


DPI Employee Cleanup for SAR-2 Exception

This document details the procedure to remove NCDPI staff that has been inadvertently attached to a school under **Teacher and Affiliation** tab causing SAR-2 Exception error. Refer to the [Generating Student Activity Report \(SAR\) \(User Guide\)](http://www.nc-sis.org/school_information.html) located under http://www.nc-sis.org/school_information.html for a complete list of Exceptions that may be encountered while running the Exceptions(s) reports in PowerSchool.

Navigation: Start Page > **Staff** link > Select the desired staff member > **Security Settings** > **Teachers and Affiliations** tab

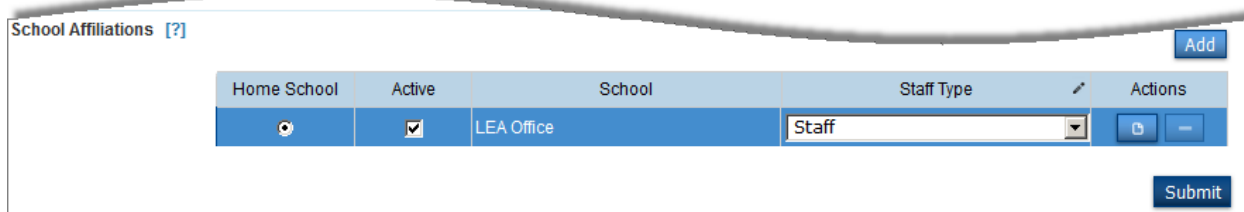
Follow these steps to clear roles in all other schools except LEA:

1. Search for the staff member under the staff search on the **Start Page** and select the staff member from the results.
2. Click **Security Settings** on the left menu.
3. Under the **Teachers and Affiliations** tab, use the  to remove all schools except the LEA for this staff.
4. Click **Submit**.
5. Click **Yes** to confirm the deletion of NCDPI staff from a school.

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Note: The **Security Settings** for the NCDPI Employee under the **Teachers and Affiliations** tab should now have only the 'LEA Office' listed with the Home School selected and the box under **Active** checked.

Once these steps have been completed for all NCDPI employees displaying on the SAR-2 Exception Report, rerun your SAR. The NCDPI employees should no longer show under the SAR-2 exception.



The screenshot shows a web-based interface for managing school affiliations. At the top left is the text 'School Affiliations' with a help icon. On the top right is an 'Add' button. Below this is a table with the following columns: 'Home School', 'Active', 'School', 'Staff Type', and 'Actions'. The 'Home School' column contains a radio button. The 'Active' column contains a checked checkbox. The 'School' column contains the text 'LEA Office'. The 'Staff Type' column contains a dropdown menu with 'Staff' selected. The 'Actions' column contains two buttons, one with a plus icon and one with a minus icon. Below the table is a 'Submit' button.

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input checked="" type="checkbox"/>	LEA Office	Staff	<input type="button" value="+"/> <input type="button" value="-"/>

Warning: **Do Not** make any adjustments on the **Admin Access and Roles** tab for NCDPI employees.

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