



**Student Information System  
End of Year Newsletter**

# **END OF YEAR PROCESS**

**BEGINS JUNE 30, 2016  
@ 5:00 p.m.**

**2016 End of Year  
Process**

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**Actions You Need  
to Take!**

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**Want a Successful  
Closeout – Run 9<sup>th</sup>  
Month PMR**

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**Processing  
e-Transcript**

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**OCR Data  
Requirements**

**more...**

## **EOY**

**Begins**

**Thursday, June 30, 2016  
5:00 p.m.**

**Visit our site at  
[www.nc-sis.org/eoy.html](http://www.nc-sis.org/eoy.html)**

# 2016 END OF YEAR PROCESS

## Letter To Our Users

*Dear Home Base User,*

*As we culminate another successful year of Home Base, a success we would not have experienced had it not been for your hard work and dedication, it is essential to prepare for one of the most critical annual processes for our Home Base systems – End of Year Processing. This is a time technology demonstrates its proficiency by processing over 1.5 million public student records in preparation for the new school year.*

*EOY is scheduled to begin Thursday, June 30, 2016, at 5:00 p.m. Home Base (PowerSchool, Schoolnet, \*Truenorthlogic and OpenClass) will be taken offline at this time for archiving data and setting up applications for the new year. All systems will be returned to service (with the exception of Truenorthlogic) no later than July 11, 2016.*

*The Truenorthlogic system comprises three components: Evaluations, Professional Development (PD) and Analysis of Student Work (ASW). The ASW and PD components will remain open throughout the EOY process. Only the Evaluation component will be taken down, and its return to service date is July 5, 2016. Those components that will remain up during EOY may be accessed through the IAM service.*

*LEA and charters may choose to either run EOY for themselves or allow NCDPI to run EOY. If you choose to run EOY, please make sure you are ready to push the button when NCDPI says, “Go!” All LEAs and charters must run EOY during the state’s EOY processing window, regardless of end dates. Running EOY early will cause issues.*

*An updated [EOY Guide](#) has been posted to the NC SIS website detailing what users should do to prepare for EOY and what should be done once EOY is complete. More helpful information is also located in the following articles listed in this newsletter.*

**Note: \*Only the Evaluation component of Truenorthlogic will be taken offline for EOY processing.**

## Actions You Need to Take!



Early preparation for EOY is key to error free processing! Validating your data **NOW** puts you ahead of the game. Can you validate too often? **Never!** In fact, the more you validate, the more accurate your data will be. Where do I start? You can begin by...

1. Running EOY validations at the LEA level. LEAs and charters that have opted for DPI to run their EOY process are still responsible for running their own EOY validations and making needed corrections.

*(Navigation Path: Start Page > System > End of Year Process > select either "Perform EOY Validation" or "Perform EOY Validation and Make Any Students with Issues the Current Selection").*

2. Committing schedules, if using PowerScheduler, prior to the EOY process but not before the end of the school year. This schedule should be run at least one week prior to EOY or as soon as permitted after school year ends. Changes to schedules may be made within PowerScheduler until the commit process is run.
3. Assuring all state compliance reports are completed prior to EOY processing. Delays with state compliance reporting can possibly impede the EOY timeline.

4. Making sure graduates are coded correctly prior to EOY. Quick reference guides, [Early Graduates](#) and [Summer Graduates](#) are available for assisting in this process.
5. Running student rank for all secondary students at least once during the school year before June 30 for proper EOY processing and prior year reporting.
6. Notifying the Home Base Support Center of the LEA's/charter's primary EOY contact, along with who will perform EOY (Push the Button), LEA or NCDPI. Submit this information by ticket to the [Home Base Support Center](#) with the subject, "2016 EOY Contact".
  - Information needed:
    - Name of primary contact and backup
    - Phone and alternate phone numbers for primary and backup
    - Email address
    - LEA name and number
    - Statement of who will run EOY (DPI or LEA/charter)

## Want a Successful Closeout - Run Your 9th Month PMR!

Now that we are coming to the close of another school year, it is imperative that LEAs and charters do the following for a successful closeout:

- **Make sure to run your PMR reports at least once during the 9<sup>th</sup> month collection.** By not running your PMR report at least once prior to your collection month end date, you are running the risk of the collection month expiring and no data being collected for your school, in addition to delaying the End of Year closeout process.
- **Clear all fatal errors prior to the end date for your collection month.** All fatal exceptions must be corrected prior to submitting your 9<sup>th</sup> month PMR report. Examples of the fatal exceptions that are repeated each collection month are:
  - PMR 9 – Students missing admission status
  - PMR 17 – Enrolled students with no schedule
  - PMR 19 – Student missing valid gender
  - PMR 27 – Student with too few instructional minutes for PMR Reporting

We have recently added PMR 32 – Membership Last Day (MLD) for

Reporting Month equals Zero. If you see the exception reported on your PMR Exceptions list, you need to verify that your calendar setup is correct. If you need assistance with making corrections, contact the [Support Center](#) immediately.

