

November 13, 2020



Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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The next round of Home Base Meet-Ups for the 2020-2021 school year is scheduled for Monday, **November 16 through Friday, November 20**. Don't miss this great opportunity to collaborate and network with your peers. Product specific training will be provided. Attendees may earn up to .1 CEU for attending.

Due to COVID-19 and this unprecedented time, we have shifted the Home Base Meet-Ups to a virtual format. For complete details, please link to the [November 2020 Home Base Meet-Up Invite](#). **Click on the individual link of the meetings you plan to attend on the date and time of the meeting.**



PowerSchool 19.11.2.3 Upgrade

NCDPI's statewide PowerSchool upgrade to version 19.11.2.3 is planned for the December 18-21 maintenance weekend. The upgrade will include two new enhancements, as well as resolve several issues users may currently be experiencing. Beta testing for this release will begin on November 23.

Details of what this upgrade entails will be available soon in the [release notes](#) for PowerSchool SIS 19.11.1.0 through 19.11.2.3. The new enhancements include:

- PowerSchool Admin – Demographics - Using the new Default Country for Student Demographics setting, you can choose a specific country and display only the states for that country.
- PowerSchool Admin – PowerTeacher Pro Settings -- Districts now have the option to hide the PTG links in the PowerSchool SIS Teacher portal. This setting can be found under the Start Page > District Setup > PowerTeacher Pro Settings > Default Gradebook Type page.

PowerSchool will be taken offline Friday, December 18 at 5 p.m. and will resume operations no later than Monday, December 21 at 6 a.m. More information pertaining to this upgrade will be provided as we move closer to the implementation date.

Next Home Base Maintenance - Nov. 20

The next Home Base maintenance is scheduled for **November 20-23, 2020**. PowerSchool is the only application that will undergo maintenance. All other Home Base applications will remain available.

The PowerSchool application will be brought down for one night only, **Friday, November 20 at 7 p.m. and returned to service by 7 a.m., Saturday morning, Nov. 21**. Systems will be made accessible to all users.

Note: Each year, a list of scheduled maintenance windows are published by NCDPI. This is published in advance to help teachers and administrators better prepare for temporary outages and loss of access. Please review the [2020-2021 maintenance schedule](#) and put these dates on your calendar. In most cases, the entire window is not necessary and we can return systems to service earlier than listed. If emergency maintenance is required in addition to these scheduled dates, all users will be notified in advance.

If you have any questions pertaining to this maintenance, please contact the Home Base Team at home_base@dpi.nc.gov.





Student Transfer Between PSUs

Please be reminded that student record requests shall be made within 30 days of the student's enrollment. Upon receipt of the request, the school from which the student transferred shall not withhold the student records for any reason. Failure to release the student records will result in displaying the student as enrolled in both schools which can skew state reporting and affect funding.

The 2020-2021 NC Purple Star Award Application Process is Now Open!

Applications for the 2020-2021 NC Purple Star Award are now being accepted through February 1, 2021. The Purple Star designation is awarded to schools that demonstrate military-friendly practices and a commitment to military students and families. For more information, visit the site at <https://www.dpi.nc.gov/students-families/student-support/nc-supports-military-children/purple-star-award>. To apply, click on the link below:



- [Purple Star Award Application](#)
-



DID YOU KNOW?

Follow us on Facebook and begin receiving "Did You Know" tips featuring each Home Base product. These messages will include upcoming changes, tips and even hidden treasures within each product to make your job easier. If you are not following us on Facebook or Twitter click on the links below and begin today! Make sure you share this information with other staff within your school..

Facebook: [@nchomebase](#)

Twitter: [@nchomebase](#)

State Reporting Reminder

The SAR Personnel Summary Report is due **November 15, 2020**. The personnel summary report does not have fatal or warning exceptions associated to the report.

Please remember to approve at the School Level and District Level in PowerSchool. For questions, contact studentaccounting@dpi.nc.gov.





Alternative Learning PROGRAMS & SCHOOLS

Alternative Learning Program and School (ALPS) Coordinators,

I hope you are all doing well and adjusting to the challenges we are all facing as we learn to deal with new methods of delivering instruction and engaging students. Thank you for your enduring efforts to help all students grow and achieve!

YOU ARE INVITED TO A WEBINAR

To assist in your efforts, we've recorded a webinar on **ALPS Data Entry, Collection & Reporting**. Having accurate up to date data is essential in maximizing the ALPS support system and meeting legislated requirement. The webinar covers the following topics:

- Enrolling a student in an ALPS roster
- Mass enrolling students in an ALPS
- Running ALPS data reports

To access the recorded webinar, click the link below.

