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

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1. CEDARS Data Warehouse News

The CEDARS Data Warehouse (CDW) is NCDPI’s Longitudinal Data Store (LDS) that contains the LEA authoritative data submitted to the state. The CDW is designed to support data use among NCDPI staff, school principals, local administrators, and state and federal policy makers. This system can be used for analytical and reporting purposes by both the state and LEAs. One example of the state’s use of CEDARS data is to meet Federal reporting requirements including the Elementary and Secondary Education Act (ESEA).

The CDW has been operational and open to state, LEA and school level staff since September 2011. Last fall, over 250 trainers designated by LEA and Charter schools attended one-day training for the CDW focused on project history, user registration and security management, the data available in the system and general functionality.

To date, the CDW contains three years of data; the 2009-10 school year through the 2011-12 school year. Authoritative sources include, among others: NC WISE, Exceptional Children, Limited English Proficient (LEP), Accountability, Migrant, and Finance.
To learn more about the CDW, please register and join us for upcoming webinar events. [http://www.ncpublicschools.org/cedars/reporting/events/](http://www.ncpublicschools.org/cedars/reporting/events/). Please contact us with any questions at cedars-info@dpi.nc.gov

2. Reporting Hub Reports for SAR

There are several reports available on the Reporting Hub to help users with their SAR data. Please see the list below.

- (LEA Query) SAR Precheck Missing External Course Code or Academic Level (LEA)
- (School Query) SAR Precheck Certified Name Format (School)
- (School Query) SAR Precheck Course Code Expired (School)
- (School Query) SAR Precheck Courses with Fewer than 5 Students (School)
- (School Query) SAR Precheck Course without State Defined (School)
- (School Query) SAR Precheck Missing External Course Code or Academic Level (School)
- (School Query) SAR Precheck No Such Period or Zero Minutes (School)

3. CECAS Uploads into SPED

Please continue to work with your CECAS data manager to update students who are currently not showing as EC in the SPED module. This data must be kept up to date for State Reporting purposes, e.g., SAR. This includes Exceptionalities, Exit Dates and LRE information. Users may refer to the document, “Using Special Education (SPED) Lite”, located on the NC WISE website under eSIS Docs > General Student Information for instructions on how to enter or update EC information. You may also click on the following link to directly access the document: [http://www.ncwise.org/documents/training_group/docs/gen_stu_info/WISE_Demo_SPEDLite.pdf](http://www.ncwise.org/documents/training_group/docs/gen_stu_info/WISE_Demo_SPEDLite.pdf).

If you have questions or need further assistance with uploading CECAS into SPED, please contact the NCDPI Service Desk by emailing ncwise.incidents@its.nc.gov.

4. Staff Maintenance Upload Process

The nightly automatic upload process for Staff Maintenance is now in eSIS production. This process updates teachers’ State ID numbers with the Unique Identifier (UID) when the SSN matches and the State ID number does not. For example: If the SSN matches and the State ID is different from the UID received during the upload, the State ID is replaced with the UID. If the SSN matches and the State ID is null, the State ID field is updated with the value received.

If Virtual Teacher Information Numbers (VTIN) are entered in the SSN fields for NCVPS staff, please do not manually alter these numbers. The NCVPS uploads will begin soon.

Questions pertaining to this nightly upload process may be addressed to the NCDPI Service desk by emailing ncwise.incidents@its.nc.gov.
5. Electronic Transcript Data Procedures

This is an important message for all NC high schools. Please share this information with your high school guidance counselors.

Since the implementation of the new version of the electronic transcript, some students have reported a delay in the transcript submission process due to data errors. Please take note of the following data fields in eSIS and make sure that all high schools are complying.

1. On the School Details screen, the school address fields must be complete and correctly formatted. The school name, address, city/state, zip code, and phone number fields must be entered. Also, the city/state field must be formatted as “City, NC,” e.g., Raleigh, NC.

   **Note:** There must be a comma and a space after the city.

2. On the School Details > More School Details screen, please make sure that the College Board ID (CEEB) is correct. It should be a 6-digit number with no spaces or punctuations. Additionally, every row in the School Accreditations section must have an end date.

   If you need to verify that your CEEB code is correct, please refer to the following link from the College Board website: [http://sat.collegeboard.org/register/sat-code-search](http://sat.collegeboard.org/register/sat-code-search). In the search criteria, choose the Search Code Type - High Schools > choose the state > choose the city.

Should you encounter a problem correcting any of this data, please log a ticket with the NC WISE Service Desk by emailing ncwise.incidents@its.nc.gov.

Making sure this data is correct in eSIS will help prevent students from encountering delays when submitting their transcripts to CFNC.

6. Admission Withdraw Tab on PMR Recon Screen

We strongly discourage changes to the Admission Withdraw Tab on the PMR Recon Screen when removing students reporting on the PMR Exception 10 NON–FATAL report.

Students may appear on the Exception 10 Report if:
1) Admitted and withdrawn to a school in current school year and never registered
2) W2 No Show withdrawn in current school year
3) Admitted in one 20 day period and registered in the next 20 day period
4) A duplicate student admitted for merging data

The Exception 10 Report is nonfatal and requires you to review the student’s record in eSIS. If correct, no further action is required. If incorrect and changes are needed, please use extreme caution. Changes to the PMR recon screen will affect State reporting (PMR, RPG, Dropout, etc.) and eSIS reports for your LEA or any LEA within your data center.
7. **PowerSchool Announcement**

To LEA NC WISE Coordinators, Technical Directors, and Charter School Directors,

Please take a few moments to read the attached items regarding the contract signed this week with Pearson to implement PowerSchool.

