Digital Teaching and Learning

DISTRICT SUPPORT

HOME BASE

NC SIS Weekly Email Bulletin

In this issue:

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

We are closing in on the final day **(June 15)** to opt 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.


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 Alternative Learning Program (ALP) report.

The ALP update will include a bug fix that increases the character limit for certain fields that have prevented districts from generating ALP reports. Very few districts were impacted by this. **Districts who have been able to successfully run and approve their reports have nothing to worry about and do not need to unapproved or run again**.

The system will go down at 5 p.m. on Friday, June 14 and will return to service as soon as maintenance is complete. The expected return to service time is noon Saturday, June 15. Once completed, the maintenance curtain will be lifted.

Course Code Update
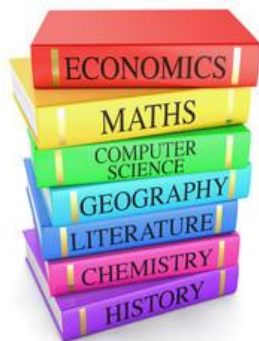
An updated Master List has been posted with additional CTE course offerings for the 2019 – 2020 school year. Codes highlighted in green reflect new codes for the 2019 – 20 SY as originally published in January 2019. Red codes are those additional course offerings that have been added since January. Please note that courses with title or credit value changes will not be reflected within PowerSchool for the 2019 – 20 SY until after EOY. For additional support, please contact Mary Elmer (mary.elmer@dpi.nc.gov) or submit a ServiceNow ticket to the Support Center.

Public Preschool Children Update

As you know, LEAs will be required to include public preschool children in PowerSchool beginning with the 2019-2020 school year. Please know that we are collaborating at the state level and will soon announce the date of a webinar to share the details related to enrollment for public preschool children.

Preschool Reporting Requirements include the following:
1-ESSA requirement: Number and percentage of students enrolled in preschool programs
2-IDEA requirement: Number of suspensions and expulsions for preschool children

Please visit this link for a list of resources shared at the NCDPI CCES Conference: http://bit.ly/ccespk2019. Take particular notice of the PK PowerSchool Guiding Questions document, which includes information to assist in planning for preschool enrollment.

REMINDER: NCDPI and CFNC Electronic High School Transcript System Protocols and Processing Start Date

In order to allow schools time to store final marks, CFNC will not begin processing final e-transcript requests until June 24, 2019. The "Diploma Issued Date" field must be populated by this date. Incomplete final e-transcripts result when final marks are not stored before the tenth day of the school's end date AND students have their "Diploma Issued Date" populated within PowerSchool. In order to avoid this, schools must store grades within the ten-day period of the schools end date to ensure proper processing.

This schedule means it is critical that before June 24, 2019, all final marks are stored and all graduates have their "Diploma Issued Date" field populated on the student academics screen within PowerSchool.

PowerSchool vs19.4 Upgrade: DELAYED

NCDPI is involved in facilitating and testing numerous priority projects at this time. Testing that has already started in the current version of PowerSchool must be completed before upgrading our test environments to begin testing version 19.4. As a result, we do not anticipate a production upgrade during the EOY process. We will announce a date within the next couple of weeks but please know, we are only expecting a two-three week delay.

Teacher In-Field Out-of-Field Deadline Extended - July 19, 2019

The due date for the Teacher In-Field Out-of-Field reports have been extended from June 25 to July 19, 2019. Please mark your calendars accordingly. More information on how to run this report will be provided at a later date.

Promoting of EC Students Who Return After Grade 12

Public School Units have been made aware that NCDPI is working on a process and guidance for promoting EC students who choose to return after grade 12. At this time, we are contemplating adding a new grade, XG, that will be used in these cases. However, further discussions need to take place with various department leads within the agency before moving forward. In addition, we must conduct some in-depth testing to determine how this new grade level might impact our state reports. We will share more as information becomes available.

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.

PLEASE, PLEASE, PLEASE update your contact information if it has not already been updated.

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 and the EOY Q&A Webinar that took place on June 14.

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.

ECATS Updates

The ECATS project team will be initiating the final data migration in preparation of ECATS system go-live for the week of July 15. Both CECAS and EdPlan systems will go offline on Sunday, June 16 at 5 p.m.

Note: During the past two weeks, CECAS and EdPlan users have received additional detailed information about the shutdown for their respective systems and impacts.

Upcoming Training Event

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.

NC SIS
NC Department of Public Instruction
Education Building, 7th Floor North
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3290 Fax
Email: ncsis@dpi.nc.gov