



**Student Information System
End of Year Newsletter**

END OF YEAR PROCESS

**BEGINS JUNE 30, 2015
@ 5:00 p.m.**

**2015 End of Year
Process**

**Important Steps to
Take Now!**

**EOY Process and
Early Graduates**

**Attendance and
Ten Day Rule**

**When Should I Run
the PMR?**

more...

EOY

Begins

**Tuesday, June 30, 2015
5:00 p.m.**

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

2015 End of Year Process

The countdown is on! We are less than 4 days away from performing one of the most critical annual processes in our student information system – End of Year (EOY) Processing. Yes, this is the time we see technology at its best. During EOY, over 1.5 million public student records are processed. This process includes archiving data and setting up applications for the new school year.

EOY is scheduled to begin Tuesday, June 30, 2015 at 5:00 p.m. All Home Base systems will be taken offline in preparation for the new school year. The systems will return to service no later than July 6, 2015. Users will be notified via NC SIS email once the systems are available.

Home Base users will have a new way of signing into the system once EOY completes. That's right! You will have a single sign-on for all Home Base applications. More information detailing the single sign-on is in the ***IAM Going Live July 6 – Are You Ready?*** article below.

As in years past, we stress the importance of clean and accurate data. Validating your data helps tremendously with a smooth transition into the new school year. It not only improves the end of year (EOY) processing time, but it also prevents future errors that may require support assistance to resolve. So please, take the time to check and correct your data. A list of important steps to take for EOY preparation is in this newsletter's article, ***Important Steps to Take Now!***

Online documents and recorded webinars that have been held to assist with EOY processing may be reviewed by visiting the NC SIS website's EOY page (<http://www.nc-sis.org/eoy.html>) and Recordings page (<http://www.nc-sis.org/recordings.html>). We strongly advise all users that will be assisting with EOY to read the ***End of Year User Guide*** that has been updated with new instructions on how to prepare and execute EOY. You may access this guide directly at the following link: http://www.nc-sis.org/Documents/end_of_year/PS_EOY_Guide_2015_vs1_FINAL_5182015.pdf.

Important Steps to Take Now!

The earlier you begin preparing your data for EOY, the better! Can you validate your data too often? **NEVER!** 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;
(*Navigation Path: Start Page > System > End of Year Process > Perform EOY Validation*)
2. Clearing all issues, such as next school is blank, next grade is blank, etc;
3. Notifying the Home Base Support Center of the LEA 24/7 EOY Contact and who will perform EOY for your LEA (Push the Button), LEA or NCDPI. See 2015 EOY Contact Update Form (<http://www.nc-sis.org/eoy.html>);
4. Reviewing the webinar, *EOY Demo, Tips and Q & A for New Coordinators and Charter Schools* if you are new to PowerSchool; and
5. Reviewing the May 19, 2015 EOY Webinar, the End of Year User Guide, and all the PowerSource articles located on the EOY page at <http://www.nc-sis.org/eoy.html>!

EOY Process and Early Graduates

Moving students to the appropriate grade level during the End of Year (EOY)

Process requires pointing students to the correct grade level and school prior to EOY. On the student's Scheduling Setup Screen, complete the fields:

- Next Year Grade = 99;
- Year of Graduation = the school year in which the student is graduation;
- Next School Indicator = Graduated Students

After running the PMR 9, update the Enroll Status. Early graduates must be returned to an active status for accurate GDV and PMR reporting, inclusion in rank and the transition of student records to Graduated School at EOY.

This can be accomplished using the Student Field Value and updating the enroll_status to zero.

(*Navigation Path: Start Page > Special Functions > Group Functions > Student Field Value*)

Do **NOT** update enroll_status until AFTER PMR 9 is complete.

Electronic Transcripts

Final marks for all courses should have been stored in PowerSchool prior to Monday, June 22. If final marks were not stored in PowerSchool prior to this date, final transcripts may be released to designated colleges and universities as incomplete.

NCDPI and CFNC jointly decided to pause the processing of all electronic transcripts until Monday, June 22. This allowed an additional buffer for final grades to be posted. Due to another issue that has surfaced with the syncing of the ODS, the electronic transcript has been turned off again. Once the systems are back in sync, it will be returned to service. As a precaution, it is recommended that you do NOT request additional transcripts. Additional requests may result in the sending of duplicate transcripts to colleges. Colleges will reach out to students directly if they need a final (complete) transcript.

Attendance and Ten Day Rule

Don't forget the rules of attendance!

A student, with the exception of hospital/homebound or staggered kindergarten, must be either...