WEBINAR LINK

Alternative Learning Programs & Schools (ALPS) DATA ENTRY, COLLECTION & REPORTING

<https://youtu.be/d-PKvU6mYmk>

QUESTIONS?

If you have questions after viewing the webinar, please enter your questions via the link below:

https://docs.google.com/forms/d/e/1FAIpQLScVh8vyKOvGCXiGbEV8UGCZJmTh9woABGy5htwN6t7_bNxkgw/viewform

REGISTER FOR LIVE Q & A SESSION

On November 17, 2020 from 10:00 a.m. to 11:00 a.m., we will conduct a virtual Question & Answer session to address the submitted questions and to answer any other questions you may have.

Register for the Q&A Session below:

Click Link to REGISTER

[DATA ENTRY, COLLECTION & REPORTING Q&A SESSION](#)

November 17, 2020 10:00 a.m. – 11:00 p.m.

UPDATE YOUR CONTACT INFORMATION

Having up to date contact lists helps to make sure you receive all the ALPS information and notifications.

To update the **ALPS District Data Coordinator Contact List**, click the link to the update form provided below:

- <https://forms.gle/tQaaYjkq3st3p4Th9>

Once you access the online update form, to update your contact information, simply select your school district from the drill-down list and complete the form providing a name, email address, and phone number for primary and secondary contacts. A secondary contact is appreciated, but not required.

To update the **ALPS Directory**, click the following link and make any necessary changes to the spreadsheet:

- <https://drive.google.com/file/d/1X7pknB8yKon7UnAHJChXANrRcDXZly-e/view?usp=sharing>

Thank you for all that you do!



Reminder: PowerSchool IPT Certification in February 2021

The Home Base Team will be offering a virtual IPT certification training from **February 1-5, 2021**. This training will span five full days. Participants will have 90 days to take and pass the certification test after training. Each PSU is allowed a certain

number of technical contacts based on their ADM. If you are unsure of your current technical contacts, please contact PowerSchool Support at 1-855-339-4790.

NCDPI has created an [IPT FAQ](#) document to help answer questions you may have. Please review this document for frequently asked questions about the training and certification.

Those who can attend the DPI offered IPT Training include:

- Anyone replacing a previous technical contact from their allotted number.
- A local charter school employee who is not employed by a data management company.

Those who cannot attend this training are:

- Charter school data management company employees
- PSUs wanting additional technical contacts above their desired allocation
- Anyone who has attended training previously and failed the certification test.

Note: Anyone who is not eligible for this training will need to arrange training and/or certification directly through the vendor, PowerSchool, and cover the cost incurred. To do so, please reach out to the PowerSchool training team, training@powerschool.com.

Those who are eligible for this training session, please fill out the [registration form](#).

Reminder: Fall Legislative Class Size Report

PowerSchool has confirmed that the September payroll file has been loaded into production and districts may now start running and approving the Fall Legislative Class Size report.



In addition to submitting the reports in PowerSchool, the local superintendent shall also complete a sworn affidavit (form attached) attesting that the superintendent has complied with the maximum class size requirements and the reporting requirements. Affidavits should be sent to classsize@dpi.nc.gov.

Requests for individual class size exception waivers require the completion of a form supplied by the Division of School Business. Waivers should be sent to StudentAccounting@dpi.nc.gov.

The legislated maximum for Kindergarten to 3rd grade for the 2020-21 school year are as follows:

- LEA wide class size maximum average: 18
- Individual class size maximum: 21
- These maximums apply to all K-3 classes regardless of instructional delivery method.
- When a class contains a combination of grades of more than one grade, the maximum class size is determined by the grade span classification of the students constituting the majority in the class. If the number of students in each grade of the combination class is equal, the maximum class size is determined by the lowest grade classification of the students.
- There are no legislated maximums for class size in grades 4-12.

The deadline for submitting the LCS report, affidavits, and waivers is **Monday, November 30**.

[Class size AFFIDAVIT 2020 Update.pdf](#)



Reminder: NC Contact Page

The Home Base Team would like to remind PSUs that the NC Contacts screen in PowerSchool will be retired in favor of the new Core Contacts screen.

In the 2019-2020 school year, a PowerSchool upgrade deployed the **new Core Contacts** page into NC PowerSchool instances and migrated data from core Demographics (mother and father) into the new Contacts page. Data from the custom NC Contacts page was not automatically migrated into the new Core Contacts page and must be moved manually. Information on Core Contacts was provided during the September 2019 Home Base Meet-Ups, and many PSUs have finished manually moving data from NC Contacts to the new Core Contacts page.

