



Monday Message

August 26, 2019

ECATS System Access and “800” Schools

The ECATS system uses valid Staff UID numbers assigned to valid schools, other demographic data, and object (job) purpose codes in order to provide access to the system. The system is designed this way because, for instance, someone in your district likely has a valid job code but may not work with sensitive FERPA data for children (ie. janitor, cook, bus driver, etc.).

Some Public School Units (PSUs) are finding access difficult because an individual’s Staff UID is valid but it is associated with an “800” school. These “800” schools are not considered valid schools for the purpose of DPI systems (ie. they have no students, courses, etc.), and are used for budgetary purposes only.

All systems managed by the Department of Public Instruction (DPI) are held to strict data governance guidelines. Per data governance, the DPI is not allowed to provide or assign codes for the purposes of accessing a system. **Assignment is entirely a local decision based on Financial and Business Services statewide guidelines.** If we were allowed to do so, we would simply provide a list of the codes to use.

Please see <https://ec.ncpublicschools.gov/ecats/resources/20190826ECATSUserAccessUpdate.pdf> for additional information about how ECATS access works.

Please be advised, seeing changes in the ECATS system are heavily dependent on the timing of changes to the Object Purpose Codes or Staff UID. It can take up to four business days to see the change take effect due to file processing.

ECATS and PowerSchool: Guardian Contacts

Students' contact information is being fed to ECATS from PowerSchool nightly. These records are being pulled from the “NC Student Contacts” page (Guardians table) in PowerSchool and include the ‘Relationship’ field required by ECATS. For contacts to populate in ECATS the information must be entered on the "NC Student Contacts" page which houses all the required information. The parent records that you see on the top of the “NC Student Contacts” page is populated by PowerSchool from the student "General Demographic" page and do not include all ECATS required fields. Because of this, contact records must be manually entered on the "NC Student Contacts" page in order to feed ECATS.

ECATS and PowerSchool: Length of School Day

The length of school day is a calculation based on the school start and end times. Please speak with your PowerSchool Coordinator for your LEA if the information is not correct in ECATS. They have been sent instructions from DPI on this.

Backdating Forms During Transition Period

In an effort to facilitate entry of forms from the rollover period, certain user types have the ability to backdate forms and bypass an error message which prevents this. Please ensure that any personnel entering forms from the rollover period is assigned to one of the following:

- LEA Administrator 2
- LEA Administrator 4
- LEA Data Manager
- EC Teacher 2
- Service Provider 2

CECAS Users

We are in the process of collecting CECAS document data to migrate to ECATS from CECAS. We do not yet have a timeline for the completion of this, but until Nov. 30, you will still have access to CECAS to review documentation.

Update on Issue Impacting Exited Students Returning to Original PSU

We are pleased to report that the issue previously impacting students who had exited from their PSU and then returned to that original PSU following a period of time has been resolved. All students who are supposed to be active are showing active and in the correct school and grade.

For previous issues of the ECATS Monday Message, please visit https://ec.ncpublicschools.gov/ecats/monday_messages.