



August 10, 2018

Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

In this issue:

1. Home Base Maintenance Weekend - Aug. 10-12, 2018
2. Add New Attendance Codes
3. Office of Civil Rights Coordinator Contacts in EDDIE - Deadline Extended
4. NC Countdown to College Week - Oct. 2018
5. Back to School Tips for the 2018-19 School Year
6. Tip from the Support Center
7. PowerSchool Training Opportunities (****New Training**)

Home Base Maintenance Weekend - August 10-12, 2018

The next Home Base maintenance weekend is planned for August 10-12, 2018. PowerSchool, Schoolnet and NCEdCloud are all scheduled for maintenance at this time.



Schoolnet and Hosting Infrastructure will apply a security encryption update to NCDPI production databases. This update will strengthen the encryption algorithms used and the security of NC data. Schoolnet maintenance will begin on Friday at 8 p.m. Normal operation is expected to resume at 8 a.m., Saturday, August 11.

The **NCEdCloud IAM Service** will be unavailable between 5:00 p.m. and 6:00 p.m. on Friday, August 10, 2018. This maintenance is focused on updates to back end processes and should not affect user experience once completed.

Home Base will be taken offline Friday, August 10 at 5 p.m. and returned to service no later than Monday, August 13 at 6 a.m. Once maintenance is completed, a message will be sent to notify users that the application is up and available for use. If there is a delay in bring up the system, users will be notified.

Stay apprised of all Home Base planned maintenance periods by visiting our [2018-19 Home Base Maintenance Schedule](#).

PowerSchool

Add New Attendance Codes

LEAs and charter schools may begin adding new attendance codes into PowerSchool. The new codes are as follows:

| Code | Description | Presence Status | Code Categories | ADA Calculation | Membership |
|------|---------------------------|-----------------|-----------------|-----------------|------------|
| 1P | Early Checkout | Present | Excused | Yes | Yes |
| 1Q | School Sponsored Activity | Present | Excused | Yes | Yes |
| 2C | No Health Assessment | Absent | Unexcused | Yes | Yes |
| 3A | In-School Suspension | Present | Excused | Yes | Yes |

Office of Civil Rights Coordinator Contacts in EDDIE - Deadline Extended to August 17, 2018

Please inform other staff as appropriate.

Note: LEAs, charters and schools that were not open in the school year 2017-18 are not required to participate in this collection. Data for the collection is from the previous year (School Year 2017-2018).



The Office of Civil Rights Data Collection (CRDC) will begin sometime within the 2018-2019 school year. To date, the Federal government has not published an official start date. The NC DPI will notify the State once an announcement has been made.

LEAs and charters must verify or update the EDDIE system with two staff who have been identified as the 'Office of Civil Rights Coordinator'. These staff are the technical contacts for the CRDC and will be responsible for running the PowerSchool CRDC Preview Report, verifying data, correcting and adding data to the Federal CRDC

tool, and certifying in the Federal CRDC tool when the collection is complete. Delete records for OCR contacts no longer with your LEA/charter.

LEAs and charters are also strongly advised to verify or update the Student Information Coordinator contact as well. **Updates must be completed by the end of business, Friday, August 17, 2018.** Brief instructions for updating EDDIE Contacts are located: http://www.nc-sis.org/Documents/OCR/OCR_CRDC_1516_EDDIE_Contacts.pdf.

Please contact Terra Dominguez at terra.dominguez@dpi.nc.gov with any questions you may have.



NC Countdown to College Week - October 2018

It's never too early to begin preparing for College Application Week (October 15-19). Click on the [Technology Guidelines](#) that help in planning and preparing for this event.

Back to School Tips for the 2018-19 School Year

Common PowerSchool Start of Year Issues

As you prepare to return back to school, remember to review the quick reference document, [Common PowerSchool Start of Year Issues](#). In it you will find reference materials and tips that are useful in answering common start up questions.

Enrolling New Students and Using the Student UID Search

In order to avoid creating duplicate students, please remember to search the Student UID system when enrolling a new student into PowerSchool. This, along with entering the student information into PowerSchool **exactly** as it is in the Student UID system, is one of the key components in executing a successful student enrollment. Changes or updates to students demographic information should be done **after** enrolling the student in your LEA. Explicit instructions on how to perform a student search using the Student UID System can be found in the [Student UID: Student Search Guide](#). If you are not registered to use the Student UID System, a step by step registration process is available at <http://www.ncpublicschools.org/cedars/uniqueid/student/registration/>.



Also, a "[Student Transfer Cheat Sheet](#)"

that gives quick steps to different scenarios of the transfer process is available on the NC SIS site. Please take advantage of this and other resources. If you have questions or need further assistance, contact the Home Base Support Center at (919) 807-4357 or submit a ticket through the [Remedy Portal](#).



Tip from the Support Center

Enrolling Students into Courses

Some users may experience issues with the course enrollment date and/or problems with students showing as pre-registered when enrolling students into courses. These issues may be the result of how Years and Terms are setup in PowerSchool.

Years and Terms should be setup according to in-session days of your PowerSchool calendar. A term can **end** on a non-in-session day (e.g., weekend, holiday, teacher work day, etc.), but a term should not **start** on a non-in-session PowerSchool calendar day.

A scenario to help explain how this should work is provided below.

PowerSchool Years and Terms Scenario Factors:

- Semester 1 ends on Friday, 1/18/2019 (in-session day).
- Semester 2 starts on Saturday, 1/19/2019, a non-in-session school day.
- Monday, 1/21/2019, is a holiday.
- Tuesday, 1/22/2019, is a teacher work day.

In this example, you would extend Semester 1 end date to cover the non-in-session days and set Semester 2 start date on the next in-session day of the calendar. Semester 1 will now end on 1/22/2019 in Years and Terms, and Semester 2 will start on 1/23/2019.

We hope this tip is helpful.

PowerSchool Training Opportunities

The NCDPI Home Base Training staff wants you to have a great start into the 2018-19 school year! Make sure you are prepared by registering for the upcoming training sessions.

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 this training, please send an email to Tiffany Kinney at tiffany.kinney@dpi.nc.gov. You will be notified if a seat becomes available.

****PowerSchool Beginning of Year/First Ten Days**



This webinar will focus on the first ten days of school including verifying student enrollments, daily headcount adjustment, and school setup items.

Date: August 23, 2018

Time: 9:00 a.m. - 11:00 a.m.

Registration URL:

<https://attendee.gotowebinar.com/register/6511379720627804163>

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

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