NC SIS Weekly Email Bulletin

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**

   No new items or updates will be promoted into production this weekend.

2. **Maintenance for CFNC Sites – September 14 (7 a.m. – 7 p.m.)**

   The CFNC sites will undergo maintenance Sunday, September 14 from 7 a.m. – 7 p.m. eTranscripts will be offline during this time; however, students will still be able to request them. Processing of requests will resume once the system is returned to service. All backlog requests will be processed as soon as possible.

   Questions concerning this matter may be addressed to Robin Greene at greeners@northcarolina.edu.
3. Statewide Student Search Offline Friday, September 19

The Statewide Student Search in PowerSchool will be down next Friday, September 19, 2014 as Pearson tries to research and resolve the long delays that occur when performing a search. We do apologize for the disruption in service; however, we deem it necessary and more convenient to use this time which leads into a maintenance weekend to explore a resolution.

The feature will be turned back on once maintenance weekend is completed. If you have questions concerning this matter, please let us know via NC SIS email or the Home Base Support Center at homebase.incidents@its.nc.gov.

4. Home Base Maintenance Weekend for September 2014

The next Home Base maintenance weekend is scheduled for Friday, September 19 through Monday, September 22. 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, September 22. If a delay in bringing up the system should occur, users will be notified via NC SIS email.

5. Military Security

Military pages were deployed into production this past weekend. In order for users to access these pages, LEAs must apply security. To apply security simply check the Military Connected checkbox in the Accessible Student Screen’s section for the security group(s) as shown in the example below, or create a new role for anyone needing access to the Military pages and check the Military Connected checkbox.
The groups that have been identified as possibly needing access to these pages are as follows:

- Principals
- Assistant Principals
- Counselors
- Social Workers
- PowerSchool Coordinators
- Central Office Administrators

NCDPI has created an export template that can be installed to assist data managers in exporting data by using the search in the “View Function” list. The template is located at [http://www.nc-sis.org/reporting_templates2.html](http://www.nc-sis.org/reporting_templates2.html). Once the data is exported, it can be sorted and manipulated as needed in Excel.

If you need more information or further assistance with Military security, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

6. Reminder: Online Vendor Courses

Please be informed that all online vendor courses must be approved by the NC Virtual Public School’s (NCVPS) director prior to being used in districts and schools. The list of approved vendor courses can be found on the NCVPS website at: [http://www.ncvps.org/index.php/educators/approved-vendor-courses/](http://www.ncvps.org/index.php/educators/approved-vendor-courses/). The approval process for vendors can be found at: [http://www.ncvps.org/index.php/educators/vendor-approval-process/](http://www.ncvps.org/index.php/educators/vendor-approval-process/).

7. Change in Dropout Collection Procedure

Dropout Data Coordinators,

Please be advised that a revised Dropout Data Collection manual has been posted at: [http://www.dpi.state.nc.us/docs/research/dropout/reports/dropoutmanual.pdf](http://www.dpi.state.nc.us/docs/research/dropout/reports/dropoutmanual.pdf)

Sometimes when you click a link, your browser will provide you with a cached version of a document, not the new version, so make sure that your manual has "September 2014" in the header.

We have made a change in the procedures regarding completers that fail to return to school. We no longer need a W2 code to be added to the reporting year (2013-14) enrollment record. During the EEOY process, retention and promotion codes were added to these records, and we must not overwrite these codes.

Therefore, a W2 code is no longer a requirement for a verified dropout. Checking the verified dropout checkbox on the student's 2013-14 enrollment record is sufficient to indicate that the student was a dropout.

Now that most schools are past the 10th school day and registrars have designated non-returning students as No Shows, you should be able to find these students with the Completers that Failed to Return report.

At this time there may be some errors in the Completers and Potential Dropout Match reports. The coding for these reports will be updated during the September Maintenance Weekend, Sept. 19-21. However, the reports may still have some utility at this time in identifying students who are not in school.

Thank you.

Ken Gattis
8. FTE Setup, Year and Terms Setup, and State PRID Fields

All schools within an LEA, including all Program Schools, must have an FTE setup as well as Years and Terms. Although, this was communicated during End of Year (EOY), we are finding that FTEs and Years and Terms were not setup for many of the Program Schools. Without these setups, students cannot be enrolled properly.

We are also finding blank State PRID fields for staff. This field must be populated to avoid reporting issues. An SQL4 Report is being tested and will be available soon. However, if you wish to begin populating this field with the Staff UID, please do so.

If your LEA has schools (including Program Schools) that do not have an FTE setup and/or Years and Terms setup, please add it to each of these schools in your LEA: Schools 291, 292, 293, 294, 295, 296 and 297. You may review the Quick Reference Guide – Years and Terms Setup (http://www.ncsis.org/Documents/school_info/PS_QRD_Years_%20Terms_v1.5.pdf) for assistance. Instructions on how to add FTE setup are listed below.

1. From Start page open school
2. Go to School > Attendance > Preferences
   Refer to the following Quick Reference Guides to set up Daily or Meeting preferences:
   - Attendance Preferences-Daily
   - Attendance Preferences-Meeting
     http://www.ncsis.org/Documents/attendance/PS_QRD_Attendance_Preferences_Meeting.pdf
3. Go to Setup > School > Full-Time Equivalencies (FTE)
4. Choose ‘New’
5. Add Name = Full Time
6. Choose Default Attendance Mode = Daily or Meeting
7. Add Default Attendance Conversion = Time to Day
8. A description can be added but is not required.
9. Default for these grades = Choose all appropriate grade levels for the school

If you have questions or need further assistance with FTE setup, Years and Terms setup, and State PRID fields, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

9. SAR and RP Update - 09/12/2014

SAR Update 9/12/2014
The SAR timeframe for collecting data for 2014/15 has started. The collection period is September 2 through November 14, 2014.

