NC SIS Weekly Email Bulletin

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Home Base Maintenance Weekend - Nov. 9-12, 2018

The next Home Base maintenance weekend is planned for November 9-12, 2018. PowerSchool is the only Home Base tool scheduled for maintenance at this time.

PowerSchool will be taken offline Friday, November 9 at 5 p.m. and returned to service no later than Monday, November 12 at 6 a.m. Once maintenance is completed, a message will be sent to
notify users that the application is up and available for use. If there is a delay in bring up the system, users will be notified.

Stay apprised of all Home Base planned maintenance periods by visiting our 2018-19 Home Base Maintenance Schedule.

November 2018 Home Base Meet-Up Invitation

The second round of Home Base Meet-Ups starts **Monday, November 5 and ends Thursday, November 8!** These collaborative sessions of networking and sharing ideas will begin each day at 10 a.m. and last through 3:30 p.m. Please register by linking to the 2018-19 Home Base Meet-Up November Invitation.

**IMPORTANT:** A location change has been made to the Nov. 7 Meet-Up. The new location is:
Guilford County Schools
Laughlin Professional Development Center
7911 Summerfield Rd
Summerfield, NC 27358

A complete view of all upcoming meetings is below.
### 2018-2019 School Activity Report (SAR) Updates

1. **HQ-1: Teacher Licensure is Out of Field or Inactive – Information**
   
   The HQ-1 exception is no longer required for SAR reporting. At the time of approval, all SAR reports with this exception may be approved.

2. **Substitute Teachers**
   - When a long-term (4 consecutive weeks or more) substitute is assigned to a class, that substitute **should become the teacher of record** replacing the original teacher and should be entered in PowerSchool as the teacher of record for the class.
When one or more short-term substitutes are used for a class and **there is no original teacher of record for the class**, the substitute in the classroom each time the SAR data extraction is done for the school should be the teacher of record in PowerSchool for the class.

When one or more short-term substitutes are used for a class and **there is an original teacher of record for the class**, the original teacher of record should remain in PowerSchool as the teacher of record for the class.

If the substitute is certified or not certified, **always report the substitute actually assigned to the class as the lead teacher**.

Remember to populate the correct start and end dates for the teacher of record which is the lead teacher in PowerSchool.

Please submit tickets for SAR functional/technical assistance to the support center at [https://nc-myit.us.onbmc.com/](https://nc-myit.us.onbmc.com/). For all other SAR questions, contact LaShon Creech at [lashon.creech@dpi.nc.gov](mailto:lashon.creech@dpi.nc.gov).

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**Deadline for Recording Read-to-Achieve Status in PowerSchool**

LEAs and charters must complete the **2018 Post-EOY** process to record Read-to-Achieve (RTA) statuses in PowerSchool by close of business, **Monday, November 12, 2018**. NCDPI will copy this information into PowerSchool’s historical records on **Tuesday, November 13, 2018**.

For an explanation on how to handle the "retained for reading" flag for RTA, please see the next article, "Update Regarding the Deadline for Recording RTA Status in PowerSchool".

During this Post-EOY process, the student’s promotion status in the PowerSchool EOY enrollment record is updated (by the district) to reflect the Retention – Reading label. Documentation for recording Read-to-Achieve statuses for third grade students who are not proficient in reading can be found at [http://www.livebinders.com/media/get/MTE5MTc0MTc=](http://www.livebinders.com/media/get/MTE5MTc0MTc=). Further inquiries pertaining to this process may be addressed to the Home Base Support Center by calling (919) 807-4357, or submitting a ticket through the [Remedy Portal](https://nc-myit.us.onbmc.com/).

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**Update Regarding the Deadline for Recording RTA Status in PowerSchool**

Many LEAs have expressed concern on how to handle the “retained for reading” flag for RTA since the deadline was late this year. In years past, the data pull for the RTA process was performed prior to November. This flag represented the status of student performance at that given time (Sept./Oct. timeframe), and as the student achieves proficiency, this flag will be removed.
Unfortunately, certain challenges this year (i.e. Hurricane) prevented affected LEAs from completing their testing on time. As a result, NCDPI sent out the notice regarding the deadline for recording RTA status in PowerSchool later than normal.

