



October 5, 2018

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

In this issue:

1. Course Code Guidance - College Courses Less Than 3 Semester Hours Credit
2. Transferring Student Records
3. DIT Patching
4. SET Reminder
5. Legislative Class Size
6. Updating School Calendar with Calendar Note
7. ITES Review Survey
8. PowerSchool Monthly Update
9. More PowerSchool Training Webinars!

Course Code Guidance

College Courses Less Than 3 Semester Hours Credit

As a reminder, in certain circumstances, semester hour credit from community college courses may be combined in the same academic year to meet the minimum three semester credit hours to be awarded high school credit. The following types of dual enrollment college courses may be combined:



- CTE courses on the same approved CTE Pathway: these courses should be coded with the generic CTE pathway course codes (more information about these courses can be found at: http://www.nc-sis.org/Documents/course_information/CTECCPGuidanceDoc.pdf).

- Non-CTE courses, not on the CAA, but in the same content area: these courses should be coded with the non-weighted generic college course codes (more information about these courses can be found at: http://www.nc-sis.org/Documents/course_information/Course_Code_Guidance.pdf).
- Non-CTE, Comprehensive Articulation Agreement (CAA) courses in the same content area: these courses should be coded with new "Combined CAA CCP" weighted generic course codes that can be found on the 2018-19SY Master List found at: <http://www.nc-sis.org/courses.html>.

When combining courses into one generic course code, the college subject abbreviations and course numbers should be placed in the "course name" field (also known as the long title or local title) in order to ensure accuracy on the transcript. For example, if MUS131 "Chorus I," MUS132 "Chorus II," and MUS231 "Chorus III" were combined, the course name should contain at a minimum "MUS131/MUS132/ MUS231." Additionally, local course code extensions (digits 8-10) may be added to help differentiate these courses locally.

Semester hour credits for community college courses are defined in the Common Course Library (CCL). This may be found at <http://www.nccommunitycolleges.edu/academic-programs/combined-course-library>. All course credit must be reflected in the CCL as the credit associated with that specific course, and shall not be the sum of lab and course hours. LEAs cannot define the semester credit hours based on local changes to the courses. For your reference, a list of CAA courses less than three semester hours is posted at www.nc-sis.org/courses.html.

If you have any course code related questions or issues, please log an NCDPI Support Center ticket at: <https://nc-myit.us.onbmc.com>.



Transferring Student Records

When transferring students from one school to another, please remember to follow the "Transfer Student Record Process". This step should be a part of every single enrollment, including "No Shows". Failure to follow this process breaks the chain of history for the student.

Helpful quick user documentation to assist schools with transferring students in/out are listed below:

- [Transfer Student Record Process](#)
- [Enrolling a New Student](#)
- [Transferring Out of School](#)

For more documentation on PowerSchool processes, visit the [NC SIS website](#).

DIT Patching

The NC Department of Information Technology (DIT) will be performing monthly Windows patching, including the UID System servers, this Sunday, October 7, 2018, between 4:00 a.m. and 12:00 p.m. The Staff and Student UID systems will be unavailable during this time. Therefore, please do not enroll, transfer and/or update student demographic information in PowerSchool during this period.



SET Report Reminder

The Start-Time and End-Time (SET) Report was reopened last week to give LEAs and charters the opportunity to make any necessary corrections or modifications. Corrections must be in and reports submitted by today, **October 5**. LEAs and charters may refer to the QRD, [School Start-Times and End-Times](#), for assistance.

Legislative Class Size



NCDPI requested PowerSchool to install the Fall version of the Legislative Class Size (LCS) over this past weekend so that coordinators could begin running these reports and submitting any issues to the support center. Several known existing issues that are expected to be fixed during the October Maintenance Weekend are shared below. In addition to these items, we are requesting designated PowerSchool coordinators to submit tickets of other issues they may find to the NCDPI Support Center by today, **October 5**. This submission request is not necessary for correcting your data; however, it will help us to troubleshoot problems that are state-wide. In most cases, problems that exist for one district will exist for all.

The items below are existing issues that have already been reported to PowerSchool; therefore, there is no need to report them again:

- **LEA LEVEL REPORTS - AT THIS TIME DO NOT RUN ANY REPORTS FROM THE LEA LEVEL. ONLY RUN FROM THE SCHOOL LEVEL. Running these reports from the LEA level will result in extreme performance issues and the reports will never load. PowerSchool is aware, and a fix is expected by October's maintenance.**
- **Submission dates** - Reports are showing a submission date of 9/30; that will be changed to a November date during October's maintenance. A script is being ran nightly to unlock these reports. Therefore, you do not need to submit a ticket if you accidentally approve a report.