1. Present in the school for the school day;
2. At a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity (field trips, athletic contest, student conventions,

musical festivals, or any similarly approved activity;

3. Present at least one-half of the school's instructional day in order to be recorded present for that day.

General Statute 115C-378 states in part that no person shall encourage, entice, or counsel any such student to be unlawfully absent from school.

If a student is 'exempted from an exam' by local school district policies and is not present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity, the student is absent.

If graduation occurs prior to the end of the school's 185-Day Instructional Calendar (G.S.115C-84.2), the days AFTER graduation are still considered part of the student's instructional school year. If a student is not present half the instructional time, with exceptions as noted above, a student must be recorded as absent. This does not apply to mid-year graduates. The use of the W4 Withdraw Code at the end of a school year is made clear on pages 49 and 50 of the School Attendance and Student Accounting Manual. The manual can be found at <http://www.ncpublicschools.org/fbs/accounting/manuals/>.

Ten Day Rule – How does it work?

Remember, this rule only applies to students that are in violation of the Ten Day Rule on the last day of the school year.

Every year we stress the importance of adhering to the Ten Day Rule. Well, just what is the Ten Day Rule? The State Board of Education's Ten Day Rule states that when a student accumulates ten consecutive days of unlawful absences, he/she is to be withdrawn from funded membership as of the first day following his/her last day in attendance

(<http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>). Therefore, if a student is in violation of the Ten Day Rule on the last day of the school year before submissions of the Month 9 PMR, the student must be withdrawn from membership on the first day after his/her last day in attendance. This results in the following benefits for the schools:

1. Retentions, Promotions, and Graduations Report (RPG) calculates correctly;
2. Membership Last Day is more accurate; and

When Should I Run the PMR?

Good question! The PMR (Principal's Monthly Report) should be run prior to your submission end date. If it is not run prior to this date, you will have to log a ticket with the Support Center to have the report reset.

The reset process is not instantaneous, so expect a delay if this is your case.

If you are experiencing issues that are delaying your ability to submit your 9th month PMR, please contact the Support Center as soon as the issue is discovered to receive assistance. Questions pertaining to PMR may be addressed to Ozella Wiggins, Ozella.wiggins@dpi.nc.gov or by calling (919) 807-3721.

IAM Going Live July 6 - Are You Ready?

One accessible login for all Home Base applications is here!

The new single sign-on (Identity and Access Management (IAM)) service will go live July 6, immediately after EOY processing completes. All Home Base users will have to authenticate through the IAM system when accessing their applications.

Please assure that all PowerSchool admin accounts are configured with the users' assigned UID in the StatePrID field. To review/modify this field, navigate to: *Start Page > Staff > Select a Staff Member > Information*. Scroll down to the field, State PrID and make any necessary changes. It is NOT necessary to modify the Admin login found at *Start Page > Staff > Select a Staff Member > Security Settings – Admin Access and Roles*.

Information on how to claim an account is located on the NCEdCloud IAM site - <https://ncedcloud.mcnc.org/>. A demonstrative video is also available for viewing at <https://ncedcloud.mcnc.org/sites/default/files/Claim-My-Account-Video.mp4>. Other important links that may be helpful are listed below:

IAM FAQs - <https://ncedcloud.mcnc.org/faq-page>

Teachers - <https://ncedcloud.mcnc.org/teachers>

Charter School Data Upload Process - <https://ncedcloud.mcnc.org/charter-schools>

Read – to – Achieve

The process to record read-to-achieve status for third grade students who are not proficient in reading is very similar to the process for the last school year.

Documentation for this process can be found in the NC Read to Achieve LiveBinder, **EOY Instructions as Related to Read-to-Achieve Students** (<http://www.livebinders.com/play/play/850102?tabid=b1ae0b03-7695-ae94-f23a-db04aecef44a>).

As part of this post-EOY process, the student's promotion status in the PowerSchool EOY enrollment record is updated to reflect the Retention-Reading label.

This action must be complete by End-of-Business **September 1, 2015**. DPI will copy this information on September 2, 2015 to a separate area of the PowerSchool

database, to preserve the data for historical purposes.

Recent Updates

Pearson and the NCDPI staff have been working in overdrive in preparation for End of Year processing which is less than four days away. Below is a list of fixes that have taken place this week. Please inform others that may be affected by these updates.

Archive Attendance (Student Pages, Enrollment History/Transfer Info)

The process for archiving attendance during student school transfers, student district transfers and End of Year processing has been updated to resolve potential missing or incorrect data for the archived values.

Discipline Report (State Reporting)

The Discipline Report has been updated to correct multiple issues that occur for some districts when the report is run causing it to error out and not complete.

