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Date: 11/13/2009 11:56 AM
Subject: NC WISE Weekly Email Bulletin
Attachments: wise_reporthub_RaceEthnicityGuidelines.pdf; NCWISE.vcf

The NC WISE email bulletin highlights issues and announcements that were communicated to users during the week. The bulletin also features late-breaking and recurring news about NC WISE. In this issue:

1. NC WISE Maintenance Weekend for November
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1. NC WISE Maintenance Weekend for November

This is a reminder that this weekend is a maintenance weekend for NC WISE. The first phase will consist of maintenance on the following systems: eSIS, Webapps, UERS, and Reporting Hub. The second phase will consist of maintenance with Web Report Studio and Information Delivery Portal.

The systems will shut down at 5 p.m., Friday, November 13. Once the first phase of systems is complete a message will be sent to notify you that these systems are up and available. Maintenance for the second phase of systems will begin immediately. All systems will be restored by 6 a.m. on Monday, November 16. If a delay in bringing up the systems should occur, users will be notified via NC WISE email.

2. Guidelines for Completing the Race and Ethnicity Worksheet

The U.S. Department of Education has developed new guidelines regarding the collection of race and ethnicity data. In an effort to assist LEAs and charters in collecting this data, the NC WISE Team has designed a worksheet that can be generated from the NC WISE Reporting Hub.

Because some of our LEAs have needed assistance in completing the worksheet, the team has put together the attached document which gives details and guidelines on how to complete the worksheet. The document can also be found on the NC WISE Web by clicking the following link:
http://www.ncwise.org/documents/racial_ethnic_data/wise_reporthub_RaceEthnicityGuidelines.pdf.

Another communication detailing the exact due date and location to upload the worksheet will be sent at a later date.

If you should have any questions regarding this document or the completion of the worksheet, please contact the NCDPI Service desk by calling (919) 807-4357 or e-mailing help@dpi.state.nc.us.

3. Webapps Update

LEAs/charters were recently asked to concentrate on completing their 2nd Month PMRs and Dropout reports, and to refrain from approving their SAR. Many of you acted in accordance with this request, and we thank you for your compliance. Your cooperation prevented many performance issues from occurring and many of our business needs were fulfilled without interruption.

Now that most of the 2nd Month PMRs have been received, we are removing all restrictions beginning Monday, November 9, so that users may begin working on the School Activity Report (SAR). We urgently advise all LEAs/charters that have not completed their 2nd Month PMR or Dropout report to do so immediately.

We will continue to monitor the Webapps system's performance. Users will be notified of any changes via NC WISE email.

Again, we apologize for the inconvenience and appreciate your cooperation and continued support as we work to improve the performance of this system.

4. Available: 2009/2010 Student Activity Report / Professional Personnel Activity Report Manual

The 2009/2010 School Activity Report and Professional Personnel Activity Report Manual, also known as the SAR Guidelines, has been posted at <http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sar.pdf>. This is an update from the previous 2008/2009 edition.

The PPAR should be submitted to NCDPI on the same day the School Activity Report (SAR) is approved. The Professional Personnel Activity Report section of the SAR/PPAR manual provides instructions and examples on how to complete the PPAR form.

The PPAR form and Transmittal Sheet are available online at <http://www.ncpublicschools.org/fbs/accounting/forms/>. The PPAR form is an interactive / printable PDF that can be saved to your computer and completed by keying in the data rather than handwriting. It is HIGHLY recommended that you save each of the staff's PPAR forms under a different file name. This prevents you from overwriting one staff's information with another's.

Instructions for submitting completed PPAR forms are located on the PPAR Transmittal sheet. Documents CANNOT be sent electronically because they contain social security numbers and require original signatures.

If you have questions or concerns please contact Angela Harrison at aharrison@dpi.state.nc.us or 919-807-3734.

5. 2010 NC WISE Winter Symposium: Registration for the NC WISE Winter Symposium Is Now Available

Please mark your calendars! The NC WISE Team is gearing up for another outstanding Winter Symposium that you won't want to miss.

The 2010 NC WISE Winter Symposium will be held Feb. 22-24, 2010, at the Sheraton Greensboro at Four Seasons. This year's symposium will include updated information on high profile projects including the Parent Assistant Module and the eSIS Upgrade. Please read the attachments for further details.

Online registration is already available on the NC WISE Web site (www.ncwise.org (<http://www.ncwise.org/>)). Early registration is highly encouraged.

If you have questions or need assistance with registration, please contact Sandra Johnson with the NCDPI Service Desk at 919-807-HELP (4357) or send an email to symposium2010@dpi.state.nc.us.

6. Upcoming NC WISE Training Opportunities

Nov. 17 Incidents Refresher
9:00 am – Noon

Dec. 8, 9, 10 Athletic Eligibility Refreshers
9:00 am – Noon

Those interested in registering for NC WISE training events must have an NC ID. To create an NC ID, go to: <https://ncid.nc.gov> (<https://ncid.nc.gov/>)

Refresher sessions will be held online using GoTo Meeting Webinar. Once a participant registers using the online registration site, they will be e-mailed a link that requires an additional registration that will provide them with their own personal link to the event.

Visit the NC WISE Training Calendar at www.ncwise.org (<http://www.ncwise.org/>).

Please contact us at ncwisetraining@dpi.state.nc.us with any questions.

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