



July 13, 2018

# Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



## NC SIS Weekly Email Bulletin

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## July 2018 Home Base Maintenance Weekend

The next Home Base maintenance weekend is set for Friday, July 20 through Sunday, July 22. PowerSchool is the only Home Base application scheduled for maintenance at this time.

PowerSchool maintenance is currently set to include a fix for the “Schema Updates Failure Error” in the System Log that is caused by referencing files that have not been released into production. All references to these files will be removed.

Home Base will be taken offline Friday, July 20 at 5 p.m. and returned to service no later than Monday, July 23 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. To stay apprised of all maintenance periods, visit our [Home Base Maintenance Schedule](#).

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## EDDIE Feed to PowerSchool Returning to Service Today at 5 p.m.

The Educational Directory and Demographical Information Exchange (EDDIE) Feed will be returned to service today, July 13 at approximately 5 p.m. All changes made in PowerSchool prior to EOY and after the EDDIE feed was disabled must be updated in EDDIE. If not, these changes will be overwritten by what is in EDDIE since it is the authoritative source.



## 2018 NCDPI/PSUG PowerSchool Summer Conference

We are less than three weeks away from the start of the 2018 NC PowerSchool Summer Conference scheduled to take place July 30 through August 1, 2018, in Charlotte, NC!

NCDPI Home Base Staff have partnered with the PowerSchool User Group to offer an abundance of coordinator-focused training, including hands-on workshops as requested by many of you. This conference will include ½ day coordinator-only sessions that will be replacing PowerSchool updates that are normally held during the Summer Home Base Meet-ups. Please refer to these [list of sessions](#) for a preview of what will be offered.

The registration fee of \$399 includes:

- 2 1/2 days of great PSUG instructor sessions
- Breakfast & lunch each day (Mon & Tue). Breakfast only on Wednesday (half day)
- Admission to the Vendor Expo (approx. 15 PowerSchool related vendor exhibitors)
- Admission to the Vendor Reception for you & your adult guest
- Special PowerSchool Coordinator Retreat
- Abundant networking opportunities with PS users throughout the state of North Carolina

For more registration details, please visit <http://easyregpro.com/e/2018-psug-nc/home>.

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## 2018-19 Home Base Meet-Ups for July - August



The first round of Home Base Meet-Ups (HBMUs) is scheduled for Monday, July 30 through Thursday, August 2. These collaborative sessions are great opportunities for networking and sharing ideas.

**Important:** This round of HBMUs will not include sessions pertaining to the PowerSchool application due to the PowerSchool Summer Conference that will be taking place during this time in Charlotte, NC.

**Targeted Audience:** LEA/Charter Leads/Admins for TNL/NCEES, Schoolnet and Canvas. Please link to the [2018-19 July/August HBMU Invite](#) for registration details and locations.

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## New Course Codes for 2018-19 School Year

Specifically, four (4) college course codes were created to address the May 21, 2018 memo titled, "[Further Guidance Around Course for Credit \(CCRE-001\) and Credits for College Courses](#)." These course codes are to be used when combining courses that are on the [Comprehensive Articulation Agreement \(CAA\)](#) that are less than three (3) semester hours and are in the same content area (i.e., contain the same subject prefix - for example, MUS, BIO, etc.). These courses are weighted in accordance with [State Board of Education Policy GRAD-009](#). The specific course codes are below:



Course Code	Course Title
WC335X0	Combined CAA CCP CTE STEM Pathway
5D415X0	Combined CAA CCP Arts Ed Course
3C795X0	Combined CAA CCP Science Course
5D425X0	Combined CAA CCP Music Course



## Preparing for the CRDC Post EOY

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.

Data for the collection is from the previous year (School Year 2017-2018). Below are items that will help your LEA/Charter and schools prepare for the CRDC after EOY:

**Office of Civil Rights Coordinator Contacts in EDDIE - Due Tuesday, July 31, 2018**

LEAs and Charters must verify or update the EDDIE system with two staff who have been identified as the 'Office of Civil Rights Coordinator'. Please delete records for OCR contacts that are no longer with your LEA/Charter. 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.

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, Tuesday, July 31, 2018. Contact information will be delivered by the NC DPI to the OCR on Wednesday, August 1, 2018. See brief instructions for updating EDDIE Contacts [here](#).

## Verify School Characteristics in EDDIE

The EDDIE system is the authoritative source for public school directory information and has elements that are integrated into each PowerSchool instance. EDDIE information is critical to the success of the OCR collection. It is important to verify all data relevant to the CRDC is updated prior to the state level upload to the Federal CRDC Submission tool.

