

Track Schools

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This document details the process to configure Track Schools in PowerSchool as one combined school.

- The calendar must indicate the tracks that are in session each instructional day.
- Each student will be assigned to the appropriate track on the *Modify Info* screen.
- The Principals Monthly Report (PMR) will display the individual end dates for each track on each monthly PMR.

School Calendar Setup for Track and Extended Day Schools

Navigation: SCHOOL LEVEL > UNDER SETUP > SCHOOL > UNDER CALENDARING > CALENDAR SETUP

PowerSchool

Start Page > School Setup

Setup

- School
- System
- Personalize

School Setup

Calendar Setup

- Automated Calendar Setup: Set up calendar days according to a pattern.
- Bell Schedules: Define bell schedules for the current school
- Calendar Setup**: Assign days to membership types and schedules.
- Reporting Segments: Define beginning and ending dates for special reports.

Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session	Type
					1 2 3 4 5 6	
Mon, Sep 4	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	School Holiday ▼
Tue, Sep 5	A ▼	Regular Day ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session ▼
Wed, Sep 6	A ▼	Regular Day ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session ▼
Thu, Sep 7	A ▼	Regular Day ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session ▼
Fri, Sep 8	A ▼	Regular Day ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session ▼
Sat, Sep 9	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Saturday ▼
Sun, Sep 10	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sunday ▼
Mon, Sep 11	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Saturday ▼
Tue, Sep 12	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sunday ▼

Track 2 students not in-session (tracked-out)

Track 1 students tracked-out and Track 2 students tracked back in.

1. **Cycle Day** – Select the appropriate scheduling day from the dropdown. The school may be using multiple cycle days (i.e. 5-day rotation A,B,C,D,E or A/B day, etc...)
2. **Bell Schedule** – Select the appropriate bell schedule for the day (i.e. Regular Day, Early Release, One-hour Delay, etc...)
3. **School In-Session** – Check the box if school is in session that day with students attending.
4. **Membership Value** – Must enter a '1' in the cell if school is in-session or a '0' if school is NOT in session. Box must be filled in for each day.
5. **Tracks In-Session** – Track boxes should only be checked if the school is a year-round track school. If so, then only check the boxes for the tracks that are in-session for that given day. If you notice, as an example above, Tuesday September 5th only tracks 1, 3 and 4 are in session. Track 2 students are not in-session.
6. **Type** – Select the appropriate day type from the drop-down menu. Even Saturdays and Sundays must have a type of day selected. All in-session days must have day types selected as well.

Note: If the appropriate day type is not listed in the dropdown list, see your LEA Coordinator and the "[Adding a Calendar Membership Type QRD](#)" to assist in updating that list.

PMR Interval Setup

Navigation: SCHOOL LEVEL > UNDER SETUP > SCHOOL > UNDER NORTH CAROLINA > PMR INTERVAL SETUP

Navigation:

The PMR Interval Setup screen for track schools displays the following:

PMR Interval Setup

Track Type: Standard Standard Standard Standard									
	Track 1		Track 2		Track 3		Track 4		
Interval	Duration	End Date	Duration	End Date	Duration	End Date	Duration	End Date	
1	20	08/04/2017	20	08/04/2017	20	08/25/2017	20	08/25/2017	
2	20	09/01/2017	20	09/22/2017	20	09/25/2017	20	09/25/2017	
3	20	10/23/2017	20	10/20/2017	20	11/13/2017	20	11/14/2017	
4	20	11/21/2017	20	12/11/2017	20	12/14/2017	20	12/15/2017	
5	20	01/23/2018	20	01/18/2018	20	02/13/2018	20	02/12/2018	
6	20	02/20/2018	20	03/08/2018	20	03/13/2018	20	03/12/2018	
7	20	04/11/2018	20	04/06/2018	20	04/11/2018	20	05/03/2018	
8	20	05/09/2018	20	05/04/2018	20	06/01/2018	20	06/01/2018	
9	20	06/07/2018	20	06/29/2018	20	06/29/2018	20	06/29/2018	
In Session Days		180	180	180	180	180	180	180	

