in North Carolina as eliminating No Tolerance policies. However, this is not the view of the Office of Civil Rights.

The definition of an Expulsion under Zero Tolerance Policies provided by OCR notes that "a policy is considered 'zero tolerance' even if there are some exceptions to the mandatory aspect of the expulsion, such as allowing the chief administering officer of a local educational agency to modify the expulsion on a case-by-case basis."

Therefore, the category of Expulsions under Zero Tolerance Policies should include expulsions, suspensions for the remainder of the year or longer, and ALP assignments for the rest of the year or longer if local board policies (or "codes of conduct") were used as a basis for the principal recommending and the superintendent approving the disciplinary action.

We are requesting that you review each 2013-14 permanent expulsion, long-term suspension, and alternative school or program placement to determine if the definition of Expulsion under Zero Tolerance Policies is met. We have added an action code in PowerSchool Incidents Management module to designate the Zero Tolerance Expulsion (action type # 110), and we are asking you to attach this code to each offender to which it applies. This designation is for the federal OCR report only. It will not increase your counts of long-term suspensions, permanent expulsions, or alternative program placements.

Please complete this process by **Friday, October 24**.

The focus of this request is to complete the 2013-14 OCR report, however we anticipate using this method for future OCR reporting as well.
Please contact me if you have questions.

Thank you,
Ken Gattis

**Dr. Ken Gattis**
Senior Research and Evaluation Coordinator | Safe and Healthy Schools Support Division

**NC Department of Public Instruction**
School Planning Section
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5. **Course Code Guidance for LEAs**

Coordinators and Data Managers,

Please see the Course Code Guidance document located on the NC SIS website’s Courses and Course Codes page ([http://www.nc-sis.org/courses.html](http://www.nc-sis.org/courses.html)) that addresses what each digit means in the course code sequence. We hope this will assist you in your understanding of the course code structure.

Also, we are providing again the link to a google form for any course code requests related to course codes for the **2015-16 school year**. **Please use this form for 2015-16 course code requests only.** Please fill out one form for each course code request.

Any issues or concerns related to 2014-15 codes should be submitted through your regular help desk process. Please make sure that all requests for 2015-16 are submitted by October 15, 2014. This will help us to meet our goal to have your 2015-16 codes ready for your course catalogs in a timely manner.

[https://docs.google.com/forms/d/1mVCek29dynjYWwvr2SbCoKRNmHfObphE8aT5Z0YXWAc/viewform?usp=send_form](https://docs.google.com/forms/d/1mVCek29dynjYWwvr2SbCoKRNmHfObphE8aT5Z0YXWAc/viewform?usp=send_form)

If you have questions about this process, please contact Robin McCoy at robin.mccoy@dpi.nc.gov or Sneha Shah-Coltrane at Sneha.shahcoltrane@dpi.nc.gov.

Thank you!

**Robin B. McCoy, PhD**
Director, K-12 Curriculum and Instruction
NC Department of Public Instruction
Academic Services and Instructional Support
6307 Mail Service Center | Raleigh, NC 27699-63

6. **Dropout Report**
Please refrain from running the Dropout Report at this time. Pearson will be disabling the LEA’s ability to run the report temporarily for troubleshooting purposes. We anticipate a return to service after maintenance weekend. However, a message will be sent via NC SIS email to notify users when they may resume running this report.

As a reminder, the deadline for this report has been extended to Thursday, November 13.

We thank you for your cooperation and continued support. If you have any questions, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

7. OCR/CRDC – Section 504 Records in PowerSchool – Update

Dear OCR Coordinators,

Please forward this email to all interested parties.

Last week the NCDPI sent a message regarding an official location in PowerSchool to record students with a Section 504 plan. Since the notification, the NCDPI has been contacted asking for clarification on the process. Thank you to all who offered feedback and suggestions. The quick reference document has been updated to clarify that Entry and Exit dates in PowerSchool should reflect the dates provided by the Section 504 Coordinator. Also, the document has been enhanced to include additional information based on questions from the field.