Verify and/or update the following three fields:

- **School Type**  
Please note that if the School Type is Regular, Exceptional Children, or Career Technical Education, and the school also has an Alternative Education program, updates will be required within the CRDC Submission Tool after the state level upload.
- **Program Type**  
If the school in question has a Magnet Program, that data should be recorded here.
- **Designation Type**

## Review Program School Enrollment

Program schools contain student records for children who receive services from the LEA or Charter, but do not attend public school in a physical capacity. These records are part of the CRDC collection. LEAs with Program Schools should enlist the aid of data managers responsible for maintaining those schools. It is important to verify that students who have exited a program within a Program School have also been withdrawn from PowerSchool.

LEAs and Charters could contain the following program schools:

- **CECAS (Exceptional Children)**
- **Migrant**
- **Homeless**
- **English Learners (EL)**

## Download or Print the CRDC Federal Documentation

Visit the Grads360 site for your own copies of the 2017-18 CRDC LEA and School Forms (<https://crdc.grads360.org/#program>). Remember to download both. To access, click the Preparation Resources Link located on the main page.

NC DPI Resources (pending updates): <http://www.ncpublicschools.org/data/management/ocr/>

Please contact Terra Dominguez at [terra.dominguez@dpi.nc.gov](mailto:terra.dominguez@dpi.nc.gov) with any questions you may have.

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## Graduation Data Verification Update and Reminder



The final window for the 2017–18 Graduation Data Verification Report will begin Monday, July 16 and is set to end Friday, July 27.

**IMPORTANT:** The displayed dates on the State Compliance Reports page will be updated. However, the update may not take place before July 27. The report is still due by July 27 and DPI/PowerSchool will run a nightly script to unlock the report so that users can still submit outside of the displayed submission window. In order to capture students who completed graduation requirements between July 1 and July 15 coordinator/data managers will need to set the diploma issue/granted date to a date prior to July 1.

This report is purposed for facilitating corrections to data and adding students that graduated after June 29, 2018 and on or before July 15, 2018. LEAs/schools may make adjustments and corrections up until COB (5:00 p.m.), July 27. **This correction window is the only opportunity to make adjustments.**

All mid-year and summer graduates were transferred to the “Graduated Students School” (School 999999) during the PowerSchool EOY process. All data changes/corrections should be made in the “Graduated Students School” in PowerSchool. For assistance with making changes/corrections, the [Early Graduates](#) and [Summer Graduations](#) Quick Reference documents are available by accessing the [NC SIS website’s Student Information page](#).

LEAs **must** re-run the Final GDV report after any changes so the user can verify the correction and NCDPI can receive the changes. If there are no edits/corrections or additions needed, schools will not have to re-run their reports. LEAs should make sure the report has run the first day.

**PLEASE NOTE:** This data is used in the calculation of the Cohort Graduation Rate (CGR) for Accountability Services, and students who graduate by July 15 will count in the school’s graduation rate. If you do not re-run the report after making changes, NCDPI will not receive the changes and as a result could negatively impact the school’s rate.

Those with questions related to edits/corrections, please call the Home Base Support Center at (919) 807-4357 or submit a ticket through the [Remedy Portal](#).



### Post-EOY Webinar

NCDPI has scheduled a Post-EOY webinar for Tuesday, July 17 at 8 a.m. During this webinar, the Home Base Team will provide updates and answer any questions you might have related to EOY results and preparation for the 2018-2019 school year. Please make plans to join us.

**Date:** July 17, 2018

**Time:** 8:00 a.m., EDT

**Registration Link:**

<https://attendee.gotowebinar.com/register/667904227889539331>

After registering, you will receive a confirmation email containing information about joining the webinar.

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## Upcoming Summer PowerSchool Workshop Opportunities

The NCDPI Home Base Training staff has prepared summer workshop opportunities for our PowerSchool customers. These sessions will be held onsite, so please hurry and register early.

### PowerSchool New User Training

This three day workshop is suited for new PowerSchool users (new to PowerSchool) working with day-to-day school business at the data manager/school administrator level. This workshop is available to new elementary, middle, and high school users. This is NOT a teacher training. Participants are expected to attend all three days.



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 7 - 9, 2018 - **Capacity is full**

**Registration Link:** <http://bit.ly/PSNewUserRegister2018>

**Note:** If you wish to be added to the waiting list for these trainings, please send an email to Tiffany Kinney at [tiffany.kinney@dpi.nc.gov](mailto:tiffany.kinney@dpi.nc.gov). You will be notified if a seat becomes available.

### 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 these trainings, please send an email to Tiffany Kinney at [tiffany.kinney@dpi.nc.gov](mailto:tiffany.kinney@dpi.nc.gov). You will be notified if a seat becomes available.

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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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