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. In this issue:

1. School Activity Report (SAR) for 2012/13

Processing for the School Activity Report for 2012/13 will begin soon.

To assist you in your preparation of this data we encourage you to view the SAR Part I Refresher webinar located on the NC WISE Website’s Recordings page:  http://www.ncwise.org/training_recordings.html.

We will be scheduling the SAR Part 2 webinars soon to discuss the processing of the data and using the Xnet system to review your state level edits.

You are encouraged to view the Reporting Hub reports that are available to assist in data review prior to submitting the data to DPI. Please search for any reports with SAR in the description.

Before submitting your SAR data please check to see if your courses have:
- a teacher (with a correctly formatted certified name in staff maintenance)
- a period with minutes attached to it
- a course code that is valid (not ended by the state - check the Course Utility Database for the status of the course)
- a course code with an academic level
- a correct external code
- students assigned to the class
- exceptionality and LRE dates entered into the eSIS SPED module for EC students

Beginning this year, we will not be collecting the experience status for staff. We will adjust our edits to not check that information. It has been confirmed that we are using data from other DPI sources to meet this need.

The 2012/13 SAR and PPAR manual has not been posted at this time. You may continue to use the information in the 2011/12 manual that is still available at http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sar.pdf.

If you are a coordinator and your RACF password has expired, please submit a Remedy ticket to have the password reset. Once you receive your temporary password from the Service Desk, log into Xnet and enter your new password along with your temporary password. Remember that the RACF password expires every 45 days so you must log into the system and reset it each month.
We will be sending out more information to help you with your SAR data review and a detailed timeline for the SAR processing once available.

If you have questions, please contact the NCDPI Service Desk by emailing ncwise.incidents@its.nc.gov.


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 2nd Principal Monthly Report (PMR), or the 40th 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.

3. New on the NC WISE Website


4. Upcoming Training in November 2012

TAM – Teacher Assistant Module Refresher Webinar – Thursday, November 1, 2012 @ 1:00 p.m.
This webinar will review the use of the Teacher Assistant Module (TAM). Tasks covered will include, but are not limited to Setting Up Preps, Adding Assignments, Entering Assignment Grades and Posting Marks.

Registration Link: https://www1.gotomeeting.com/register/994723472

Athletic Eligibility (AE) for 2nd Semester Refresher Webinar – Thursday, November 29, 2012 @ 1:00 p.m.
This online session is designed to address functionality and setup of the Athletic Eligibility module for use during 2nd semester. Setup and tasks that must be performed for use during the 2nd semester of the current school year will be reviewed.

Registration Link: https://www1.gotomeeting.com/register/607286313

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