- **Exceptions report showing classes from invalid grade levels** - We are aware that the exceptions report is returning sections containing grade levels other than K, 1, 2, and 3. This has already been reported to PowerSchool. However, you should still see exceptions showing for K-3 if the classes are over max.
- **Exceptions report not showing enrollment numbers or section numbers** - This has been reported to PowerSchool.
- **Reports showing SectionID rather than Section Number** - While the calculations are supposed to be looking at the SectionID to identify unique sections, we've let PowerSchool know that it will be more helpful for coordinators to see the Section Number on the report screen. This is expected to be corrected.
- **K-3 Average Report returning no results for some K-3 schools** - We realize that for many elementary/K-3 schools, the K-3 report is not showing any results. This has already been reported to PowerSchool.

Remember, **there is no need to submit tickets for any items listed above.** NCDPI will schedule an LCS webinar in the coming weeks, but for now please refer to the [latest slide deck](#) that was presented at the Summer Conference. Justin Conner, NC DPI SIS Analyst, is also currently working on a very detailed LCS Guide that will be shared later this week.



Updating School Calendars with Calendar Note

To ensure your state compliance reports are as accurate as possible, please remember to update your school calendars. NCDPI is being requested to report closures, delays and early dismissals as a result of Hurricane Florence for all schools. In order to provide accurate information, NCDPI is requesting that a specific calendar note be added to all schools that experienced any closures, delays and/or early dismissals in preparation of and/or as a result of the storm. In addition to the steps provided in the [Calendar Change Process QRD](#), we are asking that you type "**Hurricane Florence**" in the note section of each school's calendar setup for the days that were not in session due to the hurricane.

It is important that you adjust your calendar information in a timely manner once schools have reopened. This data was collected on Tuesday, October 2, and we found that the note field for some schools had not been updated to reflect the verbiage, "Hurricane Florence".

We realize that some schools may not be able to perform these updates at this time. Please update as soon as the information becomes available to you.

ITES Review

ARE YOU READY TO HELP SHAPE NC STUDENTS' DIGITAL LEARNING STANDARDS?

As part of the NC Standards Review, Revision and Implementation process, the Department of Public Instruction is seeking your input on the current student information and technology standards (known as ITES, Information Technology Essential Standards). These standards were developed in 2009 and piloted in 2010-2011.



Survey Link: ncvps.co1.qualtrics.com/jfe/form/SV_3EO3ABH2pjftRVH

We value your expertise and unique perspectives on digital teaching and learning in our state. The ITES Steering Committee will be reviewing this data to determine if revisions are needed. Thank you in advance for taking the time to complete this survey and assisting in our evaluation of the 2009 ITES.



PowerSchool Monthly Update

Coordinators, please join in on the PowerSchool Coordinators' Monthly update scheduled for Oct. 11, 2018, at 3 p.m.

Registration: <https://attendee.gotowebinar.com/register/7777412384853319427>

After registering, you will receive a confirmation email containing information on how to join the webinar.

More PowerSchool Training Webinars!

More webinars relating to PowerSchool reporting are scheduled for the month of October! Click on the links below to register.



Title: Dropout Data Reporting in PowerSchool

Dates/Times: Tuesday, October 9 / 9:30 AM - 11:30 AM

Tuesday, October 16 / 1:30 PM - 3:30 PM

Description: This webinar will cover researching potential drop outs, verifying dropouts, state reporting and W2 / W2T records.

Registration Link (the same for both, it provides the dates in drop down menu): <https://attendee.gotowebinar.com/rt/1848843489658797837>

Title: Discipline Data Reporting in PowerSchool

Dates/Times: Wednesday, October 17 / 9:30 AM - 11:30 AM

Monday, October 22 / 1:30 PM - 3:30 PM

Description: This webinar will cover discipline data reporting in PowerSchool.

Registration Link for Oct. 17: <https://attendee.gotowebinar.com/register/377369277247597580>
Registration Link for Oct. 22: <https://attendee.gotowebinar.com/register/3694940005387524364>

Title: ALP Roster Data Reporting in PowerSchool

Dates/Times: Thursday, October 25 / 1:30 PM - 2:30 PM
Tuesday, October 30 / 9:30 AM - 10:30 AM

Description: This webinar will cover ALP data reporting requirements and student processing procedures.

Registration Link for October 25: <https://attendee.gotowebinar.com/register/241044129054894092>

Registration Link for October 30: <https://attendee.gotowebinar.com/register/3993811455073091596>

Title: SAR Reporting

Date/Time: Wednesday, October 17 at 1:00 PM - 2:00 PM

Description: This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed.

Registration Link: <https://attendee.gotowebinar.com/register/1011711620173830667>

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