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Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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Thank You for Opting into Home Base!

The Home Base team would like to thank all 115 LEAs and many, many charters who opted into Home Base! We look forward to another spectacular year of serving you with our Home Base tools.

Remember to stay connected with us by visiting our [Home Base website](#) and joining us on twitter [@NCHomeBase](#). Also, stay informed by signing up to receive our monthly [Home Base Bulletins](#) that will resume during the month of August.





Summer Conference

Great news! Registration is now open for the 2018 NC PowerSchool Summer Conference scheduled for July 30 through August 1, 2018, in Charlotte, NC. NCDPI Home Base Staff have partnered with PSUG 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. A complete schedule of sessions will be released very soon, but please refer to the [list of sessions](#) that were provided in last week's NC SIS Weekly Email Bulletin.

Registration Fee: (\$399)

Early Registration Fee (ends 07/08/2018): \$249

Registration fee 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>.

DIT Monthly Patching

The NC Department of Information Technology (DIT) will be performing monthly Linux patching, including the UID System servers, this Sunday, June 17, 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.





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.

e-Transcripts

Processing of e-transcripts by CFNC and PowerSchool has resumed as of Wednesday, June 13. It is

critical that 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.

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 or 919-807-3727.



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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