



November 16, 2018

# Digital Teaching and Learning

DISTRICT SUPPORT



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## NC SIS Weekly Email Bulletin

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## CCES Conference Announcement

[www.ncpublicschools.org/cces/](http://www.ncpublicschools.org/cces/)

**2019 Theme: INNOVATIVE PATHWAYS TO PERSONALIZED LEARNING**

**March 18-21, 2019**

**Sheraton Greensboro Hotel & Koury Convention Center  
3121 West Gate City Boulevard Greensboro, NC**

This conference merges the best of Home Base Symposium and Collaborative Conference for Student Achievement (CCSA) by:

- providing educators and leaders relevant, research-based strategies to affect short- and long-term change in adult practices that foster innovative practices for student success
- providing support staff with professional learning and resources for the daily operations and needs of school communities
- supporting student and educator growth through the dissemination (or sharing) of data-driven strategies and resources
- recognizing and encouraging the collective contribution of communities of education stakeholders in individual and community-wide growth

### Share your Expertise...Be a Presenter

The Conference Planning Committee seeks proposals for the CCES 2019 Conference. Preference will be given to proposals that address this year's conference theme, "**Innovative Pathways to Personalized Learning.**"

#### **Review of Important Dates**

Nov 13 - Dec. 9: Proposal Window Open

Dec. 21: Presenters notified of acceptance status

Jan. 4: Final Schedule Posted Online

Please visit the [Conference Proposal webpage](#) for more information.

## Early Bird Registration

Early Bird Registration for the 2019 Connecting Communities of Education Stakeholders (CCES) conference opens **January 4, 2019 - February 1, 2019**. All teachers, student services personnel, principals, superintendents, parents, school administrators, community and business representatives are invited. The new registration options provide additional flexibility for schools and districts. Visit the [Participant Registration webpage](#) for more information.



## Marvin R. Pittman--2019 NC Champions for Education Awards

**Categories: Teacher, Administrator, Support Staff, Volunteers**

**Do you know someone who demonstrates an extraordinary commitment to student success? Someone who exemplifies leadership in education? Someone you believe has made a significant impact on students in NC?**

Consider them for the Marvin R. Pittman Champions for Education Awards. The Department of Public Instruction wishes to recognize those individuals during the 2019 Connecting Communities of Education Stakeholders Conference (CCES).

Please take a moment to nominate that deserving teacher, administrator, support staff or volunteer. Any individual supporting student success across NC is eligible for this award. Visit the [CCES Champions Award](#) page for information on submitting a nomination, nomination criteria, selection criteria, and application process. Completed forms are due no later than 5:00 p.m. on Friday, January 4, 2019.

Winners will be notified on February 18, 2019. All winners will receive an honorary conference registration.



**Questions???**

**Email: [cces@dpi.nc.gov](mailto:cces@dpi.nc.gov)**

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## January 2019 - Home Base Meet-Ups Survey

The NCDPI Home Base Team is requesting feedback on the delivery format of the January 2019 Home Base Meet-Ups (HBMUs). Your response will help us determine the best way to deliver these meetings so that as many as would like to participate can do so. Please keep in mind that inclement weather may be an impeding factor with travel.



The survey will close on Friday, December 7. A decision will be made and communicated regarding the delivery format by Friday, December 14.

<http://bit.ly/HBMUjan19survey>



## Office of Civil Rights Data Collection - Advance Information

**Note:** LEAs, charters and schools that were not open in the school year 2017-2018 are not required to participate in this collection. Data for the collection is from the School Year 2017-2018.

**Important:** LEAs and charters that use third party software to collect data specific to the CRDC collection that are not integrated into the PowerSchool instance are responsible for providing that data to the OCR.

The Office of Civil Rights Data Collection (CRDC) will begin in February of the 2018-2019 school year. As of October 1, 2018, the Office of Civil Rights (OCR) began populating the CRDC Submission Tool with information about schools and contact information. The NC DPI has provided that information to the Federal Partner Support group on behalf of LEAs and charters in North Carolina.

### Advanced Website Information - CRDC Data Files

The CRDC Data Files page on the NC Public School website has been updated with 2017-2018 School Directory and the CRDC LEA Contacts list. To view the information, visit: <http://www.ncpublicschools.org/data/management/ocr/data-files/>

Please note that the contact information file is static. If staff contacts are incorrect, please take the following steps:

1. Contact the Federal Partner Support with updated staff information. The Partner Support email and phone number are located: <https://crdc.grads360.org/#program>

2. Update the Office of Civil Rights Coordinator Contact(s) and Student Information Coordinator staff records in EDDIE. The EDDIE system and user guide are located: <http://www.ncpublicschools.org/fbs/accounting/eddie/>

***Important: Contacts in the EDDIE system, as applicable to the CRDC will be the first to receive information regarding the collection.***

## **PowerSchool CRDC Screens Available for Update**

Three screens, specific to the CRDC are now available in PowerSchool. LEAs and charters are advised to begin updating these screens prior to the release of the SY 2017-2018 PowerSchool CRDC Preview reports.