As you know, part of the RTA process every year is to archive/capture the state of the "retained for reading flag" for students into the LEA's PowerSchool database. The purpose of the archive is to get a snapshot of all students who had the flag set early in the school year, so that accurate information on flagged students can be provided when requested.

If LEAs and NCDPI are to provide a true and accurate comparison this year, it is strongly recommended that the LEAs leave the label attached to students as if it were done in (Sept./Oct.). If labels were removed prior to the notice, please make every attempt to restore the label back to those students so an accurate count can be established. After November 13, 2018, LEAs can remove the label for those who become proficient based on the latest round of testing.

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**ECATS Newsletter - October Edition**

Stay apprised of all the latest ECATS happenings! Click on the link below to view the 2018 October edition.

Memo-ECATS Newsletter October Final v3.0.pdf

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**2019-20 Course Codes and Survey Reminder**

For those LEAs and Charters looking to get a head start on scheduling for the 2019-20 school year, please know that NCDPI plans to have all course code additions and modifications added by early December 2018. At this point, we do not anticipate any major changes; however, there will be some new CTE local course options (LCOs) added.

As NCDPI prepares the release of the 2019-20 SY Course Code Master List, it is critically important to incorporate stakeholder feedback into next year’s planning. Please help us continually improve the statewide course code system by taking a brief (no more than five minute) survey before the close of business on November 8, 2018. Your input is invaluable to the work of NCDPI!

<SURVEY LINK>
The Home Base Support Center is Hiring!

The Home Base Support Center is currently recruiting for a Support Center Analyst II. Based in Raleigh, this position provides IT support and services for Home Base systems such as PowerSchool.

Details of this position are available online until 11/8 and can be found here: http://bit.ly/SupportCenterAnalystII.

New Information on the Web!

- ALP Roster Data in PowerSchool Webinar - 10/30/2018
- Master 18-19 Course Codes - 10/30/2018

PowerSchool Training Webinars!

Click on the links below to register for the upcoming webinars.

Title: Principal's Monthly Report (PMR) Webinar

Dates/Times: November 13, 2018 / 2:00 PM - 3:00 PM

Description: This webinar will include discussions on PMR policy, fatal errors and exceptions, and PowerSchool functionality as needed. If you would like to pre-submit your questions, please send them to Student.Accounting@dpi.nc.gov by November 12, 2018.

Registration link: https://attendee.gotowebinar.com/register/1979624900707894540

TNL/NCEES Upcoming Webinars

Please click here to review the full list:

All webinars in this series are held on Tuesdays, from 4-5 PM. All webinars will be recorded and posted to the Webinar Series spreadsheet.

Managing Staff Professional Development Using NCEES
• **Click here to Register**
• Date: Tues., Nov. 13, 2018
• Time: 4pm - 5pm
• Target Audience: District/Site Administrators, PD Office Administrators
• Description: Administrators will explore utilizing the online NCEES Professional Development (PD) system. Focus will be on utilizing the new PD Playlist feature, a review of DPI created PD courses and how to create local PD. Utilizing the light bulb feature in the observation tool, updating staff transcript approved credit types and generating PD reports will also be covered. Does your LEA or Charter host regional PD? New regional offices will be looked at to make it easy to allow staff outside of your district to register, attend and complete courses for credit.

**NCEES - Effective Professional Development for Teachers/Support Staff**
• **Click here to Register**
• Date: Tues., Nov. 27, 2018
• Time: 4pm - 5pm
• Target Audience: Teachers/Support Staff
• Description: Teachers and Support Staff will explore utilizing NCEES Professional Development (PD) system to facilitate high-quality online professional development and it's free! Has your administrator recommended or required PD? We'll focus on searching for, enrolling in and withdrawing from local or NCDPI built PD courses in NCEES, completing recommended or assigned PD, and review staff transcripts for earned credits and certificates in the system.

Remember to visit the [NC SIS website](mailto:ncsis@dpi.nc.gov) for additional information including webinars and training documentation. Follow us on twitter [@NCHomeBase](https://twitter.com/NCHomeBase).

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