To review the updated ‘Recording Section 504 in PowerSchool’ document, please visit: http://www.ncsis.org/student_information.html.

As a reminder, Section 504 is a local policy. For federal guidance regarding Section 504 plans, please use the following link: http://www2.ed.gov/about/offices/list/ocr/docs/placpub.html.

The NCDPI appreciates your continued support in the new state-level OCR submission process. Please feel to contact the Home Base Support Center with any questions or concerns you might have at homebase.incidents@its.nc.gov.

Sincerely,

Terra Lynne Dominguez
Data, Research and Federal Policy
terra.dominguez@dpi.nc.gov
[P] 919.807.3272

8. New and Updated Information on the Web

a) Military Connected Students Webinar – Oct. 6, 2014
http://www.nc-sis.org/recordings.html
b) Military Connected Students Presentation – Oct. 6, 2014

c) Recording Section 504 in PowerSchool (QRD) – Updated Oct. 9, 2014
   http://www.ncsis.org/Documents/student_info/PS_QRD_Recording_Section_504_In_PowerSchool_20141009.pdf


9. Upcoming Training Webinars and Workshops

a) Accommodations in PowerSchool
   This webinar will demonstrate Accommodations functionality in PowerSchool.

   Date, Time and Registration Link

   • Wednesday, October 15, 2014 @ 1 p.m.
     o https://www1.gotomeeting.com/register/535313496

b) Discipline Incidents in PowerSchool Webinar
   This webinar will demonstrate how to enter disciplinary incidents into the PowerSchool application.

   Date, Time and Registration Link

   • Monday, November 17, 2014 @ 1 p.m.
     o https://www1.gotomeeting.com/register/558287457

c) End of Term Process in PowerSchool Webinar
   This webinar will cover the End of Term Process and how to prepare for the end of the marking period.

   Dates, Times and Registration Links

   • Fri, October 17, 2014 @ 9 a.m.
     o https://www1.gotomeeting.com/register/153748801
   • Thu, October 23, 2014 @ 1 p.m.
     o https://www1.gotomeeting.com/register/218332281

d) Mid-year Graduates in PowerSchool Webinar
   This webinar will discuss the process for handling records of students graduating mid-year.

   Dates, Times and Registration Links
Date, Time and Registration Link

- **e) PowerSchool New User Workshop (School Level Staff)**
  This is a 4 day workshop to train new users on the day-to-day processes of using PowerSchool.

  **Date, Time and Registration Link**

  - January 6 – 9, 2015 (9 a.m. – 4 p.m.)
    - [https://www.timetosignup.com/powerschooltraining/form/5504](https://www.timetosignup.com/powerschooltraining/form/5504)

- **f) PowerSchool Workshop for Guidance Counselors**
  This workshop will be a hands-on training covering the basic functionality of PowerSchool pertinent to school counselors.

  **Dates and Times**

  - October 24, 2014 (9 a.m. – 4 p.m.)
  - November 14, 2014 (9 a.m. – 4 p.m.)
  - December 5, 2014 (9 a.m. – 4 p.m.) NEW


- **g) PowerTeacher Grade Book Workshop**
  This workshop will cover basic PowerSchool and PowerTeacher functionality such as taking attendance, creating assignments, entering assignment grades, working with categories/groups, printing reports, final grade setup/weights, etc.

  Classes will be held at NCDPI in Raleigh.

  **Dates and Times**

  - Tuesday, October 28 (10 a.m. – 4 p.m.) NEW
  - Monday, November 3 (10 a.m. – 4 p.m.)


- **h) SADLS**
  This webinar will demonstrate SADLS (State Automated Driver’s License System) functionality in PowerSchool.

  **Date, Time and Registration Link**
Monday, October 13, 2014 @ 1 p.m.
  o  https://www1.gotomeeting.com/register/829743016

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