



Student Information System  
End of Year Newsletter

# END OF YEAR PROCESS

**BEGINS JUNE 30, 2017  
@ 5:00 PM**

**2017 End of Year  
Process**

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**Steps to Assure  
Error Free EOY  
Processing**

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**Helpful End of  
Year  
Documentation**

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**Have You Run  
Your 9<sup>th</sup> Month  
PMR?**

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**Military Student  
Collection and  
More...**



**schoolnet**

**performance  
matters**  
Accelerate Student and Educator Growth

## **EOY**

Begins Thursday,  
June 30, 2017 @ 5:00 p.m.

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

# 2017 END OF YEAR PROCESS

*Dear Home Base User,*

*Thank you for your dedication and support throughout the 2016-17 school year! Home Base has been in existence for four years now, and with each year new technologies and improvements have made this one of the best all-inclusive educational tools ever. Your input has played a major role in this success, and for that we sincerely appreciate you!*

*As we culminate another successful school year, remember to prepare for our annual End of Year Process scheduled to begin Friday, June 30, 2017 at 5:00 p.m. Over 1.5 million student records will be archived in preparation for the start of a new year, 2017-18 SY. Validating your data will facilitate a smooth transition, reduce processing time and preclude future errors requiring support.*

*All Home Base applications, except Performance Matters Professional Development (PD) and Analysis of Student Work (ASW), will be taken offline with a return to service date no later than Monday, July 10. If the systems are returned to service earlier, a message will be sent to notify users of their availability. Users will be able to access the PD and ASW components through the IAM service throughout the EOY processing period.*

*This year, LEAs and charters will be responsible for running their own EOY process. If you are unable to run your own EOY process, please notify the Home Base Support Center immediately. All processing must be done within the state's EOY processing window, regardless of school end dates. Primary and/or secondary contacts will need to be available and ready to begin their processing when NCDPI says, "GO!"*

*Remember to visit the [NC SIS website's EOY page](#) for documented instructions and user guides to assist with EOY preparation and processing. If you have questions or need assistance prior to EOY, contact the Home Base Support Center at (919) 807-4357. If assistance is needed during the EOY process, contact your [NCDPI Point of Contact](#).*

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



## Steps to Assure Error Free EOY Processing!

We can't stress enough how important validating your data is to the success of your EOY processing. However, validating data is not the only thing you need to do to prepare for this process. Where and how should you get started towards a successfully end of year process? You can begin by...

1. Running the EOY validation process at the LEA level and clearing ALL listed errors.

**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."*

Remember to search for any incidents of "Next Year Grade=0" for students who should be going into a higher grade level (*grade\_level >0; sched\_nextyeargrade=0*).

2. Committing your schedule if using the PowerScheduler Utility.

Schedules for Schools utilizing the PowerScheduler utility must be

committed prior to the EOY process but not before the end of the LEA/Charter school year. Schools are asked to run the schedule commit process one week prior to EOY or as soon as permitted by calendar, after the end of school. Running the process well in advance of EOY allows time for corrections should errors occur.

3. Assuring all state compliance reports are completed prior to EOY processing (e.g., PMR-9, GDV, ALP, Discipline). Delays with state compliance reporting can possibly impede the EOY timeline.

Note: NCDPI is aware that some PMR-9 submission dates are after June 30. Go ahead and correct all fatal errors, then run the PMR-9 again. NCDPI will gather the data if you have run the PMR-9.

4. Making sure all graduates are coded correctly prior to EOY. Remember to visit the quick reference guides, [Early Graduates](#) and [Summer Graduates](#).
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. Getting in contact with your DPI Point of Contact NOW!

If you have any questions concerning validation errors, state reporting issues, or any other EOY processing questions, please reach out to your [DPI Point of Contact](#) prior to running the EOY process on July 1.

## Helpful End of Year Documentation

NCDPI has provided new and updated information on the [NC SIS Website's End of Year page](#). Direct links to each updated and new document are listed below:

- [2017 End of Year DPI POC](#)
- [2017 End of Year User Guide](#)
- [2017 EOY Recording](#)
- [2017 EOY Webinar Q & As](#)
- [EOY Contact Page Instructions](#)
- [EOY Post Validation Checklist](#) (Editable)
- [EOY Process for LEAs and Charters](#)

## Have You 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 9th 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 9th 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

Please pay close attention to 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, Hurricane Matthew or the wildfires in the western areas, 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 9th 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 2016/17 and assuring the accuracy of your data. If you need assistance clearing the exceptions, submit a ticket to the Home Base Support Center through the [Remedy Portal](#) with the subject, *PMR EOY Request*. 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.

