



June 7, 2019

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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Opt-in to Home Base for the 2019-20 School Year!

We are one weeks away (**June 15**) from the deadline for opting into Home Base. If your LEA has not opted into Home Base, please contact your district finance officer or charter principal and let them know that time is winding down! Access to Schoolnet and NCEES will end July 1 for all LEAs that do not opt into Home Base.

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.



End of Year Contact Information and Preparation

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.



PowerSchool (EOY Contact Updates)

Based on recently run EOY Audit Reports, several districts have not updated and/or are missing necessary information on the PowerSchool EOY Contacts page. We have provided an [EOY Issues List](#) that identifies those LEAs missing information or are showing inaccurate information. The spreadsheet also identifies the type of issues. So please be reminded of the following and take the time to review your contact information to ensure the required fields are accurately completed.

1. An **alternate phone number** is required on the EOY Contacts screen for both, the **Primary** and **Secondary** contacts (alternate number should not be the same as the primary phone number).
2. If there is a phone extension it should be entered at the end of the **Title** field (e.g., Title: PowerSchool Coordinator x4567).
3. The EOY Contacts screen must have a **Primary Contact** and a **Secondary Contact** (Primary and Secondary cannot be the same person).
4. The **“Last School Ending Date (mm/dd/yyyy)”** field on the EOY Contacts screen must be filled out and the page submitted even if your contacts have not changed from the previous year.
5. The **“Login (User Admin Name)”** fields on the EOY Contacts screen should match the **“Admin Username”** on the user’s Admin Access and Roles tab of the Security Settings screen.

In addition to all the above, please adhere to the following:

1. Begin Running Your 9th Month PMR. Click on the following link: [PMR EOY Announcement](#) for complete details.

2. Setup Years & Terms for the 2019-2020 school year in all schools, including the Program Schools (DPI FTE, Graduated Students, Homeless, Migrant, CECAS, More At Four).

3. Start running your EOY validations and cleaning up errors (e.g., "No Next School," "No Next Grade").

4. Schools may also 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 in PowerSchool. 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](#)

5. Review the EOY quick reference documents available on the NC SIS website's [EOY page](#).

Please visit this page frequently for updates. You may also view the [EOY Webinar](#) recording that took place on May 15 as a refresher.

NC Educator Effectiveness System (NCEES) End of Year 2018-19

The PS Unified Talent/NCEES' Evaluation and Professional Development Plans (PDP) for the 2018-2019 school year will close on Friday, June 28 at 5 PM EST. At that time the vendor will archive all complete and non-completed plans. Please have all necessary evaluations and PDPs completed and locked. Once the plans and the data within are archived, no further updates can be made.



Note: The system will remain open for Professional Development courses.

The Evaluation and PDP Plans for the 2019-2020 school year are scheduled to be ready for Monday, July 8. Please wait for another communication before assigning plans and advising educators to begin plans.



Schoolnet

Schoolnet will start the end of year process at 5 p.m. on Friday, June 29. The system will remain unavailable until PowerSchool completes its processes and the rollover to 2019-2020 is complete. Once the EOY process is complete, please remind your staff to choose prior year enrollment to access previous assessments and data within Schoolnet.

Canvas

Please see the [EOY checklist](#) of information shared by our North Carolina Canvas Customer Success Managers to ensure a smooth end of the year process. If you have questions, please reach out to your local CSM.



June 2019 Maintenance Weekend

A maintenance weekend has been scheduled for **June 14-16**. This maintenance will include updates in PowerSchool to Common Follow-Up (CFU) and the ALP report.

The system will go down at 5 p.m. on Friday, June 14 and will return to service as soon as maintenance is complete. More information concerning this maintenance period will be released at a later date.



New Feature Available in the NCDPI - ServiceNow Portal



Need to make changes/updates to your list of Authorized Users who are able to submit tickets to NCDPI using the ServiceNow web portal? LEA/charter school authorized users can now add, edit, and request changes to those users via the self-service web portal.

To access, log into the Web portal, https://ncgov.service-now.com/sp_dpi, and navigate to: "Request Something Else / ServiceNow Access."

eMFTS Access for PowerSchool Coordinators

To ensure that you receive files delivered by NCDPI, PowerSchool Coordinators are strongly encouraged to subscribe to this service.

NCDPI has expanded its eMFTS system (the process used to view and exchange information between NCDPI and LEAs/charters) to include Home Base. The information is viewed and exchanged via WinSCP, an application that allows file transfers between PCs. Please use the [eMFTS Access Instructions QRD](#) to subscribe to eMFTS and download the WinSCP application so that the exchange of information between NCDPI and your district or charter may begin. Access is only being granted to our PowerSchool coordinators at this time. If you have questions, or need assistance, notify the NCDPI Support Center by submitting a [ServiceNow](#) ticket."





ECATS Newsletter - May 2019 Edition

Read the latest edition of the [ECATS Newsletter](#) and stay apprised of all ECATS happenings!

Upcoming Training Events

EOY Q&A Webinar

The End of Year (EOY) Q & A webinar will address outstanding questions about EOY. To view the recording of the EOY Process webinar, please visit: <http://www.nc-sis.org/recordings.html> and click on "End of Year Webinar."

Date/Time: Friday, June 14, 2019 10:00 AM - 11:00 AM

Where: Virtual

Registration Link: <https://attendee.gotowebinar.com/register/1629686638425798668>



PowerSchool New User 3-Day Training

This three day workshop is designed to be an introduction to PowerSchool SIS for administrative users. The workshop covers basic navigation of the PowerSchool start page, functions of the main menu, how to search for students/staff/contacts, managing attendance, managing staff security, and more. Attendees must be an employee of the school and not a management company. This workshop will be limited to 30 attendees so that maximum interaction is possible.

Dates: August 12, 13, 14, 2019

Where: NCDPI Bldg, Room 150 N, 301 N. Wilmington Street, Raleigh, NC

Registration Link: <http://bit.ly/PSNewUserRegister2019>

Please visit the [NC SIS Calendar](#) and [Home Base Calendar](#) frequently for upcoming trainings and webinars.

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

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