



NC SIS Weekly Email Bulletin
Attachment: [SAR Guide 2015-16](#)

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. Promoting Super Historical
 - 1) Loading historical data prior to school year 2012 into a separate PowerSchool database. Please see item #2 below for more details.
- B. State Reporting (School Activity Report)
 - 1) Updating to remove the Co-Teacher out of the calculations for Class Size reporting. Please see item #3 below for more details.
- C. Limited English Proficient (LEP)
 - 1) Student Pages
 - i. Updating to honor the Active flag for LEP or Immigrant so duplicate records are not displayed.
 - 2) NC LEP Administration (LEP Counts)
 - i. Updating to display data for charter schools which are currently blank.
 - ii. Updating to properly display district and school number in the data details.
 - iii. Updating roster to only show current students.

2. New Functionality – (Super Historical) NC Historical Transcript and Cumulative Folder

NCDPI and PowerSchool have completed the conversion of historical data (data prior to school year 2012). Imports of this data into a separate PowerSchool database (HODS) is in progress. **Please do not try to access the data until notified by NCDPI that it is okay to do so.** Once the data has been loaded and verified, users will be informed that historical data (prior to SY2012) is available.

Please note the following:

- **eTranscripts will be available for Super Historical (HODS) immediately following College Application Week. eTranscripts may be requested by previously graduated (and currently enrolled) students on CFNC.org.**
- **All other needed reports or data pulls from the NC WISE server must be done prior to Thanksgiving weekend (Nov. 27 - 29) at which time the NC WISE server will be retired.**

With this new functionality, users will be capable of producing the cumulative folder and transcript within PowerSchool, thus eliminating the need for the legacy system (NC WISE) to remain active. It will both provide a significant cost savings to the state and a more efficient workflow for PowerSchool users.

There will be two components to this module: historical transcript and historical cumulative folder.

Both reports are searchable on student number, last name, date of birth and gender. The system will automatically search the current database for the student. If found in current data, it will generate a message directing the user to run the current transcript or cumulative folder report. If the student is not found in current data, it will search the historical data. The system will return near matches if no exact match can be determined or display a message that the student cannot be found. The student can then be selected for report generation.

Historical Cumulative Folder:

Navigation Path: **Start > System Reports> NCDPI Reports > North Carolina Cumulative Folder**

This reporting process will produce a report containing comprehensive information from the student's academic history. Output includes: school attendance history (schools, grade, entry/exit codes, days present/absent), promotion/retention history, immunizations and contact information, Academic Performance Data (historical grades), Team Participation (LEA Defined), Testing Information.

Historical Transcript:

Navigation Path: **Start > System Reports > NCDPI Reports>North Carolina Historical Transcript**

The historical transcript will produce either an Unofficial NC Transcript or Official Transcript (user selected). These reports are identical to the "current" versions.

A user's manual will be provided once LEAs and charters are informed that they can begin using Super Historical. Questions may be addressed to the Home Base Support Center at homebase.incidents@its.nc.gov.

3. Important Reminders for RP Reporting and the SAR Collection

The Retention/Promotion report deadline is today, October 30. Please make sure your school(s) have run the RP state report and all fatal exceptions are resolved. If you have outstanding tickets that are not resolved, please check on the status of the ticket.

SAR Collection

There will be a SAR webinar on Tuesday, November 3 at 1 p.m. to explain in detail the new Class Size report and identify what is being reported. Time will also be allotted for questions and answers to assist schools with completing their SAR for the current school year.

For those interested in attending, please register at the following link for the SAR webinar: <https://attendee.gotowebinar.com/register/7524608250430621697>. All registration information is subject to the NC Public Records Law.

The data in the Class Size report (within the SAR Data Collection) will be used for the official class size reporting for the 2015/16 school year.

Changes will be going into PowerSchool this weekend to address known issues with the Class Size report:

- When a teacher replaces an existing teacher after the start of the course, the “Num of Lead Tchrs in Team” column will reflect all staff members who were ever attached to that section and the “Tot num Lead Tchrs for Cls” column will reflect the correct number of lead teachers.
- If there are more than one lead teacher, the “Tot num Lead Tchrs for Cls” column reflects the correct number of lead teachers.
- The School number is 3-digits (currently displayed as 4-digits) .
- Co-Teachers will no longer show as a lead teacher on the report. They will be counted in the “Num of Lead Tchrs in Team” column but are not listed separately as they were before; nor are they included in the “Tot num Lead Tchrs for Cls” column.

Once the updates are made this weekend, all schools are requested to re-run the SAR to see update Class Size data.

EC data from 3rd party vendors and CECAS is still being worked on at the NCDPI level. We will keep schools updated on the progress of getting that important data in PowerSchool for SAR reporting needs.

If you have questions, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov or put in a Remedy ticket for data issues.

