



May 10, 2019

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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Want a Successful Closeout - Run Your 9th Month PMR!

We are coming to the close of another school year. In order to assure accuracy of data, we need the support of each LEA and charter school to clear all fatal exceptions and resolve all student violations prior to your month 9 collection end date.

For a successful closeout it is imperative that you start running month 9 early. Month 9 includes a run of months 1-8. Please use the check list below as a guide for End of Year Close Out.

Make sure to run your PMR reports during the 9th month collection

- Not running your PMR report prior to your collection month end date will put you at the risk of your collection month expiring and no data being collected for your school. If your report expires, a service now ticket will be required to re-open.

Clear all fatal errors prior to the submissions end date for the 9th month

- All fatal exceptions must be corrected prior to submitting your 9th month PMR report. Examples of the fatal exceptions that are likely repeated each collection month are:
 - PMR 9 - Students missing admission status
 - PMR 17 - Enrolled students with no schedule
 - PMR 19 - Student missing valid gender
 - PMR 27 - Student with too few instructional minutes for PMR Reporting
 - **PMR 32 - Membership Last Day (MLD) – Pay close attention to this exception**
 - Possible Reasons for PMR 32 Error
 - Incorrect calendar setup. If assistance is needed, contact the Support Center immediately.
 - Invalid School Enrollment Dates on the student's Transfer Info Screen
 - Invalid Class Enrollment dates on all the Enrollments Screen

Clear all Student Violation Warnings

- PMR 30 - Students with 10 consecutive unexcused absences (10 Day Rule)

Before submitting the Month 9 PMR students in violation of the Ten-Day Rule on the last day of the school year must be withdrawn using the W2 code on the day after the last day the student attended.

For assistance clearing the exceptions, submit a Service Now ticket with the subject, PMR EOY Request, to the Home Base Support Center at https://ncgov.servicenow.com/sp_dpi. This will ensure your issue is recorded and responded to in a timely manner. For all other PMR related questions, contact Student Accounting at studentaccounting@dpi.nc.gov. To view the Errors and Violations please view the SASA manual by clicking on the following link: [2018-2019 SASA Manual Final.pdf](#).

End of Year Contact Updates

Home Base systems will be taken offline on June 28, 2019, at 5 p.m. for End of Year processing. District and charter PowerSchool coordinators may begin reviewing and updating their EOY contact information for the 2018-19 End of Year Process through **Friday, May 17**.



Please ensure a telephone number and email address where you can be reached during the date and time EOY processing begins and ends are listed. Instructions on how to update this information are included in the [EOY Contacts Page](#) quick reference document located on the NC SIS website. If you have questions concerning this process, please contact the NCDPI Support Center by submitting a ticket through the [ServiceNow portal](#).



End of Year Preparation

What can you do at this time in preparation for EOY? Schools may 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](#)

This may also be a good time to begin reviewing the EOY quick reference documents available on the NC SIS website's [EOY page](#). Please visit this page frequently for updates.

Home Base Maintenance Weekend

The next Home Base Maintenance Weekend is planned for May 17-19, 2019. PowerSchool, at this time, is the only application scheduled for maintenance.

Home Base will be brought down Friday, May 17 at 5 p.m. and returned to service no later than Monday, May 20. Once maintenance is complete, a message will be sent to notify users that the applications are up and available for use. If there is a delay in bringing up the systems, users will be notified.



Questions or comments pertaining to this maintenance activity may be addressed to home_base@dpi.nc.gov. Stay apprised of all Home Base planned maintenance periods by visiting our [2018-19 Home Base Maintenance Schedule](#)



Projected Launch of Special Education and Service Documentation Modules

Earlier this week, an announcement went out from DPI stating that most of the requirements have been finalized for the launch of the Special Education and Service Documentation modules for ECATS.

The launch is projected for the week of July 15. The actual go-live date will be determined and announced well in advance. The MTSS module is projected to roll out by the end of 2019.

In preparation for the implementation of ECATS, training dates have been established beginning June 9 and scheduled through August 2. In the next two weeks, the EC Division will provide training dates and

locations, with registration information and guidelines for team members to be included with the announcement.

At this time, there is nothing PowerSchool Coordinators or data managers need to do. Information will be provided as it becomes available.

Final Day to Secure Tier 1 Funding for Learning.com



Today at 5 p.m. is the deadline for school districts and charter schools within Tier 1 economically distressed counties (as determined by the [NC Department of Commerce](#)) to submit an intent-to-contract form if they intend to sign a local contract with Learning.com. This form was sent directly to Tier 1 superintendents, finance officers, and charter school directors in early April 2019. Only those districts and charter schools that complete this form by the deadline will be eligible to receive funding from NCDPI. All other districts and charter schools may still leverage the state convenience contract in order to realize cost savings and ensure contract terms are in alignment with state law and regulations.

More information about this opportunity may be found at: <https://homebase.ncpublicschools.gov/applications/learningcom>.



End of Year Webinar

The End of Year (EOY) process webinar will cover procedures, guidelines, and instructions to prepare and execute EOY. This webinar will be recorded and available to view at a later date.

Date: Wednesday, May 15, 2019

Time: 10:00 AM - 12:00 PM

Registration Link: <https://attendee.gotowebinar.com/register/4615835973525172227>

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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