We currently know of the following issues:

#1 - SAR-16 is looking at inactive staff as well as active staff. You only need to be concerned about your active staff. This is a warning exception. Updates to this exception will be coming in October.

#2 - SAR-17 is not looking correctly at the principal roles that you have setup in your system. This is a fatal exception. If you get this exception, verify that you have the role setup as required. This exception will be fixed in the October Maintenance Weekend updates.

#3 – SAR 34 is not looking at the accurate staff members needing a UID. This exception will be updated in the September Maintenance update. The update will point to the same staff as identified for SAR-2.

Other Important Information to Share

- Do not approve your SAR until we are close to the November 14 cutoff or when DPI notifies you that you are free to do so. There will be updates coming to the software that may or may not change your reported data.
- We strongly encourage you to start running the SAR now to check the exceptions that will need your assistance.
- Please do not put hyphens in the SSN for your staff when you setup the staff information.
- Keep in mind that warnings are to be checked as well as the fatal exceptions once you have run your SAR collection.
- Re-run your SAR after maintenance weekends due to updates that may change your reported data.
- Look at your SAR reports in the detail view on the SAR state reporting screen. Share the Personnel Summary Report with your HR staff to assist them with staff/HQ review.
- Report any issues that you think are not reporting your data correctly, such as exceptions showing incorrect information, to the Home Base Support Center with a Remedy ticket.

RP (Formally called RPG)

The RP timeframe for collecting data for 2014/15 is September 23 through October 2, 2014.

Things to Keep in Mind for the RP Report

- The data is based on previous school year data (2013/14).
- Only students active on the last day of the report’s school year will be reported.
- Graduates are not collected in the RP report since they are collected in the GDV.
- Exit date and Exit code are required data.
- Promotion Status
  - Only needed if the status is different from the end of year exit code (example - administration changed the student status from what was indicated at the end of the school year).
- Promotion Status Summer
  - Status after the student attended summer school.
- Summer School Historical Grades
  - School Year is previous school year for non-graduates.
  - If the grades for summer graduates are before 7/1, use the previous school year.
  - If grades are completed on 7/1 or after, enter the next school year date for summer graduate students.
  - Even though graduates are not reported on the RP, if they were retentions for the reporting year, they will show on the RP as retained.
- Summer School grades must have a How Taken of LOCS. Go to Historical Grades and edit the stored summer school grade to enter LOCS.
- Follow the information in the Summer Promotions/Retention QRD for assistance located at http://www.nc-sis.org/Documents/student_info/PS_QRD_Summer_Promotions_Retentions_10312013.pdf

We will keep you up to date on any reporting changes made to these reports as we receive them. Questions pertaining to the SAR can be directed to Sandra Johnson at sandra.johnson@dpi.nc.gov.

10. New and Updated Information on the Web
a) CCB Membership List – 2014-15
b) Current NCDPI Users with Security Rights – 090814
c) Discipline Incidents in PowerSchool (Recording) – 09052014
   http://www.nc-sis.org/recordings.html
d) Dropout Reporting (Recording) – 09042014
   http://www.nc-sis.org/recordings.html
e) Entering ALP Roster Data in PowerSchool – 09102014

11. Upcoming Training Webinars and Workshops
a) SAR Webinar
   This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed.

   Dates, Times and Registration Links
   - Mon, Sep 15, 2014 10:00 a.m.
     - https://www1.gotomeeting.com/register/116684944
   - Thu, Oct 9, 2014 10:00 a.m.
     - https://www1.gotomeeting.com/register/214930640
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.

Date, Time and Registration Link
- Wednesday, Sep 17, 2014 1:00 p.m.
  - [https://www1.gotomeeting.com/register/818096513](https://www1.gotomeeting.com/register/818096513)

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

Dates, Times and Registration Links
- Fri, Sep 19, 2014 9:00 a.m.
  - [https://www1.gotomeeting.com/register/416979905](https://www1.gotomeeting.com/register/416979905)
- Mon, Nov 17, 2014 1:00 p.m.
  - [https://www1.gotomeeting.com/register/558287457](https://www1.gotomeeting.com/register/558287457)

d) 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
- Friday, September 19 (10 a.m. – 4 p.m.)
- Monday, November 3 (10 a.m. – 4 p.m.)


e) PMR Webinar
This webinar will discuss PMR in PowerSchool - how to run as well as how to clean up data in PowerSchool.

Date, Time and Registration Link
- Wed, Sep 24, 2014 1:00 p.m.
  - [https://www1.gotomeeting.com/register/987582217](https://www1.gotomeeting.com/register/987582217)

f) 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, Oct 17, 2014 9:00 a.m.
  o  https://www1.gotomeeting.com/register/153748801
• Thu, Oct 23, 2014 1:00 p.m.
  o  https://www1.gotomeeting.com/register/21832281

g) 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

• Thu, Dec 4, 2014 1:00 p.m.
  o  https://www1.gotomeeting.com/register/204543489
• Tue, Dec 16, 2014 9:00 a.m.
  o  https://www1.gotomeeting.com/register/36609760
• Tue, Jan 13, 2015 9:00 a.m.
  o  https://www1.gotomeeting.com/register/444470360

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