



June 22, 2018

# Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



## NC SIS Weekly Email Bulletin

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### Class Rank Must Be Run by All NC Public Schools

[General Statute 116-11\(10a\)](#) requires a standardized transcript for all public schools. The transcript shall have the grade point average and class rank that is calculated by a standard method to be devised by the institutions of higher education. Other functions within

PowerSchool that require a class rank, include but not limited to: Endorsements, Global Ed., CTE, and NC Academic Scholar. For these reason, all high schools are required to produce a weighted and unweighted class rank.

To ensure proper EOY processing and prior-year reporting, all secondary public school students' rank must be run at least one time during the school year. NCDPI will not force run any ranks during

EOY. **LEAs and charters should ensure this step is taken prior to the EOY cutoff date (June 29, 5 p.m.)**. This rank is automatically copied into the historical rank table for each student which is used in various queries and for transcript purposes.

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## New EOY Audit Reports

NCDPI has deployed a new set of SQL reports to assist in confirming your data is ready for EOY. In years past, this data had to be gathered using manual Start Page searches.



### Navigation Path:

System Reports > Select the “sqlReports 5” tab > Select the “EOY Audits” report group.

In this group you will see the following reports:

- Incorrect School For Graduates
- Next Year School Not In District
- Next Yr Grade Invalid For Next Yr School
- No Next Year Grade Level
- No Next Year School
- No Next Year School Terms
- Students With Invalid Demotion Code
- Students With Invalid Graduation Grade

It is highly recommended that you run each of these reports. They will find issues that the core EOY Validations won't.

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## EOY Reminders

### Schedule Commit Process

Schedules for Schools utilizing the PowerScheduler utility must be committed prior to the EOY process but not before the end of the LEA/Charter school year. Schools are asked to run the schedule commit process one week prior to EOY or as soon as permitted by calendar, after the end of school. Running the process well in advance of EOY allows time for corrections should commit errors occur.

### 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.

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## Graduation Data Verification



The final window for the 2017–18 Graduation Data Verification Report will begin **Monday, July 16th and is set to end Friday, July 27th**. This report is purposed for facilitating corrections to data and adding students that graduated after June 29, 2018 and on or before July 15, 2018. LEAs/schools may make adjustments and corrections up until COB (5:00pm), July 27th. **This correction window is the only opportunity to make adjustments.**

All mid-year and summer graduates were transferred to the “Graduated Students School” (School 999999) during the PowerSchool EOY process. Therefore, all data changes/corrections should be made in the “Graduated Students School” in PowerSchool. For assistance with making changes/corrections, the Early Graduates and Summer Graduations Quick Reference documents are available by accessing the [NC SIS website’s Student Information page](#).

LEAs **must** re-run the Final GDV report after any changes so the user can verify the correction and NCDPI can receive the changes. If there are no edits/corrections or additions needed, schools will not have to re-run their reports. LEAs should make sure the report has run the first day.

**PLEASE NOTE:** This data is used in the calculation of the Cohort Graduation Rate (CGR) for Accountability Services and students who graduate by July 15th will count in the school’s graduation rate. If you do not re-run the report after making changes, NCDPI will not receive the changes and as a result could negatively impact the school’s rate.

Those with questions related to edits/corrections, please call the Home Base Support Center at (919) 807-4357 or submit a ticket through the [Remedy Portal](#).

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## Summer Conference - July 30 thru Aug.1

Remember to register 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>.

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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.



## 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 - **Capacity is full**

**Registration Link:** <http://bit.ly/PSNewUserRegister2018>

**Note:** If you wish to be added to the waiting list for these trainings, please send an email to Tiffany Kinney at [tiffany.kinney@dpi.nc.gov](mailto:tiffany.kinney@dpi.nc.gov) and/or Jackie Utter at [jacqueline.utter@dpi.nc.gov](mailto:jacqueline.utter@dpi.nc.gov). You will be notified if a seat becomes available.

## **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 - **Capacity is full**

**Registration Link:** <http://bit.ly/PSNewCoordRegister2018>

**Note:** If you wish to be added to the waiting list for these trainings, please send an email to Tiffany Kinney at [tiffany.kinney@dpi.nc.gov](mailto:tiffany.kinney@dpi.nc.gov) and/or Jackie Utter at [jacqueline.utter@dpi.nc.gov](mailto:jacqueline.utter@dpi.nc.gov). You will be notified if a seat becomes available.

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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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