Submit

1. **Track Type** – Standard or Extended - Select the appropriate type from the drop-down.
2. **Interval** – Automatically displayed for the 9 school months
3. **Duration** – Length of the reporting month - Enter the number of instructional days to be included in each school month.
4. Click **Submit**

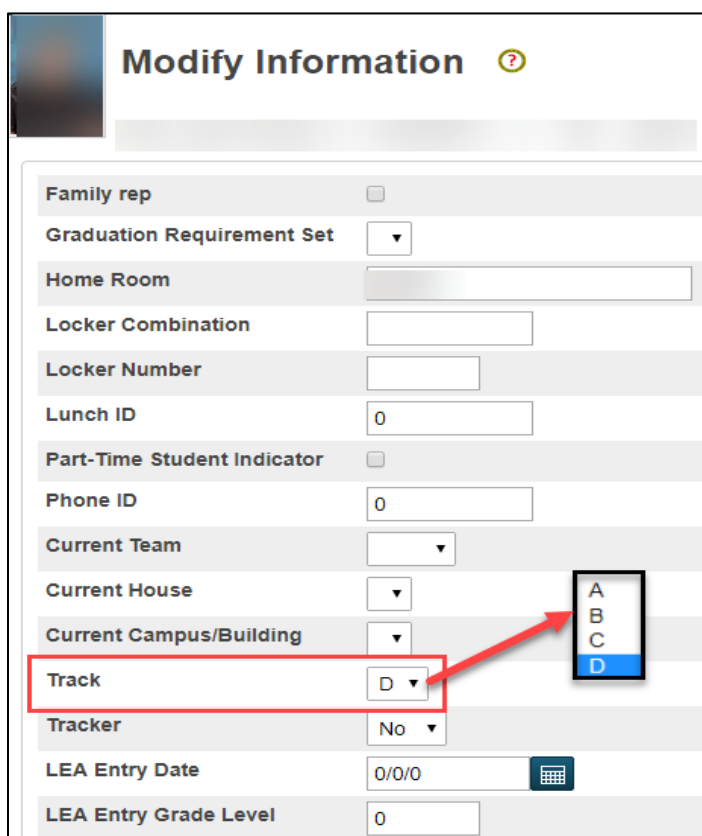
Warning: Warning In order to save the record, Intervals (months) 1 and 2 MUST be set to 20; all others must be between 16 and 26 days.

Assigning Students to a Track

Once the bell schedules and attendance conversions have been completed, the calendar must be updated to indicate the bell schedule used for each day of the school year. This will assure that the attendance will be calculated correctly for each of the days of the school year.

Navigation: SCHOOL LEVEL > START > SEARCH FOR AN OPEN A STUDENT RECORD > MODIFY INFO

1. **Track** – Select the track assigned to the student from the dropdown.
2. Click **Submit** to save.



The screenshot shows the 'Modify Information' form for a student. The form includes the following fields:

- Family rep: ☐
- Graduation Requirement Set:
- Home Room:
- Locker Combination:
- Locker Number:
- Lunch ID:
- Part-Time Student Indicator: ☐
- Phone ID:
- Current Team:
- Current House:
- Current Campus/Building:
- Track: (highlighted with a red box, with a red arrow pointing to a dropdown menu showing options A, B, C, and D)
- Tracker:
- LEA Entry Date: (with a calendar icon)
- LEA Entry Grade Level:

Student Changing Tracks

When a student changes track on or after the first day of school the user will need to Create New School Enrollment record to document the change. Refer to the [Create New School Enrollment W1 R1 \(QRD\)](http://www.nc-sis.org/student_information.html) located under http://www.nc-sis.org/student_information.html

Student schedules will need to be adjusted for the new track manually. Refer to the [Adding Sections \(QRD\)](http://www.nc-sis.org/scheduling.html) and [Dropping Courses from Student Schedules \(QRD\)](http://www.nc-sis.org/scheduling.html) located under <http://www.nc-sis.org/scheduling.html> for instructions on modifying a student schedule.