

Words to the Wise

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ncwise » NORTH CAROLINA WINDOW OF INFORMATION ON STUDENT EDUCATION

Volume: 7 Issue 3

May 2010

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For story ideas or questions you would like to see answered in this newsletter, please contact Technology Services Communications Specialist Michele Burton at 919.807.3456 or mburton@dpi.state.nc.us

YEAR END TRANSITION: 2010



Year End Transition (YET) is scheduled to begin at **5:00 p.m. on Wednesday, June 30, 2010**. This year's down time is expected to be a little longer than years past due to the hardware refresh, which will be done immediately after YET wraps up. We anticipate that YET and the hardware refresh will all be complete by **6:00 a.m. on Monday, July 12, 2010**. Should the systems become available before this targeted date, we will notify you immediately.

YET has been a success these past few years due to early preparation and clean and accurate data by the LEAs. Did you know that because YET is run through each data center, one school with incorrect information could delay the process for every school in that particular data center? This could result in schools opening for the year with missing or incorrect data.

Documentation including the **Pre-Transition Guide**, **Pre YET Checklist** and **Post-YET Checklist** can be obtained from the NC WISE Web site by visiting http://www.ncwise.org/training_doc_school_info.html.

For those who were unable to attend the YET Refreshers, no need to worry. You may view the refresher online at http://www.ncwise.org/documents/training_group/presentations/Refresher_YET20100429.wmv.

June 30th will be here before you know it, so why not start your YET preparation today? This edition of *Words to the WISE* will provide you with a variety of information to get you through YET. Should you have questions regarding YET, please contact the NCDPI Service Desk at (919) 807-HELP (4357) or dpi.incidents@its.nc.gov.



UAT Testers Wanted!

The NC WISE team is looking for LEAs and charter schools to participate in User Acceptance Testing (UAT) for YET. UAT is a test where the LEA closes out their schools and YET is run, providing an opportunity for the LEA to test YET on their own school data. This is also an excellent chance to check pre-transition data and correct problems before YET. Your input will help the YET team identify potential issues with the transition process. Those that would like to participate will need to set up their data with the Pre-YET Checklist, participate in checkpoint meetings and perform an analysis when the YET trial run is complete. We encourage your participation. Additional information regarding UAT will be available soon. Users who are interested in this opportunity should contact Jim Rhew at (919) 807-4015 or email jrhew@dpi.state.nc.us for more information. The last day to sign up is May 18, 2010.

XUT Environment to be Disabled

During the April 15th Configuration Control Board (CCB) meeting, the board approved NCDPI's request to allow the existing XUT environment to be re-purposed for temporary eSIS 12.1 testing and training environments. We apologize for any inconvenience resulting from this decision. However, we trust that re-purposing XUT will position us better to meet the targeted December 2010 eSIS 12.1 upgrade.

Although an exact date for when the XUT environment will be disabled has yet to be determined, we wanted to make all users were aware of the decision. Once a date is established for re-purposing XUT, a seven-day notice will be communicated.



Approve UERS Reports Before YET

Schools must ensure that all UERS reports are approved or completed before YET. It is especially important that the 9th Month Principal's Monthly Report (PMR) is approved by DPI prior to YET. The YET process cannot begin until all 9th Month PMRs are approved by DPI. A delay in the approval of 9th Month PMR can delay the YET process for all LEAs and charter schools. For schools that open early in the summer, this could mean starting the school year without critical student data! In addition, the WDE Concentrator Report must be approved prior to YET. While it is not a UERS report, the Safe Schools Report must be completed and approved prior to YET.



Got Questions?

The NCDPI Service Desk is available to answer all of your YET related questions.

Users may contact the service desk by email at dpi.incidents@its.nc.gov or by calling (919) 807-4357.



Students Graduating Early???

For current year 11th graders with enough credits to graduate this year, the following steps must be taken.

1. The student must be promoted to Grade 12 on the Basic Screen with a date prior to YET.
2. On the Pre Transition List, the student will need to have the Current Grade of 12 and the Next Grade of GR.
3. “Diploma Met” and “Issued Dates” must be entered on the Diploma Screen
- 4.. It must be verified the student has met graduation requirements, 9th grade entry date must be verified/entered.

Electronic High School Transcripts

What Happens at the End of the School Year?



Sending high school transcripts electronically via CFNC.org has quickly become the norm for many North Carolina students. A record number of transcripts have been requested via CFNC.org so what does this mean for schools at the end of the school year?

The CFNC Electronic Transcript system is designed to automatically send a request for the current AND final high school transcript when a student initiates the request within CFNC.org.

Current transcripts are processed immediately, and final transcripts (for currently enrolled students) are held in a queue until the end of the academic school year. ***Final transcripts are released AUTOMATICALLY based on the students’ diploma issue date.***

Now that the academic year is coming to a close, you can make this process a success for your school and your students by making sure final grades are complete and posted to NCWISE **prior to** the Diploma Issue Date. This will result in the release of COMPLETE final transcripts to the students’ destination North Carolina college/university.