In addition to the calendar setup, invalid school enrollment dates on the student's Transfer Info screen or invalid class enrollment dates on the All Enrollment screen can also trigger the PMR 32 exception. For example, the Calendar Info Setup and the student's class enrollment may be fine, but the student's school enrollment may trigger the exception in the case where an LEA/charter adjusted the calendar for a snow day, but forgot to update the student's last day of school. Since it was a day earlier than the scheduled last day of school, the system interpreted it as being absent on the last day of school because their enrollment showed them as enrolled on the true last day. Running your report prior to your submission end date will reveal if you are experiencing this issue or any others, and it will provide adequate time for you to work with the support center to correct the problem.

Please remember that students in violation must be resolved before the 9<sup>th</sup> PMR is approved. Students that are in violation on the last day of the school year are to be withdrawn as a W2 on the day after the last day the student attended. PMR 30 will assist with the identification of the students in violation.

Focusing on running the PMR in a timely manner, clearing your fatal exceptions and resolving student violations prior to your collection month end date will benefit you with finalizing your PMR data

for 2015/16 and assuring the accuracy of your data.

If you need assistance clearing the exceptions, submit a remedy ticket with the subject, *PMR EOY Request*, to the Home Base Support Center at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov). This will ensure your issue is recorded and responded to in a timely manner. It is not necessary to contact Ozella Wiggins by phone prior to submitting your ticket as it will only delay the process of getting the PMR unapproved for corrections. For all other PMR related questions, contact Ozella Wiggins at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov) or via phone at (919) 807-3721.



### Processing e-Transcripts

CFNC identified that a significant number of student transcripts were being sent to colleges in an incomplete state. Incomplete transcripts are the result of final marks not being stored before the ten days has elapsed AND students having their diploma issued date populated within PowerSchool. CFNC suspended the processing of e-Transcripts through June 21, to give schools an opportunity to store grades within the ten-day period and allow for proper processing. As of today, June 22, the e-Transcript system

has been returned to service and is processing successfully.

NCDPI and CFNC will continue to process electronic transcripts during DPI's end of year transition.

Remember, e-Transcripts can be requested in advance by students. CFNC **automatically** processes these requests when two conditions are met:

1. Ten days has passed since the end of the student's term.
2. The student has a diploma issued date populated within PowerSchool.

### OCR Data Requirements

Section 504 data is reported to the Office of Civil Rights (OCR) every two years. In order to satisfy the OCR requirements, the NC DPI is asking that each LEA record Section 504 data for the 2015-2016 school year before EOY. If applicable to the student, please date the Section 504 record on or before October 1, 2015. Please also remember to record Section 504 data for students who were active in the 2015-2016 but have since been withdrawn from your school.

Moving forward, please record Section 504 designations under Special Programs for reporting purposes. Section 504 records should be ended when a student withdraws from the school or during the

End of Year (EOY) process. This will ensure the student is evaluated as appropriate when admitted to a new school or beginning a new school year.

Documentation has been written to support the process of recording Section 504 data. To review the '*Recording Section 504 in PowerSchool*' document, please visit: [http://www.nc-sis.org/student\\_information.html](http://www.nc-sis.org/student_information.html).

For guidance and policy information regarding Section 504 student plans, please visit the Office Civil Rights website at <http://www2.ed.gov/about/offices/list/ocr/docs/placpub.html>.

### **Military Students**

Data entry for PowerSchool on all military-connected student data collections must be completed by June 30, 2016. Starting next year, the collection must be completed and entered by January 31, 2017.

Please contact Doug Taggart if you have any questions about the military student data collection.

919 807 3346  
([doug.taggart@dpi.nc.gov](mailto:doug.taggart@dpi.nc.gov))



### **Schoolnet End of Year Expectations - 2016**

Schoolnet does not require any actions by end users. The EOY process for Schoolnet is dependent upon the completion of the PowerSchool EOY processes.

