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Next Home Base Maintenance Weekend

The next Home Base maintenance weekend is scheduled for today, September 15 through Sunday, September 17, 2017. Currently, PowerSchool and Schoolnet are both scheduled for maintenance.

During this maintenance period, a NC State Reporting Release will take place. This release involves correcting the SAR Reporting end date currently set as December 16 to November 15 in PowerSchool.

Pearson, the Schoolnet vendor, will perform re-indexing and re-sharing of content within the application to ensure all users are current. Updates to Certica items requiring re-indexing will also take place. Schoolnet will
remain available; however, performance will be impacted and test items may appear inaccurate until
maintenance is completed.

The PowerSchool application will be brought down Friday at 5 p.m. and returned to service no later
than Monday, September 18 at 6 a.m. Once maintenance is completed, a message will be sent to notify
users that the system is up and available for use. If there is a delay in bringing up the PowerSchool
application, users will be notified.

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**PowerSchool Duplicate Archiving Follow-up**

As indicated last week, NCDPI will begin archiving Phase I student
duplicate records in PowerSchool during this weekend’s Home Base
maintenance weekend. Phase I duplicate records designated for
archiving this weekend include:

- Duplicate sets from historical Remedy tickets that were
  reviewed by LEAs and charter schools
- Duplicate sets from historical Remedy tickets that included a
clear request in the ticket description and no technical
  limitations
- PowerSchool student records with student numbers that were
  previously retired in the Student UID system and were reviewed
  by LEAs and charter schools
- PowerSchool and Student UID records that were previously “tagged” by LEAs and charter schools
  (e.g., duplicate, do not use, dupe, etc.)

Also, as previously indicated, duplicates from these data sets above were withheld from the list to be archived
this weekend if there was a technical barrier which prevents NCDPI from complying with the request from
LEAs/charter schools or because of conflicting feedback from two or more LEAs/charter schools. To resolve
these issues, NCDPI will reach out to these LEAs/charter schools to determine the best course of action.

The first step in the archiving process is to run a script in the PowerSchool system that makes the following
changes to the duplicate student record:

- First Name Field: addition of the phrase “DUPLICATE” to the end of the name
- Last Name Field: addition of the phrase “DONOTUSE” to the end of the name
- Enrollment Status: changed to 5 (inactive)
- Entry Date: changed to 7/1/2015
- Exit Date: changed to 7/1/2015

The goal of this script is to isolate duplicate records to avoid use in the future. Please note that after careful
consideration, it was decided that attempting to merge data in PowerSchool between duplicate records and
records to be kept presented too high a risk with regards to potential loss of data and/or reduced data
quality/integrity. Also, the PowerSchool archiving script will not delete duplicate records, meaning any data
that was present prior to archiving will remain attached to the duplicate record.
The documentation linked below provides instructions for identifying student records in your LEA/charter school that have been archived as well as procedures to follow in case there is an urgent need to revert a student record that has been archived back to its pre-archived state:

http://www.ncsis.org/Documents/student_info/PS_QRD_PowerSchool_Archived_Dup_Stud_Record_Id_and_Reversion.pdf

Please follow the instructions linked above for reverting an archived student in PowerSchool and do not create a new enrollment for an archived student record.

Note that student records that are archived in PowerSchool during this Home Base maintenance weekend will only be able to be reverted to their pre-archived state between Monday, September 18, 2017, and Monday, September 25, 2017, at 5 p.m. After that period, student numbers that have been archived in PowerSchool will be retired in the Student UID system.

NCDPI plans to run the archiving process again in PowerSchool this fall to resolve any outstanding Phase I duplicate data sets. After Phase I duplicate data sets have been resolved, NCDPI plans to review and improve the process for identifying and resolving duplicate data in PowerSchool and Student UID. We will look to gather input from LEAs and charter schools to ensure that the new process minimizes the creation of duplicate records and mitigates the impact of such records on LEAs and charter schools moving forward.

Thank you, again, for your continued assistance with this effort.

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**UID System Patching**

Server patching is scheduled to take place for the UID Systems servers during the Home Base maintenance weekend. 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.

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**CTE Course Title Changes**

