



April 6, 2018

# Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



## NC SIS Weekly Email Bulletin

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## End of Year

### 2017-18 End of Year Process and EDDIE Feeds

The 2017-18 EOY Process for the Home Base Suite of Applications will begin **Friday, June 29, 2018**. Home Base will be taken offline Friday at 5:00 p.m. EOY processing and archiving of data will begin **Saturday morning, June 30, 2018**. Once all EOY tasks are completed and systems tested, Home Base will be returned to service. More information on the return to service date will be provided at a later date.

In preparation for EOY, NCDPI realizes many LEAs will need to update school information or create new schools to permit next year scheduling and student transitions prior to EOY. For this reason, the nightly feeds from EDDIE (Educational Directory and Demographical Information Exchange) into PowerSchool will be discontinued on **Friday, April 27, 2018 at 5 p.m.** The EDDIE feed will remain off until the completion of PowerSchool's EOY process. Once completed, a notice will be sent prior to reactivating the feed.

**Important note: After the EDDIE feed is turned off, changes to EDDIE fields must be completed in both systems. Timing of changes may differ based on the type of change needed. See below:**

1. Personnel changes will need to be made in PowerSchool and EDDIE to keep information in sync.
2. Future year changes to schools (e.g., new grade levels) can be made in PowerSchool to allow for scheduling and student transitions. These changes cannot be made in EDDIE until after completion of the EOY process for both systems since EDDIE is used as the authoritative source for school information. The EDDIE system does not have the capacity to flag changes as "future" and thus, must be kept in sync with each current school's status. A communication will be sent following EOY alerting users when these changes should be made in EDDIE. Changes will need to be completed before the EDDIE feed is turned back on, or they will be overwritten by the feed.

What can you do at this time in preparation for EOY? Schools may begin performing their school enrollment audits (Start > System Reports > System > School Enrollment Audit) and section enrollment audits (Start > Reports > Run Reports > Section Enrollment Audit) for accuracy. Links to section and school enrollment documentation on PowerSource are below. If you are unable to access PowerSource, please click on the pdf document.

Section Enrollment Audit (PowerSource)

<https://support.powerschool.com/article/77440>

[How to Validate Section Enrollments with the Section Enrollment Audit Report.pdf](#)

School Enrollment Audit (PowerSource)

<https://support.powerschool.com/article/59086>

[How to Validate School Enrollments with the School Enrollment Audit Report.pdf](#)

This may also be a good time to begin reviewing the EOY quick reference documents available on the NC SIS website's [EOY page](#). Please visit this page frequently for updates.

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## Principal's Monthly Report Submission Reminder

As we near the end of the collection period for the current Principal's Monthly Report collection, please make sure you have submitted your PMR within the collection timeframe determined by your PMR interval calendar. If you have missed your submission end date, you need to request to have the report unapproved by submitting a remedy ticket



to the support center. In addition you should be checking your reports for the following:

- Make sure all fatal errors have been cleared and if you are unable to clear the fatal exceptions, log a remedy ticket with the support center immediately.
- Review all remaining exceptions to confirm you are submitting the data you intend to report for the LEA.
- Use the ADM column on your PMR as a guide to determine if you have reported all students correctly. Please note that the ADM column on your PMR report is an unofficial count until the data has been verified by NCDPI.

Please do not request an unapproval of your PMR report if it does not require any corrections.

If you have any additional questions regarding submitting your Principals Monthly report, contact Ozella Wiggins via email at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).



## School Start-Time and End-Time (SET) Reporting

In compliance with legislation mandate G.S. 115C-12(18), a new screen and state collection will be added into PowerSchool, during the April 2018 maintenance weekend, to record and report each school's start time and end time. Please review the quick reference document (QRD) [School Start-Times and End-Times](#) available on the

NC SIS site to accommodate users with the new reporting requirements.

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## 2018 CeCTO Program

The application process for the 2018 CeCTO (**Certified Educational Chief Technology Officer**) program provided by the UNC School of Government will begin **April 9, 2018**, and end **June 1, 2018**. This program is sponsored and subsidized by the Department of Public Instruction. Those interested in applying may view complete details in the [CeCTO 2018 Program Letter](#).





## DIT Monthly Window Patching

The NC Department of Information Technology (DIT) will be performing monthly Windows patching, including the UID System servers, this Sunday, April 8, 2018, between 4:00 a.m. and 12:00 p.m. The Staff and Student UID systems will be unavailable during this time. Therefore, please do not enroll, transfer and/or update student demographic information in PowerSchool during this period.



## 2017-18 April Home Base Meet-Up Invite

**#HBmeetups - Collaborate with your peers via this hashtag!**

The final round of Home Base Meet-Ups is scheduled for Tuesday, April 10 through Friday, April 13. These collaborative sessions are great opportunities for networking and sharing ideas.

Topics for PowerSchool coordinators will include:

- Course Code Update
- Class Size Collection
- State Reporting
- EOY Update
- EDDIE Update
- PT Pro Next Steps
- Elementary Scheduling for 2019
- A Look Into PowerSchool v11

Please link to the [2017-18 April HBMU Invite](#) for registration details and locations.

	Northeast & North Central	Southeast & Sandhills	Piedmont-Triad & Northwest	Southwest & Western
<b>April</b> <i>this week is Tuesday - Friday!</i>	<b>4/10/2018-Tues</b> <b>NEW LOCATION!</b> Pines Elementary School 3177 US-64, Plymouth, NC 27962 Washington County	<b>4/11/2018-Wed</b> Wayne County Spring Creek Middle School 3579 NC-111 Seven Springs, NC 28578	<b>4/12/2018-Thu</b> Burke County Olive Hill Resource Center 509 West Concord St. Morganton NC 28655	<b>4/13/2018-Fri</b> CMS Professional Development Center 1901 Herbert Spaugh Lane Charlotte, NC 28208



## PowerSchool Index Change Reminder

NCDPI and PowerSchool are aware of the performance issues districts are experiencing when attempting to store grades. To improve performance, PowerSchool has an index change that has been tested and will be applied to all instances this evening, April 4. Because this change will require disabling the index, PowerSchool states the At-Risk report is in jeopardy of not running properly while the index is disabled. We will reverse this change once all schools have had a chance to store term grades, and notify you when it is safe to run the At-Risk report again.

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

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