Users should be aware that once Schoolnet “flips” to the new school year that the application will look and feel different until schools start and enrollments begin to populate into Schoolnet. In other words, the application will not have current year data, hence dashboards will be empty. If a user wants to report on the previous school year, the user will need to select Total Enrollment instead of Current Enrollment for report generation. Sections will be empty until the first day of school and students are enrolled. Other variations in Schoolnet after the EOY process are as follows:

Product	Feature	Prior to EOY Rollover	Post-EOY Rollover
School and District Data	Benchmark Dashboard	The dashboard is populated with benchmark test data from previous year.	The dashboard is empty until after the first benchmark test has results loaded. It is possible to show this functionality on a generic training site.
School and District Data	Report Bank Custom and Pre-Formatted reports	Reports will reflect data from previous school year.	Depending on how reports were built, they may or may not reflect current assignment and contain students. To check a report, run it and click either 'Student set details' or 'Selection Details' to see what enrollment parameter was used. In both Pre-Formatted and Custom Reports, the 'Current Enrollment' student set filter will not contain any students prior to the first day of school. As an alternative, the 'Total Enrollment' filter can be used.
School and District Data	Course/Section Reporting	Course/section reports reflect assignments from the previous school year.	Prior to the first day of school, course/section reports must be built with the 'Total Enrollment' filter rather than 'Current Enrollment.'  The grade/mark analysis should be run on prior year sections until after the first marking period.
School and District Data	Current Enrollment Filter	If after the last day of school, current enrollment is zero.	If it is prior to the first day of school, current enrollment is zero.
School and District Data	KPIs	KPIs are populated from SIS/Test data from previous year.	KPIs are not populated with any enrollment data until first day of school.
School and District Data	Student Search	Works as before.	No impact with rollover. However, the persistent student search at the top of the page in School and District Data defaults to "Currently Enrolled" so it will yield no results prior to the first day of school. Advanced Search is required to locate student profiles.
Classrooms	Analyze Section Reports	Users will be viewing prior year student assignments.	For all reports, must select 'All Students' instead of default 'Currently Enrolled Students' if it is before the first day of school.
Classrooms	Benchmark Dashboard	The dashboard is populated with benchmark test data from previous year	Benchmark dashboard is not populated with benchmark test data until after the first benchmark test is administered in the new year and at least one result has been collected. It is possible to show this functionality on a generic training site.



Classrooms	Lesson Planner	Lessons can only be scheduled for the current school year, so until rollover, it is not possible to schedule for the upcoming school year.	Although you can't schedule lessons until after rollover, you can prior to the first day of school.
Classrooms	Student Groups		In v12, will be able to group students for interventions if district has Respond.
Assessment Admin	Scheduling Tests	Although you can build items and tests, the actual scheduling must wait until you are within the current school year.	Assigning tests to actual students will be more straightforward after the first day of school as only 'current students' are used in the eligibility calculations.
My Schoolnet	KPI web part	KPIs are populated from SIS/Test data from previous year.	KPIs are not populated with any enrollment until first day of school.
My Schoolnet	General	Works as before.	No implications.



## Remedy System Upgrade – July 15

The NCDPI and the Technology Support Center is pleased to announce that we will be converting to the new 'Remedy on Demand' support ticketing system beginning Friday morning, July 15.

Among the features, customers:

- can submit support tickets using a new web portal, or by phone: ( 919-807-4357 )
- will access web portal using their NCID login credentials (details to follow)
- can manage their tickets directly in the portal
- can access knowledge base containing support related materials

Users will continue to use the existing Remedy support system until COB, Thursday, July 14.

\*\*\*Note, the new system does not include email as a method of requesting support. Users can continue to submit support request via email up until 5 p.m., EST, July 14, at which time the old system will become unavailable.

Stay tuned. Additional details, including Login details, will be published in a future bulletin.

### New Remedy Ticketing System Training

LEAs, charter schools and internal DPI customers may access a training video prior to the 'Go Live' date by clicking on the following link: <https://vimeo.com/170165433>. The PowerPoint used in the video is available at <http://bit.ly/22Y9viv>.

A series of live Q & A webinars for LEA, charter school and internal DPI customers are scheduled in the weeks prior to the conversion.



## 2016-17 Upcoming Home Base Training Sessions for PowerSchool and Schoolnet

The Home Base Professional Learning Team is pleased to announce its initial Training Calendar for the 2016-17 school year.

Training sessions will be onsite, hands-on workshops or live, online webinars. The audience for each session is based on user roles.

The PowerSchool sessions listed below are also posted on the NC SIS website's [Training Calendar](#) and [Course List](#) pages. Please review these pages frequently for PowerSchool training schedule changes or additional trainings for September 2016 - June 2017.

Hands-on training sessions will be held at the NC Department of Public Instruction, 301 N. Wilmington Street, Room 564, Raleigh, NC, unless stated otherwise. All attendees must be an employee of the NC Public School system to participate. **Management companies are not permitted to attend.** Registration links are provided below. Please try to register early for workshops due to space limitations.

Note: All registration information is subject to the North Carolina Public Records Law.



