HOME BASE℠

Home Base
End of Year Newsletter

END OF YEAR PROCESS

BEGINS JUNE 29, 2018 @ 5:00 PM

schoolnet®

performance matters
Accelerate Student and Educator Growth

EOY

Begins Friday,
June 29, 2018 @ 5:00 p.m.

Visit our site at www.nc-sis.org/eoy.html

2018 END OF YEAR PROCESS

Dear Home Base User,

The DTL Home Base Team would like to acknowledge you for your dedication and support throughout the 2017-18 school year!   The success of Home Base depends heavily upon the feedback you provide through various networks and partnerships, and for that we say, "Thank you!" The Home Base team will continue to explore more tools and better ways to serve you.

While preparing for the 2017-18 End of Year Processing (EOY) scheduled to begin **Friday, June 29, 2018, at 5:00 p.m.,** *remember to validate your data. Validation of data facilitates smooth transitioning of data, reduces processing time, and precludes future errors requiring support assistance.*

EOY will involve the processing and archiving of approximately 1.5 million student records. All Home Base applications (except Performance Matters Professional Development (PD)) will be taken offline with a return to service date no later than Monday, July 9. If the systems are returned to service earlier, a message will be sent to notify users of their availability.

LEAs and charters are responsible for running their own EOY process. 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!" Please make sure all EOY contact information is up to date prior to the start of processing.

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.*

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

PowerSchool

✓ Validate! Validate! Validate!

Validating your data is critical for a successful EOY process, and the earlier you start, the better! How often should you validate your data? As often as time permits. The more you validate, the more accurate your data will be. So, where and how should you start? You can begin by…

1. Performing your school enrollment audits (Start > System Reports > System > School Enrollment Audit)
2. Performing your section enrollment audits (Start > Reports > Run Reports > Section Enrollment Audit)
3. Running the EOY validation process at the LEA level and clearing ALL listed errors (*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).*

Schedule Commit Process

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 commit errors occur.

Class Rank Must Be Run by All NC Public Schools

General Statue 116-11(10a) requires a standardized transcript for all public schools. The transcript shall have the grade point average and class rank that is calculated by a standard method devised by the institutions of higher education. Other functions within PowerSchool that require a class rank include but are not limited to: Endorsements, Global Ed., CTE, and NC Academic Scholar. For these reason, all high schools are required to produce a weighted and unweighted class rank.

To ensure proper EOY processing and prior-year reporting, all secondary public school students' rank must be run at least one time during the school year. NCDPI will not force run any ranks during EOY. **LEAs and**

charters should ensure this step is taken prior to the EOY cutoff date (June 29, 5 p.m.). This rank is automatically copied into the historical rank table for each student which is used in various queries and for transcript purposes.

Mid-year/Early Graduates

NCDPI has a method for processing early graduates and mid-year graduates with the EOY process. This method eliminates the need for LEAs to move these students during post-EOY. For these students to process correctly, it is critical that they are coded correctly. Please refer to the QRDs on [early graduates](#) and [summer graduates](#) to ensure this is complete. No other action is required for these students.

Graduation Date Reminder

As a reminder, the GDV report will look for a student's graduation date in the "diploma issued" field on the student academics page. This date should be the date the student completed his/her graduation requirements. Graduate classifications (regular, early, or summer) are determined and reported on the GDV based on the dates entered in this field. **Note:** This date for a regular graduate should be between the exit date (final day of school) and June 29. Diploma issued dates earlier than this date cause errors with the e-transcript service.

e-Transcripts

It is critical that all final marks are stored and all graduates have their diploma issued date populated on the student academics screen within PowerSchool.

As a reminder, 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.

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. To avoid this, schools must store grades within the ten-day period to allow for proper processing. Students' whose diploma issued date is not populated are also unable to receive transcripts. Requests where no diploma issued date is found are automatically re-queued to run three days later. Three attempts are automatically made (over nine days) before the request fails and notifies the student.

State Compliance Reports

Please assure 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.

2017-18 Special Year End Processing – Month 9 PMR

All LEAs and charter schools are required to successfully submit the month 9 PMR report by COB on **Monday, June 25, 2018.**

The final Principal Monthly Report for the school year 2017-18, month 9 PMR, executes a special processing routine that re-evaluates all enrollment, membership, and attendance data posted to date.   This increases the accuracy of the final PMR and has the potential to trigger PMR fatal error messages that were not previously triggered.

The month 9 PMR must be run several times to achieve a successful submission.
LEAs and charters are encouraged to provide adequate time to work with the Home Base Support Center to correct any issues.

The successful submission of the month 9 PMR report is only achieved when **all** fatal exceptions and student violations are resolved prior to the month end collection date.

The timely submission of the month 9 PMR report will avoid delaying the PowerSchool End-of-Year process. A delay in the PowerSchool End-of-Year process can have state-wide implications on the availability of the 2018-19 PowerSchool.

If you need assistance with making corrections, open a help desk ticket using the Web Portal at https://nc-myit.us.onbmc.com/ (login with your NCID), enter PMR EOY Request in the subject area, or call 919-807-4357. This will ensure your issue is recorded and responded to in a timely manner.