Navigation Paths

NC Student Contact Screen

Start Page > Student Selection > **NC Information:** NC Student Contacts

New Core Contact Screen

Start Page > Student Selection > **Information:** Contacts

For PSUs who have not completed data migration from NC Contacts to Core Contacts, the resources below from PowerSchool Support may assist in this process. A PowerSchool Community account is required to access the linked resources.

- Getting started with Contacts Guide: (Includes Importing/Exporting and field mapping information)
<https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Getting-Started-with-Student-Contacts/ta-p/79724>

On January 1, 2021, the NC Contacts page will be disabled, and the data will no longer be visible to PSUs. All NCDPI integrations that rely upon the NC Contacts page will instead rely on core Contacts. Please also be reminded that third-party integrations installed by PSUs should be reviewed to ensure they are not pulling data from the NC Contacts page any longer — for example, many SchoolMessenger customers are currently

[pulling data from this custom page](#). PSUs will need to reach out to their vendors to initiate any changes to their data integration configurations.

PSUs requiring additional assistance with this data migration process should log a ticket with PowerSchool Support by calling the NC-specific support number **1-855-339-4790** or by visiting <https://help.powerschool.com>.



Reporting Reminder: Annual Military Student Identifier Collection

The military student identifier is a required annual collection of data on military-connected students. The data collection should be updated by providing a form (paper or electronic) to the parent once at the beginning of each school year. LEAs are required to enter and update the data from these forms into PowerSchool. NC DPI recommends completing these updates by **December 15, 2020**. A [QRD](#) is available for PowerSchool functionality on the military student identifier. An updated [sample form](#) is also available.

When reviewing this information please keep the following in mind.

IMPORTANT: The field options **must** be in place as described even if the form has been edited for local use. There must be room for six relationships included on the local form. The form must also describe these specific values:

- **Relationship:** Mother, Father, Stepfather, Stepmother, Guardian, Sibling, Other
- **Branches:** Air Force, Army, Coast Guard, Marine Corps, Navy
- **Status Options:** Active Duty, Activated Guard/Reserve, National Guard, Reserves, Retired Military, Disabled Veteran, Veteran, Federal Civil Service, Deceased, Deceased – KIA, Foreign Military
- **Pay Grade (Optional):** Enlisted (“E 1” through “E 9” separately), Warrant Officer (“W 1” through “W 5” separately), Officer (“O 1” through “O 10” separately). E 1, E 2, E 3, E 4, E 5, E 6, E 7, E 8, E 9, W 1, W 2, W 3, W 4, W 5, O 1, O 2, O 3, O 4, O 5, O 6, O 7, O 8, O 9, and O 10 are the required value list names. Previously, some systems interpreted this too literally, so we’re providing the value list. Any dashes should be removed and replaced with the space.
- **Military Installation (Optional):** The facility where the service member fulfills their duty role in the military. [text field in PS] (e.g., Fort Bragg, NG Raleigh Armory, Knightdale Reserve Center etc.)
- **Unit or Squadron (NOT REQUIRED):** This field will be repurposed as a “Note” labelled text field in a future version of PowerSchool and will still be optional.



Home Base Webinars

2020-2021 School Year



Pre-Recorded State Reporting Webinars

<https://youtu.be/wyH4sSdmn6g>

- [Principal Monthly Report \(PMR\)](#)
- [Grade Race Sex \(GRS\)](#)
- [Retention Promotion \(RP\)](#)
- [School Activity Report \(SAR\)](#)
- [PowerTeacher Attendance Tips for 2020-20201 and Beyond](#)
- [PowerSchool AIG Functionality Video Reference Guide](#)

Upcoming Canvas Professional Learning Courses: Starting Nov. 2020 - Change in Webinar Format

The Home Base Team is excited to announce a change in our upcoming webinar formats. Starting November 2nd, a new monthly self-paced training course will be available for Canvas. This course will be designed to be completed in one hour and will be linked to NCEES for automatic CEU award upon completion of the course. This course will take the place of our currently offered monthly webinars to provide a more flexible and accessible format for all. If you have registered for a November or December webinar, you should have received an email when the first monthly course was made available on November 2.



To register for our Canvas webinars, please visit: bit.ly/nccanvaswebinars



Upcoming #GoOpenNC Professional Learning Courses: Starting Nov. 2020 - Change in Webinar Format

The #GoOpenNC team is excited to announce a change in our upcoming webinar formats. Starting November 2nd, a new monthly self-paced training course will be available for #GoOpenNC. This course will be designed to be completed in one hour and will be linked to NCEES for automatic CEU award upon completion of the course. This course will take the place of our currently offered monthly webinars to provide a more flexible and accessible format for all. If you have registered for a November or December webinar, you should have received an email when the first monthly course was made available on November 2.