Report Column Title	Description:
LEA:	LEA Number (3 Digits)
SCH:	School Number (3 Digits)
Course Number:	Course Number of course being evaluated
Section:	Section Number from Sections table
Term:	Term of class from section

Exprsn:	Expression of class from section
Num of Lead Tchrs in Team:	Column removed
UID:	UID of associated staff member
Lead Tchr Indicator:	Code from Lead teacher/Additional staff matching TE, TE2, TE3 or TE4
Student State Grade Code:	Grade level of students in class for that row of report
Num Studnts for Grd:	count of students in corresponding grade from previous column
Num EC Stdnts for Grd:	EC student count from grade level two columns previous
Grd Range for Cls:	Range of grades represented by lowest and highest
Tot Num Stdnts in Cls:	sum of students from all grade levels enrolled in section.
EC Cls?:	>80% EC students assigned to section
Grade Category for Cls:	Grade range with highest number of students in class
Tot Num Lead Tchrs for Cls	Sum of teachers assigned lead teacher to TE2-4 roles in section
Course Num Used for Cls Sz Calc:	Course number from courses table linked to section

4. 2015 -16 SAR and Highly Qualified Teacher Reporting

Dear Title II and Human Resources Staff,

As you are aware, the North Carolina Department of Public Instruction (DPI) is required to report highly qualified teacher data (HQ Teacher Reporting) to the US Department of Education each year to fulfill requirements of the Elementary and Secondary Education Act (ESEA). Essential for HQ Teacher Reporting is the collection of data through the School Activity Report (SAR). SAR collects scheduled activities of teachers and students, support staff activities, and non-classroom activities for the school staff. The SAR data collected in the fall of each school year is used along with licensure data to develop HQ Teacher Reporting at the end of the school year. For example, SAR data collected prior to December 19, 2014, was used to run the 2014-15 HQ Report. As of 2013-14, the SAR data collection started being reviewed and collected from the PowerSchool student information system and the "HQ rough cut" is no longer available.

It is more important than ever that local staff collaborate with one another to ensure that SAR data entry is accurate. Attached please find the 2015-16 SAR Guide updated September 28, 2015. The Guide is also posted on the website at:

<http://www.ncpublicschools.org/fbs/accounting/manuals/>. Please refer to the SAR Guide for specific instructions and definitions. The following information is provided to highlight some key provisions from the Guide as it relates to HQ Teacher Reporting:

- **THE COLLECTION PERIOD FOR 2015-16 WILL BE SEPTEMBER 2 – NOVEMBER 13, 2015.** The data collected during this period will be used to complete 2015-16 HQ Teacher Reporting.
- Be sure to assign accurate state course codes. For assistance with course codes, please submit a help desk ticket by emailing homebase.incidents@its.nc.gov with a description of the issue.
- Be sure that students have complete schedules for the entire school year.

- Accuracy of the SAR data received at the DPI will depend on the school level review.
- DPI strongly recommends running the SAR often and as early as scheduling of students is complete for the current school year. Early cleanup will assure the accuracy of the data and to meet the data collection deadline. Two offices at DPI are available to assist in error correction. For questions related to software, contact the [Support Center](#). For questions regarding SAR policies and procedures, please contact School Financial Reporting at 919.807.3727.

Thank you in advance for your leadership and support for teachers across the state. If you have questions about requirements for highly-qualified teachers under the requirements of the ESEA, please contact Elaine Ellington at elaine.ellington@dpi.nc.gov or by phone at 919.807.3894. For any clarification regarding this email, please feel free to reach out to me. Please note that we are currently working to respond to questions regarding the 2014-15 HQ Teacher Reporting and will provide additional communication soon.

Best regards,
Donna

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5. Upcoming Training Webinars and Workshops

a) AIG Policy, Functionality and Head Count Review

This webinar will cover the AIG Policy, Functionality and Head Count. Topics of discussion will include but are not limited to:

- Review of security roles
- Discuss modifying student records within the LEA
- Review new changes and record view that happened with EOY process
- Review Phase II functionality - specifically to address questions regarding running the reports
- Review accessing student lists (steps to follow to get an accurate list of students)
- Clear steps for verifying information for headcount (will be pulled on November 30)

Date, Time and Registration Link

Tuesday, November 10, 2015

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

<https://attendee.gotowebinar.com/register/6762038662296929537>

b) 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 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>

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) 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>

e) School Activity Report Webinar

This webinar will cover any known issues found in the 2015-16 SAR collection and review the new Class Size report. Time will be allotted for questions and answers to assist customers in finalizing their SAR. The webinar will be recorded and posted to <http://www.nc-sis.org/recordings.html>.

Dates, Times and Registration Link

Tuesday, November 3, 2015

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

<https://attendee.gotowebinar.com/register/7524608250430621697>

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

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

NC SIS

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