



June 21, 2019

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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2019-20 Home Base Opt-in

Thank you for opting into Home Base for the 2019-20 school year! We are planning some amazing upgrades with the tools that will make your work life even better than before.

Those who opted into Home Base will continue to have access to Schoolnet and NCEES for a smooth transition into the new year. Those that are new to Schoolnet and NCEES will begin seeing the new icons at the start of the 2019-20 school year.

Again, thank you for your continued support of Home Base! We look forward to another successful year of collaborating and networking together for the good of our NC public schools.

NCDPI PowerSchool Technical Support Transition

To provide better and more timely technical support of your PowerSchool SIS instance, the NCDPI has contracted with PowerSchool to provide direct technical support to LEAs and charter schools beginning July 15, 2019.

Designated technical contacts from each district and charter school will be able to engage PowerSchool support directly by submitting tickets using a chat feature, self-service customer portal or telephone.

Each LEA/charter school will have 2 designated technical contacts. LEAs with ADM greater than 30,000 will be able to identify additional technical contacts. We will contact those districts directly to discuss.

Hours of operation will increase to 7:00 a.m. - 6:00 p.m. Further details will be shared soon.

Thank you for your patience as we move to improving your technical support experience.



DIT Monthly Patching

The NC Department of Information Technology (DIT) will be performing monthly Linux patching, including the UID System servers, this Sunday, June 23, 2019, 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.

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.



Note: 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.



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.



End of Year Contact Information and Preparation

Please make sure your EOY contact information is updated. As of this morning, June 21, 2019, we still have some public school units that have not updated their information (see [EOY Issues as of 6-21-2019.xlsx](#)). It is imperative that the PowerSchool administrator in each district update this page immediately.

Please adhere to the following:

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.

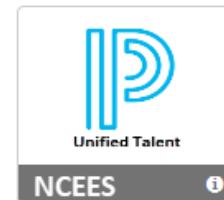
In addition to all the above, please adhere to the following:

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.



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](#).

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