Alternative Learning Program - ALP (State Reporting)

The ALP report has been updated to correct data issues for students with duplicate ALP records being displayed incorrectly in the report results. Please ensure the ALP exit date is entered as the actual last day of the school year.

If you have questions concerning these fixes,

please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

Upcoming NC SIS Training Sessions

a) Athletic Eligibility in PowerSchool

This webinar will demonstrate the new Athletic Eligibility functionality in PowerSchool. It will be recorded and posted to the www.nc-sis.org website. After registering, you will receive a confirmation email containing information about joining the webinar.

Date, Time and Registration Link

- Thursday, August 13, 2015 – 1:00 p.m. – 3:00 p.m.
<https://attendee.gotowebinar.com/register/4181973051087292674>

b) Elementary Scheduling Webinar

This online session will show elementary schools how to create their 2014-15 master schedule on the 'Live' side and schedule students into classes.

Date, Time and Registration Link

- Wednesday, July 8, 2015 from 9:00 a.m. – 11:00 a.m.
<https://attendee.gotowebinar.com/register/2117356295937812994>

c) Google Maps

This webinar will provide an overview of the google maps functionality within PowerSchool. Target audience is LEA and charter school coordinators.

Date, Time and Registration Link

- Tuesday, July 21, 2015 - 1:00 p.m. - 3:00 p.m.
<https://attendee.gotowebinar.com/register/5930576971135026689>

d) New Charter Training

This is a 4 day workshop 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:

- Logging in & navigating PowerSchool
- Enrolling students
- Withdrawing students
- Adding Teachers/Staff
- Creating the master schedule
- Scheduling students and teachers to classes
- Completing school setup items

Dates, Times and Registration Links:

- July 13-16:
<https://www.timetosignup.com/powerschooltraining/form/6300>
- July 27-30:
<https://www.timetosignup.com/powerschooltraining/form/6301>
- August 3-6:
<https://www.timetosignup.com/powerschooltraining/form/6302>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 a.m. to 4:00 p.m. Lunch will be on your own.

e) New Coordinator Training

This workshop is geared to new PowerSchool coordinators who have not attended the 5 day IPT certification training or the 8 day District certification training. This 2 day session will give new coordinators training on some of the topics provided in those Pearson

trainings. This is NOT an extension of those training sessions.

Dates, Times and Registration Links

- July 6-7:
<https://www.timetosignup.com/powerschooltraining/form/6305>
- July 23-24:
<https://www.timetosignup.com/powerschooltraining/form/6306>
- August 13-14:
<https://www.timetosignup.com/powerschooltraining/form/6307>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 a.m. to 4:00 p.m. Lunch will be on your own.

f) New User Training

This is a 4 day workshop designed to train new users on the day-to-day processes of using PowerSchool. This session will include, but is not limited to:

- Logging in to PowerSchool
- Navigating the system
- Enrolling students
- Withdrawing students
- Attendance
- Adding Teachers/Staff
- Adding or changing course sections
- Scheduling students and teachers to classes
- PMR Overview
- SAR Overview
- RP (Retentions/Promotions) Overview

Dates and Registration Link

- August 17-20: <https://www.timetosignup.com/powerschooltraining/form/6303>
- September 14-17: <https://www.timetosignup.com/powerschooltraining/form/6304>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 a.m. to 4:00 p.m. Lunch will be on your own.

g) Post EOY/Start of School

This webinar will detail the post EOY verification process and start of term checklist for the 2015-16 School Year.

Date, Time and Registration Link

- Thursday, July 9, 2015 from 9:00 a.m. - 11:00 a.m.
<https://attendee.gotowebinar.com/register/7492907127594040578>

h) PowerSchool Scheduling Q & A Webinar

This webinar will not contain any presentation. It will be an open forum for attendees to ask their scheduling questions to a panel of DPI staff members.

Dates, Times and Registration Links

- Friday, August 7, 2015 – 1:00 p.m.
<https://attendee.gotowebinar.com/register/2618284997459576322>
- Wednesday, August 12, 2015 – 1:00 p.m.
<https://attendee.gotowebinar.com/register/239504784905751554>

Please visit the NC SIS website (www.nc-sis.org) regularly for PowerSchool training updates and documentation.

Thank you for your support throughout the year and thank you for taking the time to read this edition of the EOY newsletter. We hope it contained helpful information concerning the EOY process. Your feedback is always welcome. Your comments may be emailed to Yolanda.wilson@dpi.nc.gov or ncsis@dpi.nc.gov.

Enjoy your summer!