



June 1, 2018

Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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Opt-in to Home Base

The deadline for opting into Home Base (June 15) is fast approaching, and the 2018-19 school year is on the horizon. Make sure your teachers are equipped to begin the new year at an advantage by opting into Home Base.



Home Base gives teachers access to cutting edge technology that improves the whole classroom experience, e.g., access to thousands of aligned assessment items and instructional resources through Schoolnet. Teachers and administrators are even given a platform to house the tracking of professional development certifications, courses and evaluations all in one centralized location through TNL.

Don't know if your district/school has opted into Home Base? Check the [Home Base Opt-in Status](#) list frequently for updates. For complete details about the Home Base opt-in process, visit the Home Base website's [Opt-in to Home Base](#) page.



PowerSchool (SIS) Critical Update - Emergency Maintenance

Critical updates for PowerSchool SIS to address a security vulnerability are scheduled for release this Friday, June 1.

All customers have been strongly advised by the vendor (PowerSchool) to plan a maintenance window this weekend to deploy the relevant update upon release. NCDPI has talked with PowerSchool and we agree that this is an urgent issue, therefore we will be moving forward with the update this weekend.

PowerSchool Hosting will begin applying the updates Friday afternoon. All North Carolina instances will be taken offline at approximately 5 p.m. Once maintenance is completed, NCDPI will perform internal testing prior to returning the system back to service. Users will be notified once all maintenance and testing is complete.

During this maintenance, North Carolina instances will be updated to PS v11.05.03. More information will be shared as it becomes available.

DIT Patching

The NC Department of Information Technology (DIT) will be performing monthly Windows patching, including the UID System servers, this Sunday, June 3, 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.



e-Transcript Processing Suspended Until June 13

Per request by NCDPI, CFNC has temporarily stopped processing e-Transcripts in order to allow schools time to store final marks and ensure that diploma issued dates are populated correctly.

Processing will resume on Wednesday, June 13, 2018. It is critical that before this date, all final marks are stored and all graduates have their diploma issued date populated on the student academics screen within PowerSchool.

As a reminder, e-Transcripts can be requested in advance by students. CFNC **automatically** processes these requests when two conditions are met:

1. Ten days has passed since the end of the student's term.
2. The student has a diploma issued date populated within PowerSchool

Incomplete transcripts are the result of final marks not being stored before the ten days has elapsed AND students having their diploma issued date populated within PowerSchool. In order to avoid this, schools must store grades within the ten day period to allow for proper processing. Students' whose diploma issued date is not populated are also unable to receive transcripts. Requests where no diploma issued date is found are automatically re-queued to run three days later. Three attempts are automatically made (over nine days) before the request fails and notifies the student.

Again, e-Transcript processing has been suspended (effective 6/01/18) until 6/13/18 to allow schools time to store final marks and ensure that diploma issued dates are populated correctly.



EOY Reminders

Calendar Setup for 2018-2019 - NEW FOR 2018

ECATS will be extracting calendar information from all schools prior to EOY. All fields on the Calendar Setup page for all schools must be populated with accurate information from your 2018-2019 school calendar.

IMPORTANT: It is necessary for all schools to complete their calendar setup prior to **June 29, 2018**. However, do **NOT** set up your school calendar until after you have committed or copied over your master schedule.

Begin Validating Your Data

Schools may begin performing their school enrollment (Start > System Reports > System > School Enrollment Audit) and section enrollment (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 documents.

- 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](#)

End of Year Guide and Webinar Updates

Please begin reviewing the EOY information available on the NC SIS website's [EOY page](#). Recently updated documents include the [EOY Guide](#), [EOY Webinar](#), and [EOY Q & A logs](#). Visit this page frequently for updates.

2017-2018 Special Year End Processing - Required State Compliance Reporting - Month 9, Principal Monthly Report (PMR)



All LEAs and charter schools are required to successfully submit the month 9 PMR report by COB on Monday, June 25, 2018.

The final Principal Monthly Report for the school year 2017-18, month 9 PMR, executes a special processing routine that re-evaluates all enrollment, membership, and attendance data posted to date. This increases the accuracy of the final PMR and has the potential to trigger PMR fatal error messages that were not previously triggered.

The month 9 PMR must be run several times to achieve a successful submission. LEAs and charters are encouraged to provide adequate time to work with the Home Base Support Center to correct any issues.

The successful submission of the month 9 PMR report is only achieved when **all** fatal exceptions and student violations are resolved prior to the month end collection date.

The timely submission of the month 9 PMR report will avoid delaying the PowerSchool End-of-Year process. A delay in the PowerSchool End-of-Year process can have state-wide implications on the availability of the 2018-19 PowerSchool.

If you need assistance with making corrections, open a help desk ticket using the Web Portal at <https://nc-myit.us.onbmc.com/> (login with your NCID), enter PMR EOY Request in the subject area, or call 919-807-4357. This will ensure your issue is recorded and responded to in a timely manner.

The following resource links are provided to assist with resolving PMR error messages:

- PMR exception code explanations and possible resolutions are available in the School Attendance and Student Accounting (SASA) Manual, Appendix B, Exceptions for PMR Data Review, <http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>
- Calendar setup, invalid school enrollment dates on the student's Transfer Info Screen or invalid class enrollment dates on the All Enrollment Screen Calendar: http://www.nc-sis.org/Documents/recent_emails/Calendar_Change_Process_External.pdf

Question concerning the month 9 PMR special processing should be addressed to LaShon Creech, School Business Division, LaShon.Creech@dpi.nc.gov or 919-807-3727.



ECATS Update - May 2018

Stay apprised of all ECATS happenings! Click on the link below for the latest.

[ECATS Newsletter](#)

End of Year Webinars

In preparation for EOY, NCDPI will host two webinars: End of Year Webinar and End of Year Q & A Webinar. Descriptions, dates and times for each webinar are listed below. Please use the registration links provided to register.



End of Year (EOY) Q & A Webinar

Description: The End of Year (EOY) Q & A webinar will address outstanding questions pertaining to EOY.

Dates: Monday, June 4, 2018 and Wednesday, June 13, 2018

Time: 10:00 AM - 11:30 AM

Registration Link for June 4:

<https://attendee.gotowebinar.com/register/3121764590110387202>

Registration Link for June 13:

<https://attendee.gotowebinar.com/register/4088336465995311362>



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: July 10 - 12, 2018 and August 7 - 9, 2018

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

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

Registration Link: <http://bit.ly/PSNewCoordRegister2018>

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

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