- [Calendar Change Process-External-1.pdf](#)

## Military Student Collection

Remember, the data collection for military-connected students is a required annual collection. Data entry in PowerSchool on all military-connected student data collections were required to be completed by January 31, 2017. All military-connected student data collections for next year must be completed by January 31, 2018.



## Schoolnet End of Year Expectations – 2017

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

Users should be aware that once Schoolnet “flips” to the new school year, the application will look and feel differently 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.'<br><br>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.                                                                |
| 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.                                                                                                                                                   |

**2016 – 17 Summer Training Calendar for PowerSchool**

The Home Base Professional Learning Team is pleased to announce additional PowerSchool summer trainings for the 2017-18 school year. 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](#). Please review these pages frequently for PowerSchool training schedule changes or additional trainings for September 2017 - June 2018.

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. Click [HERE](#) for directions to NCDPI and parking information. 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 Webinars**

**End of Year (EOY) Webinar**

The End of Year process webinar will cover procedures, guidelines and instructions on how to prepare and execute EOY.

**Date, Time and Registration Link:**

Wednesday, June 28, 2017

2:00 - 3:30 PM

Registration:

<https://attendee.gotowebinar.com/register/4306316837908972035>

**PowerSchool - Beginning of Year/First Ten Days**

This webinar will focus on (but not limited to), the Daily Headcount Adjustment – First 10 days of School including verifying enrollments, the No-Show process, running attendance rosters in PTG, PT Pro and PowerSchool system report “Class Roster PDF”.

**Dates, Times and Registration Link:**

Tuesday, August 15

1:00 a.m. - 3:00 p.m.

Registration:

<https://attendee.gotowebinar.com/register/9028726976269717762>

Friday, August 18  
9:00 a.m. - 11:00 a.m.

Registration:

<https://attendee.gotowebinar.com/register/1259847194753453058>

### PowerSchool - Managing Daily Attendance

Learn how to view, record and modify Daily Attendance data for students at your school. Focus on finding teachers who haven't taken attendance, running absentee reports and reviewing how to update attendance in a variety of ways. Will include searching for students with chronic attendance problems.

#### Date, Time and Registration Link:

Wednesday, August 23

9:00 a.m. - 10:30 a.m.

Registration :

<https://attendee.gotowebinar.com/register/3756705060526640643>

### PowerSchool - Managing Meeting Attendance

Learn how to view, record and modify Meeting Attendance data for students at your school. Focus on finding teachers who haven't taken attendance, running absentee reports and reviewing how to update attendance in a variety of ways. Will include searching for students with chronic attendance problems.

#### Date, Time and Registration Link:

Thursday, August 24

9:00 a.m. - 10:30 a.m.

Registration:

<https://attendee.gotowebinar.com/register/1058649761011051011>

### PowerSchool/NC Reports Overview

Learn about PowerSchool/NC reports you will use throughout the year. Practice setting up and creating various system reports using some basic PowerSchool codes and HTML codes. Featured reports include but are not limited to System Reports, State Reporting Dashboard reports, and NCDPI reports.

#### Dates, Times and Registration Link:

Tuesday, August 22

9:00 a.m. - 11:00 a.m.

Registration:

<https://attendee.gotowebinar.com/register/2448628171588848386>

### Understanding Standards Based Grading

This webinar is designed to help with understanding standards grading from theory to practice. It begins with comprehending the standards from curriculum, then moves on to how they are used in PowerSchool v10.x / PowerTeacherPro.

Recommended Audience: Curriculum leaders at school/district and PowerSchool coordinators.

#### Date, Time and Registration Link:

Friday, June 23, 2017

10:30 a.m. - 12:00 p.m.

Registration:

<http://bit.ly/StandardsBasedGradingWebinarRegistration>

### Walk-in Schedule/Audit Reports

This webinar will focus on scheduling new students or making manual student schedule changes after the start of the current term. It features some of the more useful North Carolina Audit reports.



**Date, time and Registration Link:**

Tuesday, August 15  
10:00 a.m. - 12:00 p.m.

Registration:

<https://attendee.gotowebinar.com/register/8937674219350590465>

**Upcoming Training Workshops for PowerSchool**

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

This two-day workshop is suited for new PowerSchool users (new to PowerSchool) 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 into 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: August 9-10

Registration: <http://bit.ly/PSNewUserRegister2017> -

**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 PowerSchool 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. Basic Navigation
2. Security
3. School Setup
4. State Reporting Overview
5. Reports
6. Data Extraction
7. Record Maintenance
8. Resources

Date: July 17-18

Registration: <http://bit.ly/PSNewCoordRegister2017>

*\*\*Please note all registration information is subject to North Carolina Public Records Law.*