***Please note: the PowerSchool CRDC Preview report will not be updated for 2017-2018 until the December maintenance weekend.***

A draft of the 'Preparing for the CRDC' will be available on the NC DPI OCR website the week of November 26, 2018. Documentation for this collection will be located: <http://www.ncpublicschools.org/data/management/ocr/webinars/>

### **CRDC EDDIE Grade Levels - School Level**

Navigation: START > SCHOOL > CRDC EDDIE Grade Levels

The Civil Rights Data Collection (CRDC) uses previous year grade level data from EDDIE to determine which grade levels should be reported for each school.

Verify Term Year 27 is displayed on the screen. Add Term Year 27 if needed. It is important to record the grade levels in the same format as seen in previous Term Years.

### **Updating Civil Rights Data Collection (CRDC) - LEA Office and School levels**

Navigation: START > Select LEA Office or specific school > Setup > LEA/School > Civil Rights Data Collection (CRDC)

The Civil Rights Data Collection (CRDC) screens are located at the LEA Office and School levels. These screens are designed to capture or display data elements specific to this Federal collection that are not located elsewhere in the system.

All public schools and charters open during the collection year are required to report. Program schools such as CECAS and Homeless should also be included in the report if the LEA or charter provides services to students who do not attend a traditional school. Program schools that provide services should be indicated as a Non-LEA facility.

For definitions and guidance regarding a specific question, use the Federal document "2017-18 Civil Rights Data Collection" LEA and School forms, located on the Grads 360 CRDC Resource Center: <https://crdc.grads360.org/#program/crdc-prepare-for-crdc>

## **Webinars and Workshops**

### **Preparing for the Civil Rights Data Collection - Webinar**

These two hour sessions will provide a PowerSchool demonstration specific to the CRDC, tips for successful validation and an opportunity to discuss the NC DPI schedule for data upload to the Federal

Submission Portal. Users will also have the opportunity to ask about PowerSchool functional processes. Session times are from 1 p.m. - 3 p.m.

Preparing for the Civil Rights Data Collection occurs several times. Please register for the date and time that works best for you:

<https://attendee.gotowebinar.com/rt/231088052197676803>

**Dates:**

December 12, 2018 - 1 p.m. to 3 p.m.

January 9, 2019 - 1 p.m. to 3 p.m.

February 6, 2019 - 1 p.m. to 3 p.m.

**CRDC Workshop:** Real-time-assistance at the NC DPI LABS

CRDC Workshops are not webinars. Labs are designed for district level staff working on the Office of Civil Rights Data Collection to get assistance with PowerSchool set-up in real-time. Two staff members from an LEA and charters may attend. The NC DPI training room will be open from 9 a.m. to 4 p.m. and staff are welcome to attend as their schedule allows.

**Dates:**

Friday, January 18, 2018 (9 a.m.- 4 p.m.)

Friday, February 8, 201 (9 a.m.- 4 p.m.)

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## Military Recruitment Data Collection

Last year, NCDPI provided the demographic “student directory” information to military recruiters as a state level report for grades 11-13. This year, military recruitment “student directory” information will be pulled by NCDPI on November 21, 2018.



Going forward annually, NCDPI will be collecting such data for all LEAs to disseminate to military branches for release on the first week of November, so October 31 will be the deadline for input of opt-outs. This will also alleviate the need for schools/LEAs to provide that information to recruiters across all military branches each year.

The data pull will be based on two values:

**1. The value of the 'No Military Recruitment' field in the student record - on the 'Other Information' page.**

To ensure all the data is set consistently across the state, below you'll find a partial screen shot of that page in PowerSchool and how the field needs to be set. The default value for this field is 'blank'. If the field is set to 'No' - it means NO-the Military CANNOT contact. If the field is set to anything else (i.e. blank, Y, YES, 1, 0, etc....) it means YES-the Military CAN contact the student.

Extended Data	
Court Access	<input type="checkbox"/>
Custody	N/A
Dept. of Ind. Affairs Number	8267
Emergency Closure	<input type="checkbox"/>
Ext Ref Library System	<input type="checkbox"/>
Ext Ref Point of Sale System	<input type="checkbox"/>
Ext Ref Textbook System	<input type="checkbox"/>
Locker School	<input type="checkbox"/>
Locker Serial Number	<input type="checkbox"/>
Lot Number	<input type="checkbox"/>
No College Recruitment	<input type="checkbox"/>
No Military Recruitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tribal	<input type="checkbox"/> American Tribe
Secondary Enrollment	<input type="checkbox"/>
MSIX ID	<input type="checkbox"/>
Responsible Accountability School (if different from current school)	<input type="checkbox"/>
Is Non-Content Visitor	<input type="checkbox"/>

2. The value of the 'Release of Information' field (see below).

Other Alert	
Other Alert Text	<input type="text"/>
Alert Expires (Date)	0/0/0 <input type="checkbox"/> (0/0/0 to never expire)
Language Data	
Language Most Used	English
First Language	English
Home Language	English
Paperwork	
Internet Access	Yes
Internet No Access Description	<input type="text"/>
Internet Permission Description	<input type="text"/>
Field Trip Permission	<input type="checkbox"/>
Permission to Ride Bike	No
Permission to Transport	<input type="checkbox"/>
Permission to Walk Home	No
Release of Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Release of Information Description	<input type="text"/>
Signed Code of Conduct	No
Driver's License Number	<input type="text"/>

NCDPI is requesting for the data to be set according to the above criteria BEFORE November 20, 2018.

