



June 28, 2019

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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End of Year Process Begins Today @ 5 p.m.

The EOY process is scheduled to begin promptly at 5 p.m. today, June 28. All Home Base applications (except Unified Talent's Professional Development (PD)) will be taken offline with a return to service date no later than Monday, July 8. If the systems are returned to service earlier, a message will be sent to notify users of their availability.

Some last minute reminders for a successful end of year data transition include the following:

1. Please register for EOY Live Help webinar that will take place on Jun 29, 2019, 7:00 AM EDT at: <https://attendee.gotowebinar.com/register/3897680059787450893> This webinar is designed to assist PowerSchool coordinators/technical contacts during the EOY process if any issues occur.
2. 9th Month PMRs must be run. Click on the following link: [PMR EOY Announcement](#) for complete details.
3. Years & Terms must be setup for the 2019-2020 school year in all schools, including the Program Schools (DPI FTE, Graduated Students, Homeless, Migrant, CECAS, More At Four).
4. Ensure all errors are clear (e.g., "No Next School," "No Next Grade") by running the eight sql5 Reports listed under EOY Audits (Navigation path: *System Reports > sql Reports 5 > EOY Audits*).
5. Also, run the 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](#)
6. Review the EOY quick reference documents available on the NC SIS website's [EOY page](#).

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.



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.

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 with less than 30,000 ADM will have up to 2 designated technical contacts who may contact PowerSchool for support services. LEAs with ADM between 30,000 and 50,000 will have up to 3 contacts. LEAs with ADM between 50,000 and 100,000 will have up to 4 contacts, and LEAs with ADM greater than 100,000 will have up to 5 contacts.

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.



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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