



November 2, 2018

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

In this issue:

1. Home Base Maintenance Weekend - Nov. 9-12, 2018
2. November 2018 Home Base Meet-Up Invitation
3. 2018-2019 School Activity Report (SAR) Updates
4. Deadline for Recording Read-to-Achieve Status in PowerSchool
5. Update Regarding the Deadline for Recording RTA Status in PowerSchool
6. ECATS Newsletter - October Edition
7. 2019-20 Course Codes and Survey Reminder
8. The Home Base Support Center is Hiring!
9. New Information on the Web!
10. PowerSchool and TNL Training Webinars!



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.

HOME BASE 2018-2019 Home Base Meet-Ups			
(1) Northeast & (3) North Central	(2) Southeast & (4) Sandhills	(5) Piedmont-Triad & (7) Northwest	(6) Southwest & (8) Western
		★ Location Change	
11/5/18 (NE) Washington Cty Schools Creswell High Sch. 115 Middle St, Creswell, NC 27928	11/6/18 (SE) Wayne County WCPS Professional Development & Family Engagement Center 415 S. Virginia St Goldsboro, NC 27530	11/7/18 (PT) ★ Laughlin Professional Learning Center 7911 Summerfield Rd. Summerfield, NC 27358	11/8/18 (SW) Cleveland County Schools 400 W. Marion St, Shelby, NC 28150
1/28/19 (N Central) Johnston County Schools AG Glenn Building 211 East Rose St Smithfield, NC 27577	1/29/19 (Sandhills) Cumberland Cty Education Resource Center 396 Elementary Drive, Fayetteville, NC 28301	1/30/19 (NW) Wilkes County Stone Center 613 Cherry St, North Wilkesboro, NC 28659	1/31/19 (W) Henderson Cty Mills River Academy 96 School House Rd Mills River, NC 27859
4/8/19 (NE) Bertie County Schools 715 US Highway 13 North Windsor NC 27983 <i>Use Bertie Stem HS for navigation</i>	4/9/19 (SE) Wayne County WCPS Professional Development & Family Engagement Center 415 S. Virginia St Goldsboro, NC 27530	4/10/19 (PT) Alamance-Burlington Schools 1712 Vaughn Rd. Burlington, NC 27217	4/11/19 (SW) Union County Schools 721 Brewer Drive, Monroe, NC 28812

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/>. For all other SAR questions, contact LaShon Creech at lashon.creech@dpi.nc.gov



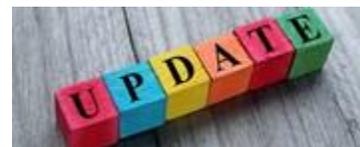
Deadline for Recording Read-to-Achieve Status in PowerSchool

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=>. 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](#).

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.



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](#)

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:

http://bit.ly/18-19NCEES_Webinar_Series

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](#) for additional information including webinars and training documentation. Follow us on twitter [@NCHomeBase](#).

NC SIS
NC Department of Public Instruction
Education Building, 7th Floor North
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3290 Fax
Email: ncsis@dpi.nc.gov