The PowerSchool Announcement document is a Sept. 27 memo from State Superintendent June Atkinson and CFO/CIO Philip Price. The announcement-June 8 document is a copy of an earlier communication that you received. It is provided to you as a reference.

8. **Call for UAB Agenda Items**

The NC WISE User Advisory Board meeting will be held Thursday, October 18 from 10:00 a.m. – 11:30 a.m. Please submit all agenda items by Friday, October 12, 2012 to Joy Walter at joy.walter@dpi.nc.gov.

For those who would like to participate but have not registered, registration is available at [https://www1.gotomeeting.com/register/401658296](https://www1.gotomeeting.com/register/401658296). Once registered your confirmation link (registration) is good through December 20, 2012.

We encourage all attendees to register even if you plan to attend in person.

9. **Outstanding PMRs (Principal Monthly Report)**

The first 20 instructional days of the 2012-13 school year has expired and there are numerous outstanding PMR reports. The 1st month PMR is extremely vital to the funding process and therefore, the reports need to be approved in a timely manner. If your LEA/Charter School is having a problem with the NC WISE software, please contact the NCDPI Service Desk (ncwise.incidents@its.nc.gov) and log a ticket for help with your issue. If you have already contacted the service desk for help, contact Ozella Wiggins via email at ozella.wiggins@dpi.nc.gov or via phone at (919) 807-3757 and provide the Service Desk's Remedy ticket number given when you requested assistance with resolving the problem.

10. **Closing Issue with Attendance Complete Checkbox**

It was previously reported that when teachers take attendance in the Daily Attendance-Class Entry (ATT005) screen, check the Attendance Entry Completed checkbox, save and leave the screen, the box does not remain checked. After repeatedly attempting to replicate the issue in order to find an effective resolution, no bug or programming problem could be found. Therefore, we are closing the ticket.

Note: We, the NC WISE Team, believe the issue may occur when teachers at a Daily Attendance school check the box in Classes and not Homeroom. Below are some tips that may assist in resolving your issue.
1. Daily attendance schools should go to Homeroom to check the Attendance Entry Completed checkbox.
2. Make sure you are in the correct semester when checking the box.

If you have questions or concerns pertaining to the above decision to close the ticket, please contact the NCDPI Service Desk by emailing ncwise.incidents@its.nc.gov.

11. NC WISE PowerSchool News Site

Tech Directors and NC WISE Coordinators,

To assist with communications for the NC WISE implementation of PowerSchool, we have created an ‘NC WISE PowerSchool News’ site. As the project team sends out information and/or posts documents on the NC WISE website, we will also be posting to the NC WISE PowerSchool News site. This site will serve as a repository for common project information and will be accessible at all times.

We decided to utilize this additional site because once you and your staff subscribe to the ‘course’, you will automatically receive an email each time an item is added to the site. The email will have a link to the document and the actual contents of the document. We want to make sure all stakeholders are informed in a timely way. Also, this will alleviate the need for you to ‘push-down’ communications to others.

Therefore, we ask each Tech Director, NC WISE Coordinator and all NC WISE Data Managers to use the attached instructions on how to subscribe to the course. There are two sets of instructions listed as some may already have an account at the site. Two documents are already posted – an FAQ and the email sent regarding the contract signing with Pearson. We will be updating the FAQ early next week and will also be posting minimum workstation requirement early next week. It would be great to have folks subscribed before these docs are posted.

12. Survey Responses Needed!

Earlier this week, a message was sent to Superintendents requesting them to complete a survey of 5 open ended questions used to collect data for the NC WISE/PowerSchool transition. So far, we have had approximately 78 LEAs/Charters to respond. The attachment contains a list of all the LEAs/Charters who have responded. If your LEA/Charter has responded, we thank you. If they have not, please consult with your Superintendent and have them submit their information by COB Monday, Oct. 8.

The link for completing the survey is located at https://www.research.net/s/9FQBBH7. This information is essential in moving forward with the transition.

13. Upcoming Training in October 2012

Diploma/GPA/Transcript Workshop at DPI Credit Recovery Workshop – October 12, 2012
This one day face-to-face session will consist of information pertaining to the Student Diploma Screen and GPA/Rank.
Registration Link: https://www1.gotomeeting.com/register/618000745

Nurse’s Module Refresher Webinar – October 24, 2012 at 1 PM
This webinar session will review the NC WISE Nurse’s Module within eSIS.
Registration Link: https://www1.gotomeeting.com/register/999976697

SAR – School Activity Report (Part 1) Refresher Webinar – October 25, 2012 at 9 AM
The online refresher sessions for SAR have been split into 2 parts. Participants will need to register for both Part 1 and Part 2 in order to receive the full refresher.
Registration Link: https://www1.gotomeeting.com/register/678021257

NC WISE
NC Department of Public Instruction
Education Building, Room 320
301 North Wilmington Street
Raleigh, NC 27601
919-807-3190 Office
919-807-3421 Fax
email: ncwise@dpi.nc.gov