The following QRD can assist in this work endeavor:

[http://www.nc-sis.org/Documents/student\\_info/PS\\_QRD\\_Military\\_Recruitment\\_v2.pdf](http://www.nc-sis.org/Documents/student_info/PS_QRD_Military_Recruitment_v2.pdf).



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## SAR Deadline Extended

Due to several unresolved data issues, including 3<sup>rd</sup> party EC files that need to be uploaded and the inability to enter roles and duties, the SAR deadline is being extended to December 7, 2018. NCDPI will run a script to unlock the SAR from November 15 - December 7. This script will **NOT** unapprove reports that have already been submitted by LEAs and charters. No further action is required for districts who have already approved their SAR reports.

As a reminder, all fatal exceptions must be resolved by the SAR deadline of December 7, 2018. Data with fatal exceptions is not included in any state reports.

If you have any questions, contact LaShon Creech at [lashon.creech@dpi.nc.gov](mailto:lashon.creech@dpi.nc.gov).

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## Legislative Class Size (LCS) Troubleshooting Tips

The following items have been discovered by users and NCDPI staff this week. As we move closer to the November 30 LCS collection deadline, we will continue to provide updates and troubleshooting tips.



**Problem:** K-3 Class Average Reports return no results for K-3 schools

**Solution:** If no data is shown on the K-3 Class Average, users must populate the `period_obsolete` field in the sections table with the grade level associated with each section. This can only be done using DDA, so users without DDA access must submit a ticket to have these items modified for them. You should only perform these steps if you are an experienced DDA user.

Use the following searches in DDA to find the sections that need to be modified:

For KI Sections: Term ID >= 2800  
Course Code contains 02Z0  
Modify: period\_obsolete = 0

For 1<sup>st</sup> grade Sections: Term ID >= 2800  
Course Code contains 12Z0  
Modify: period\_obsolete = 1

For 2<sup>nd</sup> grade Sections: Term ID >= 2800  
Course Code contains 22Z0  
Modify: period\_obsolete = 2

For 3<sup>rd</sup> grade Sections: Term ID >= 2800  
Course Code contains 32Z0  
Modify: period\_obsolete = 3



**Problem:** All teachers on the Class Size Report have PreK duties displayed.

**Solution:** The above solution will also provide accurate results for the Class Size Report. Users may have to modify sections beyond the 3<sup>rd</sup> grade level.

**Problem:** Teachers who were active in September are missing from the following reports: Class Size, Enhancement Teachers, and Exceptions.

**Solution:** The SSNs on the staff information page should match the SSNs in payroll. SSNs must be 9 digits in length. Users have also reported that removing hyphens from SSNs on the staff information page result resolves the missing teachers issue. Make the necessary changes to the SSN. PowerSchool is working on a code that will ignore special characters, but a release date has not yet been determined.



### The Home Base Support Center is Hiring!

The Home Base Support Center is currently recruiting for a part time Support Center Analyst II. This position provides IT support and services for Home Base systems such as PowerSchool. This position is part time up to 20 hours per week and is remote based.

Details of this position are available online and can be found here: <http://bit.ly/2JOSjJo>

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### New Webinar on the Web!

[PMR Webinar - 11/13/2018](#)  
[PMR Presentation - 11/13/2018](#)





## PowerSchool Coordinators' Monthly Update

Please register for PowerSchool Coordinators' Monthly Update scheduled for Dec 6, 2018 3:00 PM EST at:

<https://attendee.gotowebinar.com/register/3210096058653254659>

After registering, you will receive a confirmation email containing information about joining the webinar.



## PowerSchool Training Webinars!

### Course Code Webinar

Representatives from various divisions within NCDPI will be hosting a course codes webinar to announce the new 2019-20 SY Master List as well as address various topics and questions. Please see details below and we look forward to seeing you (virtually) soon!

**Date:** December 10, 2018

**Time:** 9:30 a.m. - 10:30 a.m.

**Registration:** <https://attendee.gotowebinar.com/register/1739942361432620803>

**Topics:**

- Release of the 2019-20 SY Master List
- CTE CCP course codes
- Less than 3 semester hour college courses
- Responses to questions raised by webinar participants

## TNL/NCEES Upcoming Webinars

Please click here to review the full list:

[http://bit.ly/18-19NCEES Webinar Series](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.

### NCEES - Effective Professional Development for Teachers/Support Staff

- [Click here to Register](#)
- **Date:** Tues., Nov. 27, 2018
- **Time:** 4 p.m. - 5 p.m.
- **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.

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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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