

North Carolina Customizations – Student Accommodations

PowerSchool
Student Information System

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Student Accommodations

The purpose of this document is to provide a guide to the North Carolina student accommodations customized page.

Information

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Accessing Student Accommodations

1. From the Start page, select either the school or District Office from the schools drop-down list (for school-level users, skip this step)
2. Query the student
3. Click **Accommodations** on the left navigation pane (under Information)

Entering a New Accommodation

1. Click **New Accommodation**

Accommodations

11 School Enrolled: DOB: Gender:

New Accommodation

Submit

2. Enter the information for the entry. Items in RED on the screen are required (all 7 blocks are required – see the progress at the bottom of the screen)
 1. **Case Manager** = Select a name from the drop-down
 2. **School of Instruction** = defaults to the selected school (but you may change)
 3. **Start Date** = Start date of the accommodation (defaults to today's date but can be edited)
 4. **End Date** = End date of the accommodation (defaults to the last day of the school year but can be edited according to the end date on the student's documented plan)
 5. **Reason** = Select a reason from the drop-down
 6. **Tests Planned** = Choose a test from the Tests Available selection box:
 - i. Double-click to add it to the Tests Available box OR
 - ii. Click once to highlight the Test and click the > to add it to the Tests Available box (**Note: some tests will not move to the Tests Planned box because they are no longer valid**)
 - iii. To remove an Test from the Tests Available box, either double-click the unwanted Test or click the Test Name and then click <
 - iv. You can add all tests by clicking **All>** (**Note: some tests will not move to the Tests Planned box because they are no longer valid**)
 - v. You can remove all tests by clicking **<All**

7. **Accommodations Planned** = Choose an accommodation from the Accommodations Available selection box:
 - i. Double-click to add it to the Accommodations Planned box OR
 - ii. Click once to highlight the Accommodation and click the > to add it to the Accommodations Planned box (**Note: some accommodations will not move to the Accommodations Planned box because they are no longer valid**)
 - iii. To remove an accommodation from the Accommodations Planned box, either double-click the unwanted accommodation or click the accommodation and then click <
 - iv. You can add all accommodations by clicking **All>** (**Note: some accommodations will not move to the Accommodations Planned box because they are no longer valid**)
 - v. You can remove all accommodations by clicking **<All**
8. **Special NCDPI Approved Accommodations** = this box only appears if you select a test or an accommodation that qualifies for special accommodations (Other). Enter the information for that accommodation in the text box that appears.

Accommodations ⓘ

1: Case Manager 2: School of Instruction 3: Start Date: 09/24/2014 (MM/DD/YYYY) 4: End Date: 06/09/2015 (MM/DD/YYYY) 5: Reason: Cancel This Entry

Tests Available	6: Tests Planned	Accommodations Available	7: Accommodations Planned
NCFE SCS Algebra II NCEXTEND2 - Science 5 and 8 NCEXTEND2 - Math 3-8 NCEXTEND2 - Math I NCEXTEND2 - Reading NCFE SCS Geometry	NCEXTEND1 - Science NCEXTEND1 - Biology ACCESS - Reading ACCESS - Speaking ACCESS - Writing ACT	Hospital Home Testing Test Admin/Comp Reads Test Aloud (ENG) Testing in a Separate Room Uses Augmentative Device Keyboarding Devices	Special NCDPI Approved Accommodation (Sp) Magnification Devices Assistive Technology Devices Braille Edition Braille Writer/Slate and Stylus

8: Special NCDPI Approved Accommodations:

Block 8 only appears if you select OTHER ACCOMMODATION from the Accommodations Available list or OTHER from the Tests Available list

This block shows your progress in completing the entry. If this statement and the required fields are shaded pink/red, then there is incomplete information. Note: the SUBMIT button will not appear until all required information has been entered.

6 of 8 entered. Complete all entries to submit

3. Click **Submit**
4. Repeat steps 1-3 for as many accommodations that you need to add to a student's record

* Notes: You can abort this process by clicking **Cancel This Entry**. The **Submit** button will not appear until all required information has been entered.

Removing an Accommodation

1. To remove an accommodation from a student’s record, click the **Delete** button beside the accommodation that needs to be removed

Accommodations ⓘ

The screenshot shows the 'New Accommodation' form with the following details:

- 1: Case Manager:** [Dropdown]
- 2: School of Instruction:** [Dropdown]
- 3: Start Date:** 09/24/2014
- 4: End Date:** 06/09/2015
- 5: Reason:** LEP
- Delete:** Button highlighted with a red box.
- Tests Available:** List including NCFE SCS Geometry, NCEXTEND2 - Science 5 and 8, etc.
- 6: Tests Planned:** List including ACCESS - Reading, NCEXTEND1 - English Language Arts 3-8, etc.
- Accommodations Available:** List including Hospital Home Testing, Keyboarding Devices, etc.
- 7: Accommodations Planned:** List including Assistive Technology Devices, Braille Edition, etc.
- 8: Special NCDPI Approved Accommodations:** Text area with 'test' entered.
- 7 of 7 complete. Be sure to submit to save changes**
- Submit:** Button at the bottom right.

2. Click **Confirm Delete** to continue with the removal or **Cancel** if you choose not to remove the accommodation

This close-up shows the '5: Reason' field with the value 'LEP'. To its right are two buttons: 'Cancel Delete' and 'Confirm Delete'. The 'Confirm Delete' button is highlighted with a red box.

Editing an Existing Accommodation

1. On the student’s **Accommodations** page, make the changes to the accommodation that needs editing.
2. Click **Submit**.