The following resource links are provided to assist with resolving PMR error messages:

- PMR exception code explanations and possible resolutions are available in the School Attendance and Student Accounting (SASA) Manual, Appendix B, Exceptions for PMR Data Review, http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf
- Calendar setup, invalid school enrollment dates on the student's Transfer Info Screen or invalid class enrollment dates on the All Enrollment Screen Calendar: http://www.nc-sis.org/Documents/recent_emails/Calendar_Change_Process_External.pdf

Question concerning the month 9 PMR special processing should be addressed to LaShon Creech,
School Business Division,

LaShon.Creech@dpi.nc.gov or 919-807-3727.

Calendar Setup for 2018-2019

ECATS will be extracting calendar information from all schools prior to EOY. All fields on the Calendar Setup page for all schools must be populated with accurate information from your 2018-2019 school calendar.

IMPORTANT: It is necessary for all schools to complete their calendar setup prior to **June 29, 2018.** However, do **NOT** set up your school calendar until after you have committed or copied over your master schedule.

Please review the following documents for assistance in setting up your school calendars.

New: [Adding a Calendar Membership Type](#)

Update: [Track Schools](#)

Update: [NC PowerSchool Setup – Attendance Conversion Parameters](#)

Things to Note:

- Schools will only check the track boxes in calendar setup **IF** they are a track school. Track schools will only check the tracks that are setup for that school.

All schools should have In Session (IS) days and Sundays (U) as session types.

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:

> [2018 End of Year User Guide](#)
> [2018 EOY Presentation](#)
> [2018 EOY Webinar Q & A](#)
> [EOY Contacts Page Instructions](#)

New EOY Audit Reports
NCDPI has deployed a new set of SQL reports to assist in confirming your data is ready for EOY. In years past, this data had to be gathered using manual Start Page searches.

Navigation Path:

System Reports > Select the "sqlReports 5" tab > Select the "EOY Audits" report group.

In this group you will see the following reports:
Incorrect School for Graduates
Next Year School Not in District
Next Yr. Grade Invalid for Next Yr. School
No Next Year Grade Level
No Next Year School
No Next Year School Terms
Students with Invalid Demotion Code
Students with Invalid Graduation Grade

It is highly recommended that you run each of these reports. They will find issues that the core EOY Validations will not.

Schoolnet End of Year Expectations – 2018

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.' 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.

TNL EOY Preparation – June 29, 2018

The Evaluation and Professional Development Plans for the 2017-2018 school year will close on Friday, June 29 at 5 PM. At that time all evaluations should be completed and locked. Once the plans and the data within are archived, no further updates can be made. The system will remain open for Professional Development courses.

The Evaluation/PDP Plans for the 2018-2019 School year will be ready Friday, July 6. Please wait for another communication before assigning plans and advising educators to begin plans.

Link to the HBMU Materials from April which included EOY on the agenda. Click into Home Base 17-18 folder > TNL folder > HBMU April

2018 (located near slide 30 is the info on End of Year).

✓ Confirm Staff Lists are accurate

✓ Delete/archive unnecessary evaluation plans

✓ Confirm Evaluation & PDP Plans are complete

✓ System will close out Friday, June 29, 2018 at 5PM

Other Resources:
NCEES Wiki archived webinars to view EOY presentations for both teacher/support staff and Principal/AP. The archived webinar page will also have a link to the slide presentations.

IMPORTANT:
NCDPI advises printing all reports needed for End of Year and for review during 18-19SY. Please print or save a digital copy of staff reports.

Note: There is a known issue in the system when running a previous year Ad-Hoc Report such as Summary Evaluation Ratings; the report will pull (for example) the correct 16-17 ratings form but will not pull the 16-17 name, location or teacher plan type. The past year report is pulling current year name, location and teacher plan type. Over the summer name changes, employment changes across schools in district or out of the district, and staff that may have a different plan type/title in 18-19 will affect past year reports you run in the fall due to this issue.

NCDPI is working with Performance Matters to resolve the problem and will send out a communication when a resolution is in place.

Upcoming Summer PowerSchool Workshop Opportunities

PowerSchool New User Training

This three-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. This is NOT a teacher training. Participants are expected to attend all three days.

Space is limited. Attendees are to bring a laptop to each session.

**Please note, NCDPI has the right to combine or cancel sessions if not enough attendees register.

Sessions run 9 a.m. - 4 p.m. each day with lunch on your own.

Dates: July 10 - 12, 2018 and August 7 - 9, 2018 – **Capacity is full**

Registration Link: http://bit.ly/PSNewUserRegister2018

PowerSchool New Coordinator Training

This two-day workshop is for new PowerSchool coordinators. It is designed to give new

coordinators training on the day-to-day operations of a coordinator. Examples include what coordinators are expected to do, what to expect from their data managers, and a walk-through of a year in PowerSchool.

Space is limited. Attendees are to bring a laptop to each session.

**Please note, NCDPI has the right to combine or cancel sessions if not enough attendees register.

Sessions run 9 a.m. - 4 p.m. each day with lunch on your own.

Dates: August 13 - 14, 2018 – **Capacity is full**

Registration Link: http://bit.ly/PSNewCoordRegister2018

Note: If you wish to be added to the waiting list for these trainings, please send an email to Tiffany Kinney at tiffany.kinney@dpi.nc.gov and/or Jackie Utter at jacqueline.utter@dpi.nc.gov. You will be notified if a seat becomes available.

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