PowerSchool ran a script on Wednesday, Sept. 13 to update titles on twenty-three CTE courses. This was done to ensure local course titles match approved state titles within each instance. The courses that were affected are listed below:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Old Course Title</th>
<th>New Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP412X0</td>
<td>Law Enforcement I</td>
<td>Law and Justice I</td>
</tr>
<tr>
<td>IP415X0</td>
<td>Law Enforcement I Honors</td>
<td>Law and Justice I Honors</td>
</tr>
<tr>
<td>IP422X0</td>
<td>Law Enforcement II</td>
<td>Law and Justice II</td>
</tr>
<tr>
<td>IP425X0</td>
<td>Law Enforcement II Honors</td>
<td>Law and Justice II Honors</td>
</tr>
<tr>
<td>BX112X0</td>
<td>WEB251 Database Driven Websites</td>
<td>WEB250 Database Driven Websites</td>
</tr>
<tr>
<td>IM212X0</td>
<td>Cabinetmaking I</td>
<td>Woodworking I</td>
</tr>
<tr>
<td>IM215X0</td>
<td>Cabinetmaking I Honors</td>
<td>Woodworking I Honors</td>
</tr>
<tr>
<td>IM216X0</td>
<td>Cabinetmaking I</td>
<td>Woodworking I</td>
</tr>
<tr>
<td>IM222X0</td>
<td>Cabinetmaking II</td>
<td>Woodworking II</td>
</tr>
<tr>
<td>IM225X0</td>
<td>Cabinetmaking II Honors</td>
<td>Woodworking II Honors</td>
</tr>
<tr>
<td>IM226X0</td>
<td>Cabinetmaking II</td>
<td>Woodworking II</td>
</tr>
<tr>
<td>IM232X0</td>
<td>Cabinetmaking III</td>
<td>Woodworking III</td>
</tr>
<tr>
<td>IM235X0</td>
<td>Cabinetmaking III Honors</td>
<td>Woodworking III Honors</td>
</tr>
<tr>
<td>IM236X0</td>
<td>Cabinetmaking III</td>
<td>Woodworking III</td>
</tr>
<tr>
<td>HL122X0</td>
<td>Foundations of Health Science Careers</td>
<td>Health Science Careers A</td>
</tr>
<tr>
<td>HL125X0</td>
<td>Foundations of Health Science Careers Ho</td>
<td>Health Science Careers A Honors</td>
</tr>
<tr>
<td>HL142X0</td>
<td>Foundations of Health Science Careers II</td>
<td>Health Science Careers B</td>
</tr>
<tr>
<td>HL145X0</td>
<td>Foundations of Health Science Careers II</td>
<td>Health Science Careers B Honors</td>
</tr>
<tr>
<td>CN202X0</td>
<td>AOF Ethics in Business</td>
<td>AOF Professional Ethics</td>
</tr>
<tr>
<td>CN205X0</td>
<td>AOF Ethics in Business Honors</td>
<td>AOF Professional Ethics Honors</td>
</tr>
<tr>
<td>CN206X0</td>
<td>AOF Ethics in Business</td>
<td>AOF Professional Ethics</td>
</tr>
<tr>
<td>CN552X0</td>
<td>AOHT Sports, Enter &amp; Event Plan</td>
<td>AOHT Event Planning</td>
</tr>
<tr>
<td>CN555X0</td>
<td>AOHT Sports, Enter &amp; Event Plan Honors</td>
<td>AOHT Event Planning Honors</td>
</tr>
</tbody>
</table>
NCDPI's Technology Support Center's Knowledge Base

LEA/Charter School coordinators, data managers and staff that use or support the Home Base suite of tools can access the Technology Support Center's Knowledge Base. Inside is an extensive library of resources available to users 24/7.

Our knowledge base includes:

- Knowledge Base Articles, ‘How To’ Guides
- FAQ's, Quick Reference Documents
- Tips, Hints and More!
- Links to other support resources - e.g., NC-SIS webpage and PowerSource

New users can request access at: http://servicedesk.ncdpi.wikispaces.net/home


Check back often - New resources added regularly!

2017-18 NC SIS Training Calendar

The Home Base Professional Learning Team is pleased to announce PowerSchool trainings for the 2017-18 school year. The audience for each session is based on user roles.

The PowerSchool sessions listed below are also posted on the NC SIS website’s Training Calendar. Please review these pages frequently for PowerSchool training schedule changes or additional trainings for September 2017 - June 2018.

Hands-on training sessions will be held at the NC Department of Public Instruction, 301 N. Wilmington Street, Room 564, Raleigh, NC, unless stated otherwise. Click HERE for directions to NCDPI and parking information. All attendees must be an employee of the NC Public School System to participate. Management companies are not permitted to attend.

Registration links are provided below. Please try to register early for workshops due to space limitations.
Note: All registration information is subject to the North Carolina Public Records Law.

Upcoming Webinars

**PowerSchool - Accommodations**
This webinar will cover policy and demonstrate Accommodations functionality in PowerSchool (includes 504).

**Dates, Times and Registration Links:**
Wednesday, September 20
11:00 a.m. - 12:00 p.m.
Registration:
https://attendee.gotowebinar.com/register/1074921435403564547

**PowerSchool - Retention/Promotion**
This webinar will cover Retention / Promotion reporting policy and PowerSchool functionality.

**Dates, Times and Registration Links:**
Thursday, September 28
1:00 p.m. - 3:00 p.m.
Registration Link:
https://attendee.gotowebinar.com/register/121493121517472257

**PowerSchool - SAR Reporting**
This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed. It will be recorded and posted to the www.nc-sis.org recorded refreshers. After registering, you will receive a confirmation email containing information about joining the webinar.

**Dates, Times and Registration Links:**
Thursday, October 5
10:00 a.m. - 12:00 p.m.
Registration:  https://attendee.gotowebinar.com/register/199538199193387435

**Please note all registration information is subject to North Carolina Public Records Law.**

Remember to visit the NC SIS website for additional information including webinars and training documentation.

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