[Register today!](#)

NCEES Nov./Dec Webinars



Click here for a full [list of NCEES webinars](#). Don't forget to check out our [NCEES YouTube Playlist!](#)

Please click on the following titles to register:

- [Human Resource Leadership](#) - Tuesday, Nov. 17, 4-5 p.m.
 - Participants will gain a deeper understanding of the North Carolina School Executive Standard 4: Human Resource Leadership
- [MOY for Principals](#) - Tuesday, Dec. 1, 4-5 p.m.
 - Participants will gain a better understanding of the middle of the year process for administrators.
- [MOY Teachers/Support Staff](#) - Tuesday, Dec. 8, 4-5 p.m.
 - Participants will gain a better understanding of the middle of the year process for teachers/support staff.
- [Admin Reporting in NCEES](#) - Tuesday, Dec. 15, 4-5 p.m.
 - Administrators learn how to create a local library of NCEES Ad-Hoc reports to support your PSU evaluation and professional development reporting needs. (This is for NCEES District Admins: It is informational for Superintendents and Principals.)



Upcoming Webinars for the Month of November

Digital Citizenship Skills for the Empowered Technology User

- Click here for more information and registration links: <http://bit.ly/NCLearningDigitalSafety2020>
- You may qualify for .1 CEU (equals 1 hour of credit) for participating in the LIVE session of each webinar. You will need to follow your public school unit's approval process to earn credit.



November Home Base Meet Up

The November Home Base Meet Up invitation will be coming your way soon. This year, Home Base Meet Ups will include training that may be credited at the discretion of your PSU as .1 CEU!

Please share these learning opportunities with your educators.

Finally, **free virtual, instructor-led training and pre-recorded webinars are available and can be customized to your district or charter school needs.** Contact Tiffany Kinney, tkinney@learning.com, if interested!

NCWiseOwl EBSCO Webinars 2020-2021

PSUs, please share this message with your teachers.

Want to love and utilize [NCWiseOwl](http://www.ncwiseowl.org) even more? Attend the upcoming webinars available from our database vendors!



Britannica School: REGISTRATION and RECORDINGS

- Britannica School for Remote Learning
- Britannica School for Parents
- Britannica Basics for Elementary Educators
- Britannica Basics for Secondary Educators
- Sharing Britannica Content on Google Platforms
- Preparing Digital Content Sets for Instruction
- Britannica Tools to Support Reluctant Readers
- Britannica School - STEAM in Focus
- Britannica School - Arts & Humanities in Focus
- Britannica Tools to Support English Language Learners

EBSCO: REGISTRATION and RECORDINGS

- EBSCO Reference Center Exploration
- EBSCO Online Classroom Tools and Integration Tips
- EBSCO Accessibility and Usability Features within EBSCO Resources
- EBSCO Working with EBSCO eBooks

Please visit the NCWiseOwl [Toolkit](#) professional learning section for detailed descriptions and registration links. www.ncwiseowl.org



Volunteer Match

Today is National Kindness Day. A few weeks ago we put our creative minds to work and learned how to make [Kindness Rocks](#) to keep or to share with family and friends. This Friday Round Up focuses on the gift of sharing in another way, the gift of volunteering and giving time to help others in numerous ways. There are so many selfless ways we can give of ourselves to help those in need. Some top causes are: [Community Outreach](#), [Children & Youth](#), [Seniors](#), [Health & Medicine](#), [Education & Literacy](#), [Advocacy & Human Rights](#), [People with Disabilities](#), [Arts & Culture](#), [Animals](#), [Environment](#), [Hunger](#), [Veterans & Military Families](#), [Women](#) and [Homeless & Housing](#).

If you enter your zip code or city, the site will connect you with one of the many volunteer causes that are listed above. The resources listed can be performed individually or as a group. There are also various organizations listed that are looking for volunteers in the area. The site has also taken into consideration the importance of continuing to practice the 3-W's, and they have included [virtual volunteer opportunities](#).

This is a great resource for exploring community service activities, to pay it forward, and to experience the joy of giving back to the community.



NCDPI Technology Support Center

NCDPI's Technology Support Center continues to meet your support needs for:

- Schoolnet
- NCEES/Unified Talent
- IAM/SSO (NCEdCloud)
- Staff & Student UID (eScholar)



Support availability:

Web (**NEW URL**): https://ncgov.servicenowservices.com/sp_dpi - 24/7

Phone: **919-716-1840**, Monday - Friday, 7 a.m. to 4 p.m. (excluding state holidays)

Technical support for **SIS** needs is handled directly by PowerSchool support using chat, phone, or by opening a case ticket.

Remember to visit the [NC SIS website](#) for additional information including webinars and training documentation. Follow us on twitter [@NCHomeBase](#).

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