



June 8, 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 is one week away (**June 15**). Many thanks to all districts and schools who have opted in for the 2018-19 school year! Those who have not, you still have time!

Home Base gives teachers an advantage with 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.

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## Summer Conference

The PowerSchool Summer Conference has been scheduled for July 30 through August 1 in Charlotte, NC. The registration link is expected to become live over the weekend and NCDPI will share that on Monday. Lots of great coordinator-focused sessions are scheduled including a ½ day training session exclusive to coordinators. Topics and sessions will be shared with the registration link on Monday. A sneak preview of some of the classes that will be offered may be viewed [here](#).

Suggested audience: PowerSchool coordinators and Technology Directors.

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## 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.



### Update Your EOY Contact Information

If you have not updated your LEA or charter school information in the EOY Contacts page, please do so now. Amendments to the EOY Contacts page in PowerSchool have been made to further improve the collection of this information. The following fields and the associated text were either added/removed or enhanced.

1. Removed: Who is running?
2. Added: Calendar widget for date selection
3. Enhancement: Requiring special format for Phone Number field.
4. Enhancement: Enabling the acceptance of an apostrophe in the page which in the past prevented the page from loading.

The [EOY Contacts Page QRD](#) has been updated to include these and other important updates for logging in. Please reference this document as you update your EOY contacts.

## 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](#), [EOY Presentation](#) and [EOY Q & A logs](#). Visit this page frequently for updates.



## New Reporting Requirements for DLMI

The Federal Office of Civil Rights is requiring digital learning data to now be federally reported. As a result, **please be advised that a NEW question has been added to the DLMI**. To collect data federally required by the Office of Civil Rights, question 216a has recently been added. If you and/or your principals, DLMI Administrators, etc. have already completed the DLMI for this year, **please go back and answer this question**. We appreciate your efforts to ensure the data for your district is accurate. Please forward this to all parties in your district involved in completing the DLMI.

### **New Question:**

216a. Does every classroom in your school have wifi access?

Other federal data requested has already been collected and reported on the NC School Report Cards previously and does not require any additional action.

Other federal data requested:

- Fiber connection at school
- Devices sent home with students
- BYOD
- Number of devices for student use

Thanks for all you do. If you have any questions, please contact your regional consultant or Nathan Craver, [Nathan.craver@dpi.nc.gov](mailto:Nathan.craver@dpi.nc.gov).

NC DPI, Digital Teaching & Learning Division, 6307 Mail Service Center, Raleigh, NC 27699-6307

## Preparing for the CRDC Prior to EOY



The Office of Civil Rights Data Collection (CRDC) will begin in the 2018-2019 school year. Data for the collection is from the previous year (School Year 2017-2018).

To date, the Federal government has not published an official start date. The NC DPI will notify the LEAs and Charters once an announcement has been made.

Below are items that will help your LEA/Charter and schools prepare for the CRDC prior to EOY:

### Office of Civil Rights Coordinator Contacts - 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'. Delete records for OCR contacts 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 can be made before or after the EOY process, but 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. Brief [instructions](#) for updating EDDIE Contacts have been attached.

### Section 504 Designations

Students with a Section 504 designation must be recorded in PowerSchool for the purposes of the CRDC. For instructions on recording Section 504 designations, click [here](#).

### Student Discipline/Offenses/Harassment or Bullying/Restraint and Seclusion

Prior to the end of the 17-18 school year, ensure that every incident of Harassment has a victim, and that all school related arrests and/or Report to Law Enforcement actions have been added to the Incidents Module in PowerSchool.

### Suggested Reports to Run for the CRDC prior to EOY

A special 'Thank You' to Charlotte Mecklenburg Schools for sharing the reports they run prior to EOY to prepare for the CRDC!

Below is a list of reports that can be run in PowerSchool prior to EOY. Print or save these reports electronically. Contact the Home Base Support Center for functional assistance.

#### **Enrollment Summary By Date (as of date: 10/01/2017)**

- o If 10/1 falls on a weekend, select the following Monday
- o Choose the 'Enrollment Summary by Date' report

#### **Principal's Monthly Report - PMR 1**

- o Run after PMR month 9 is updated
- o Choose 'PMR Views' as the category and 'PMR Enrollments' as the data view

#### **Fall AIG Headcount**

- o Choose 'Total AIG Students by Gender and Race in School'

### **SAR Data Collection**

- o Choose 'SAR Views' as the category and 'SAR Summary' as the data view

### **Athletic Team Rosters**

- o For larger LEAs, it may be beneficial to generate the report by season (Spring/ Fall/ Winter). Type 'All' for all other fields on the report

### **Discipline Report**

- o If updates have been made to Incident data, the report must be re-run to collect up to date information
- o For larger LEAs, this report may require a lot of processing time, it is recommended that the report be run during off-peak hours
- o Choose the 'Incident Detail Report'

If your LEA has tips on preparing for the CRDC, please feel free to share. Send any comments, questions or concerns to the State OCR Coordinator at [terra.dominguez@dpi.nc.gov](mailto:terra.dominguez@dpi.nc.gov)

Federal Resources: <https://crdc.grads360.org/#program>

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



## **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.

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## 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](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](mailto:LaShon.Creech@dpi.nc.gov) or 919-807-3727.

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## Features Inadvertently Loaded into NC PowerSchool Instances

Several features and links were inadvertently released into NC PowerSchool instances approximately two weeks ago. These items include:

- [Teacher Licensure](#)
- [Certification Requirements](#)
- [Assign New Student Numbers](#)

A screenshot for each area can be viewed by clicking on the links above. NCDPI has open cases with PowerSchool requesting the removal of these sections. Please refrain from utilizing these features at this time.

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## sqlReports4 Upgrade

Next week, NCDPI will be upgrading the sqlReports4 to sqlReports5. During this upgrade, the sqlReports4 plugin will be deleted and the new sqlReports5 plugin will be installed. All sqlReports4 within each NC PowerSchool instance will automatically transfer over to sqlReports5. The only difference users will see is a change in the name of the tab from sqlReports4 to sqlReports5.



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## Updated Documents on the Web

[The PowerTeacher Pro Implementation Checklist](#) user guide has been updated on page 25 to include grade suppression.

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## 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.

**Date:** Wednesday, June 13, 2018

**Time:** 10:00 AM - 11:30 AM

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>



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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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