Upcoming Training Workshops for PowerSchool

### **A) New User Training (2 day workshop)**

This two day workshop is suited for new PowerSchool users working with day-to-day school business at the data manager/school administrator level. This workshop is available to new elementary, middle, and high school users. It is NOT teacher training.

Attendees must be an employee of the school and not a management company. This session will include, but is not limited to:

1. Logging in to PowerSchool
2. Navigating the system
3. Enrolling students
4. Withdrawing students
5. Attendance
6. Adding Teachers/Staff
7. Adding or changing course sections
8. Scheduling students and teachers to classes
9. PMR Overview
10. SAR Overview

**Date:** July 7-8

**Registration:**

<https://www.timetosignup.com/powerschooltraining/form/7800>

**Date:** July 18-19

**Registration:**

<https://www.timetosignup.com/powerschooltraining/form/7801>

### **B) New Coordinators Training**

This two-day workshop is for new PowerSchool coordinators who have not attended the 5 day IPT Certification training or the 8 day District Certification training. It is designed to give new coordinators some training on certain topics provided in these Pearson trainings. This is NOT an extension of the 5 day IPT or 8 day District certification sessions.

Sessions will include, but are not limited to:

- 1.
2. School Setup
3. Security
4. Basic Navigation
5. State Reporting Overview
6. PowerSchool Relationships
7. Reports
8. Data Extraction
9. Record Maintenance
10. Resources

**Date:** July 12-13

**Registration:**

<https://www.timetosignup.com/powerschooltraining/form/7804>

**Date:** August 18-19

**Registration:**

<https://www.timetosignup.com/powerschooltraining/form/7895>

### **C) New Counselors Training (High Schools Only)**

This one day workshop is offered to high school guidance counselors. It will be a hands-on type training covering the basic functionality of PowerSchool pertinent to School Counselors. Topics covered include: basic functionality, navigation, state reports, attendance and graduation

plans/progress monitoring. Attendees need to know their login information for their LEA/school instance so they will be able to log in and follow along. If they do not have access to their school instance because school has not yet started, we will provide access to a training database. Attendees must be an employee of the school and not a management company.

**Date:** July 20

**Registration:** <https://www.timetosignup.com/powerschooltraining/form/7810>

**Date:** July 21

**Registration:** <https://www.timetosignup.com/powerschooltraining/form/7809>

#### **D) New Charter Training**

This is a four day workshop designed to walk new users through the process of setting up their school for the new year. This session will include, but is not limited to:

1. Logging in & navigating PowerSchool
2. Enrolling students
3. Withdrawing students
4. Adding teachers/staff
5. Creating the master schedule
6. Scheduling students and teachers to classes
7. Completing school setup items.

**Date:** August 1-4

**Registration:** <https://www.timetosignup.com/powerschooltraining/form/7798>

**Date:** August 8-11

**Registration:** <https://www.timetosignup.com/powerschooltraining/form/7799>

## **Schoolnet**

### **A) Schoolnet Administrators**

This one day training is geared toward novice Schoolnet users in a district leadership role. The training will explore the three modules within Schoolnet: Assessment Administration, Classrooms, and School & District Data. Space is limited.

This workshop will include, but is not limited to:

1. Setting up user accounts
2. Roles & Permissions
3. Creating and administering tests
4. Accessing benchmark Items
5. Building item banks
6. How to search for student information
7. Data and Reporting
8. Instructional Materials

**Date:** July 14

### **Registration**

**Link:** <https://www.timetosignup.com/powerschooltraining/form/7890>

### **B) Schoolnet Teachers**

This two day workshop offering is being offered to teachers that are new to Schoolnet or teachers that need to review basic Schoolnet functions. Space is limited.

This workshop will include, but is not limited to:

#### Assessment Admin module

1. Create and administer tests
2. Create items and search items
3. How students take a test

#### 4. Proctor dashboard

##### Classrooms module

1. Instructional materials
2. How to create an instructional unit
3. How to promote materials

##### Reporting

1. Using student data to drive instruction

**Date:** June 29-30

**Registration Link:**

<https://www.timetosignup.com/powerschooltraining/form/7887>

**Date:** August 15-16

**Registration**

**Link:** <https://www.timetosignup.com/powerschooltraining/form/7888>



Thank you for your support throughout the 2015-16 school year, and thank you for taking the time to read this 2<sup>nd</sup> edition of the Home Base EOY Newsletter. We hope it contained useful information concerning the EOY process.

As always, we welcome your feedback. Comments may be emailed to [yolanda.wilson@dpi.nc.gov](mailto:yolanda.wilson@dpi.nc.gov) or [ncsis@dpi.nc.gov](mailto:ncsis@dpi.nc.gov).

Have a wonderful Summer!

**The Home Base Team**