NC WISE Reporting Hub -There are many reports located in the Reporting Hub designed to assist users with data clean-up prior to YET. They include:

- Students with Course Selections Unscheduled (School)
- Pre-Enrolled Students With Registration Dates After YET By (School)
- Pre-Enrolled Students With Registration Dates After YET By (LEA)
- 12th Grade Students with a grade of 12 in next grade (LEA)
- 12th Grade Students with a grade of 12 in next grade (School)
- Examine Pre-transition for next school outside data center (LEA)
- Examine Pre-transition for next school outside data center (School)
- Seniors with course selections for next year (LEA)
- Seniors with course selections for next year (School)
- Students with a next school and a grade of GR in next grade (School)
- Students with a next school and a withdrawal code of anything but a W7 (LEA)
- Students with a next school and a grade of GR in next grade (LEA)
- Students Missing Final Marks (LEA)
- Schools Without Courses Next Year (LEA)
- Schools Without Homerooms Next Year (LEA)
- Schools Without Teachers Next Year (LEA)
- Students Missing Final Marks (School)
- Students with a next school and a withdrawal code of anything but a W7 (School)
- Promoted Students with a Retention Reason (LEA)
- Students with Course Selections Unscheduled (LEA)
- Students with a null reason code in the am AND pm for a daily attendance school (LEA)
- Students with a null reason code in the am AND pm for a daily attendance school (School)
- Students with a null reason code either in the am OR pm for a daily attendance school (LEA)
- Promoted Students with a Retention Reason (SCHOOL)
- Students with a null reason code either in the am OR pm for a daily attendance school (School)

Pre-YET Checklist Outlines Steps to a Successful YET

Users must review a number of areas to ensure that data is clean and accurate before YET. This high level checklist highlights the areas that need to be reviewed prior to YET. A detailed checklist is available at:

http://www.ncwise.org/TRAINING/ncwise_training_documents/Documents/schl_info/WISE_YET_PreActivities.pdf

1	Final Marks must be entered and all course selections scheduled	Courses that do not have final marks will not be written to credit detail. These courses will have to be hand entered in Credit Detail after YET. Have teachers check the Mark Entry Completed box after posting grades. Those grades that are posted and the Mark Entry Completed box is left blank may not move to credit detail.
2	Attendance Record must be finalized.	Adjustments cannot be made to attendance after YET.
3	Complete use of Master Timetable Builder before YET	Schools using the Master Timetable Builder to build and schedule course selections should move the course sections to Course Section Maintenance before YET. School> Master Timetable Builder>File>Create> Course Section Maintenance
4	Pre-Transition List	Position students for the next grade and next school and flag retentions. Print the Pre-Transition list before YET for your records
5	Diploma Evaluation	High Schools must evaluate that students have met Diploma Requirements and populate a Diploma Met Date and a Diploma Issued Date. The Mass Evaluate Diploma may be used if all data fields are properly populated. Note that when Diploma Met and Diploma Issued dates are populated, this is an indication that the final electronic transcript will be sent via the EDI process.
6	Report Cards	District/School should decide if a copy of each student's report card should be in each student's cumulative folder. When making this decision, keep in mind that after YET, only the final mark for each class will be available in credit detail. It's recommended to keep an electronic copy of the report card on file at the school.
7	Run and Store Final Rank/GPA	Verify that GPA and Rank have been run and stored after the completion of all mark entry and/or changes. Note:Early Graduates can be included in this calculation.
8	Athletic Eligibility	<ul style="list-style-type: none"> • Before copying terms, add AE reporting date to Advanced AE Reporting dates next year screen (example: 6/15/2008) and (1/30/2009)). Note: These dates must be a day checked on the school details screen and a date after the regular reporting dates. • Copy teams (and members if necessary) Teams and members can be copied once. • Scholar Athlete and Eligibility Reporting Dates entered for next year teams. This must be completed on the Detail screen for Teams. • Run Athletic Eligibility calculation utility (for Fall Semester sports) on the Next Year-Advanced Setup screen. Remember to run for SEMESTER 1 ONLY!

		<ul style="list-style-type: none"> • Run AE Scholar GPA (after final marks entered) • Run Scholar Athlete and Scholar Team Report for spring sports. <p>See the Athletic Eligibility Users' Guide on www.ncwise.org for more information.</p>
9	Print Current Year Marks	<p>Print Current Year Marks from the Reporting Hub</p> <p>https://reportinghub.ncwise.org>Report Search>Current Year Marks>Check the box>Click on add My Preferred Reports button>Run Reports>NCWISE Reports folder>Current Year Marks.</p>
10	Print Transcript Labels if desired	Some schools have elected to print the Transcript Label (which was designed for another district). If desired, this must be printed before YET.
11	Test Scores	Be sure to place SCO files on the Accountability website prior to YET to ensure that the correct school is attached to the test score.
12	Review and approve final PMR	PMR should be submitted to and approved by DPI before YET.
13	Approve WDE Concentrator File	The WDE Contractor File must be approved and submitted to DPI before YET.
14	Discipline Data	Discipline Data must be submitted to DPI before YET.

Disciplined Data Entry Leads to Smooth YET

YET will succeed more easily if disciplined data entry occurs as part of everyday business. One area to consider is where students will be the next school year. When posting a next grade and next school for students in the pre-transition list, please keep the following guidelines handy. Following the guidelines below will ensure that data is ready for YET.

- Students withdrawing from a school and attending an unknown school or a school in a different LEA should have the next grade listed and the field for the next school should be blank.
- New students who have been pre-enrolled on a data that is after YET should have the fields for both next grade and next school blank, so they will be skipped during YET.
- If the student's current grade is 12 and the student is graduating, the next grade should be GR and the field for next school should be blank.

Comments & Suggestions

As always we welcome your comments, feedback, suggestions and story ideas! Please contact us through the NC WISE Mailbox at ncwise@dpi.state.nc.us