Digital Teaching and Learning

DISTRICT SUPPORT

HOME BASE

NC SIS Weekly Email Bulletin

In this issue:
1. Next Home Base Maintenance Weekend - April 19-21, 2019
2. Reminder: Spring Legislative Class Size Collection Due April 15
3. Reminder: EOY Process and EDDIE Feed
4. OCR/CRDC - Federal CRDC End Date - April 22, 2019
5. NCEES Webinars

Next Home Base Maintenance Weekend

The next Home Base Maintenance Weekend is planned for April 19-21, 2019. PowerSchool, at this time is the only application scheduled for maintenance.

Home Base will be brought down Friday, April 19 at 5 p.m. and returned to service no later than Monday, April 22. Once maintenance is complete, a message will be sent to notify users that the applications are up and available for use. If there is a delay in bringing up the systems, users will be notified.

Questions or comments pertaining to this maintenance activity may be addressed to home_base@dpi.nc.gov. Stay apprised of all Home Base planned maintenance periods by visiting our 2018-19 Home Base Maintenance Schedule.

Spring Legislative Class Size Collection Due April 15

This is a reminder that the Spring Legislative Class Size Collection window is open and the last day to submit the report is Monday, April 15. Waivers and affidavits are also due by Monday at 5 p.m. Local superintendents should have received the documents and information on how to submit waivers and affidavits. Superintendents are to submit waivers based on the actual classroom numbers, which may not necessarily match up to what the reports show.

NCDPI is aware that there are several LEAs with open ServiceNow tickets; however, we must move forward with the collection, as the data is due to the legislature next week. We will continue to work any open tickets and make improvements to the reports for the fall collection. Below is a list of known issues that have been reported. While LEAs can fix some of these on their own, it may be necessary to log a ServiceNow ticket for additional support.

- Blank FTE/Funding Type/Enhancement Reports
- This is due to a leading zero (LEA 090) or alpha character (92A) in the LEA number. PowerSchool is working on a solution that will hopefully come by Monday. Alpha shouldn't matter since Charters are exempt.
- Inflated Teachers in K-3 Average
- This is due to PS counting teachers who have a previous exit date in section setup. Example, Teacher A left on 9/27/2018 and Teacher B stepped in on 9/28/2018. Both, Teacher A and B are in the total teacher count. This is inflating teacher count while deflating student average. PowerSchool is working on this issue. For teachers who have truly left and are not currently teaching at that school, please check first to make sure the teacher is "inactive".
- Inflated Students AND Staff in K-3 Average Report
- Due to grade levels >3 having period_obsolete <=4
- Example= ELA Grade 5 section showing period_obsolete = 0
- This will cause all ELA grade 5 teachers and students to count as K students/staff.
- Can be fixed through DDA or submit ServiceNow ticket.

Thank you for your dedication and attention to this matter.

2018-19 End of Year Process and EDDIE Feed

The 2018-19 EOY Process for the Home Base Suite of Applications will begin **Friday, June 28, 2019**. Home Base will be taken offline Friday at 5:00 p.m. EOY processing and archiving of data will begin **Saturday morning, June 29, 2019**. 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 Demographic Information Exchange) into PowerSchool will be discontinued on **Friday, April 26, 2019 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.

OCR/CRDC - Federal CRDC End Date - April 22, 2019

Dear OCR Coordinators,

Please inform other staff as appropriate.

IMPORTANT: New LEA office level PowerSchool CRDC reports have been generated for all participating LEA and charter schools. LEAs, charters and schools that were not open in the school year 2017-2018 are not required to participate in this collection. Data for the collection is from the school year 2017-2018.

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The Federally required CRDC Submission end-date is April 22, 2019. Don't wait! The entire nation is uploading or manually recording data, correcting errors and running reports. The system is beginning to show signs of latency and will likely continue to do so.

Please be aware that errors may still exist in some LEAs. The submission may not be certified until all errors are corrected. To see LEA and School Errors and Warnings, click the "Reports" link at the top right of the Federal Submission Portal home page. Navigate to the Error Resolution Report for Advanced Users report and click "Download Error Resolution Report."

Financial and staff data should be reviewed by the LEA or charter finance staff. A memo has been sent by NC DPI FBS to finance departments explaining CRDC FTE business rules.

To-date, 225 of 294 LEAs and Charters have NOT Certified their data in the Federal system. View the most recent NC State Certification Report. Column F indicates Certification.

Resources from the OCR:

2017-18 CRDC Survey Tool User Guide: https://crdc.grads360.org/#communities/pdc/documents/17793
2017-18 CRDC School Form: https://crdc.grads360.org/#communities/pdc/documents/16876
2017-18 CRDC LEA Form: https://crdc.grads360.org/#communities/pdc/documents/16875

Please contact Terra Dominguez with any questions regarding the OCR/ CRDC process.

NCEES Webinars

The following webinar is rescheduled for Tuesday, April 16, 2019 due to a scheduling conflict with Home Base Meet-up regional sessions on April 9th. Those already registered will receive a communication once the new registration link is posted. A communication will be sent to the field as well.

- **NCEES End of Year Process for Principals**
- **Description:** Topics to be outlined include reviewing the Teacher Evaluation Summary & PDP EOY Review Process and responsibilities, managing completion reports for staff, and reviewing the end of Year for the Principal Evaluation Plan. Participants will be encouraged to share best practices and lessons learned over the 2018-19 school year and changes they are planning for the upcoming 2019-20 school year.

Target Audience: Administrators, Principals, Superintendents (Evaluators of Principals)
Date: RESCHEDULED to April 16, 2019
Time: 4-5 p.m.

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

NC SIS
NC Department of Public Instruction
Education Building, 7th Floor North
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3290 Fax
Email: ncsis@dpi.nc.gov