The NC WISE Email Bulletin highlights issues and announcements that were communicated to users during the past week. The bulletin also features late-breaking and recurring news about NC WISE.

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1. **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.

2. NC WISE Maintenance Weekend for October 2012

This is a reminder that this weekend is a maintenance weekend for NC WISE. Maintenance will be performed on the following systems: eSIS, Webapps, Parent Assistant, UERS and Reporting Hub.

All systems will shut down at 5 p.m., Friday, October 19. Once maintenance is complete a message will be sent to notify users that these systems are up and available. All systems will be restored by 6 a.m., Monday, October 22. If a delay in bringing up the systems should occur, users will be notified via NC WISE email.

3. Class Transfer Not Distributing Students Among All Sections

When a host course is NOT marked as “keep” in Course Maintenance > More, the Class Transfer scheduling utility does not distribute students evenly across all open sections. The utility will put all loaded students in the first available section regardless of the maximum class size set in Course Maintenance and/or Course Section Maintenance. Once the host course is marked as “keep”, Class Transfer will load students equally across all available sections for the course.

If you have questions pertaining to this resolution when scheduling courses, please contact the NCDPI Service Desk by emailing ncwise.incidents@its.nc.gov.

4. Reminder: 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 site, 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. Several documents are already posted to the site including an FAQ and Workstation Requirements. We will be updating the FAQ on a regular basis.

5. Upcoming Training in October 2012

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


The attached spreadsheet identifies Track schools established in NC WISE as of 9/21/12. Please verify the attached list of Track schools and apply any corrections to NC WISE by 10/31/12 or prior to submission of the PPARs.

PPAR data is due a week after the 2\textsuperscript{nd} Principal Monthly Report (PMR), or the 40\textsuperscript{th} day of school.

PPAR forms are available online at The Financial and Business Services website under Student Accounting Forms, Professional Personnel Activity Report (PPAR):
http://www.ncpublicschools.org/fbs/resources/forms/
Instructions on how to complete the PPAR are available at the Financial and Business Services website under Student Accounting Manuals, Student Activity Report, Professional Personnel Activity Report (SAR/PPAR):
http://www.ncpublicschools.org/fbs/accounting/manuals/
The submission process for the 2012-2013 PPARs is as follows:
1. All schools within LEA 920, Wake County Public Schools System (WCPSS) will receive instructions through the WCPSS Student Information System in conjunction with the NCDPI, School Business Division, and School Reporting Section.
2. All schools not within LEA 920 should choose one of the following submission options:

A. Fax the PPARs
   
   1) Contact Angela Harrison, 919-807-3734 or angela.harrison@dpi.nc.gov and indicate the PPARs will be Faxed
   
   2) Fax PPARs to 919-807-3723 to the attention of Angela Harrison
   
   3) A confirmation email, acknowledging receipt of the PPARs, will be sent to the email address provided on the PPAR Transmittal Sheet

B. Mail the PPARs to the following address:
   
   1) Angela Harrison
      
      North Carolina Department of Public Instructions
      School Business Services
      6334 Mail Service Center
      Raleigh, NC 27699-6334
      Attention: Angela Harrison
      
      2) A confirmation email, acknowledging receipt of the PPARs, will be sent to the email address provided on the PPAR Transmittal Sheet

If you have questions, please contact Angela Harrison, 919-807-3734 or angela.harrison@dpi.nc.gov.

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