PMR Changes for Individualized Education (IEP) Students

For PMR 27, current functionality is to use the number of minutes in the PMR Instructional Minutes Setup to determine how many minutes constitute a full day.

If the school is set to 360 minutes in this setup, the PMR 27 calculates the number of minutes for each class the student is schedule and divides it by 360. If this value is 50% or more the student is not included on the PMR 27. However, if it is less than the PMR 27 exception is created.

If a student by their IEP plan does not have to attend the full time (360 minutes), then they should not show up on the PMR 27 if they attend the time defined in their IEP.

In the example below, these students are required to attend a half-day or 180 minutes.

Configure FTE Codes

Navigation: Start page > School > Attendance section > Full-Time Equivalencies (FTE)

		Welcome, Help Sign Out
		School: Middle Term: 14-15 Year
Start Page > School Setup		2
Functions Attendance	School Setup	
Enrollment Summary	Attendance	Description
Master Schedule	Attendance Codes	Define attendance codes and their attributes.
Dashboard Special Eurotions	Attendance Code Categories	Define attendance code categories such as tardy, excluded.
Teacher Schedules	Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
Reports	Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
System Reports	Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.
ReportWorks	Preferences	Specify general attendance preferences.
State Reports	Section Attendance Settings	Set attendance recording options for Sections that meet more than once on the same day.
Federal	Quick Look Up Preferences	Set display preferences for the Quick Look Up Report Page.
CTE Concentrator Survey		
Title I	Calendaring	Description
TAS Title III	Automated Calendar Setup	Set up calendar days according to a pattern.
LEP	Bell Schedules	Define bell schedules for the current school
W-APT	Calendar Setup	Assign days to membership types and schedules.
Title X	Reporting Segments	Define beginning and ending dates for special reports.
Homeless	PMR Interval Setup	Define PMR Months for NC Reports
Setup	PMR Instructional Minutes Setup	Set Up Daily Instructional Minutes
School		
System	General	Description
Personalize	Activities Setup	Define school specific extra-curricular activities.
Applications		 Define cutoffs for fee and lunch balance alerts.

1. On the **Full-Time Equivalencies (FTE)** screen, click **New**. Configure <u>IEP FTE code</u> or <u>Full Time FTE code</u>.

Full-Time Equivalencies (FTE)			
		New	
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full-Time		Daily	TimeDay
Note: This list of Atte	endance Conversions applies to Wakefiel	d Middle during the 2014-2015 school year only	

Setting IEP FTE code

Complete the following fields to setup an IEP FTE code and click Submit:

New FTE Code	
Name	JHSIEP
Default Attendance Mode	Meeting 👻
Default Attendance Conversion	Time to Day 👻
Description	
Default for these grades	6 7 8
	Submit

- Name = Enter FTE as appropriate, School Abbreviation +'IEP' for e.g.: JHSIEP.
- Default Attendance Mode = select mode based the mode used by the Full Time FTE.
- Default Attendance Conversion = select 'Time to Day'.
- Default for these grade = <u>Do not</u> check grades.

Setting Full Time FTE code

Complete the following fields to setup a Full-time FTE code and click **Submit**:

New FTE Code	
Name	JHSIEP Full-Time
Default Attendance Mode	Meeting 👻
Default Attendance Conversion	Time to Day 🔻
Description	
Default for these grades	 ✓ 6 ✓ 7 ✓ 8
	Submi

- Name = Enter FTE as appropriate, School Abbreviation +'Full-Time' for e.g.: JHSIEP Full-Time.
- Default Attendance Mode = select mode based the mode used by the Full Time FTE.
- Default Attendance Conversion = select 'Time to Day'.
- Default for these grade = check all grades that apply.

Attendance Conversions

Define the Attendance Conversion for the newly created FTE as follows:

Navigation: Start page > School > Attendance section > Attendance Conversions

- 1. On the Attendance Conversions screen, click the link under Time column for the IEP record created under the <u>Setting IEP FTE code</u> section.
 - Day Attendance Value = enter '0' for 0 Minutes Present.
 - On the second line enter the minimum number of minutes the student must attend to be 50% of the day (typically half of the value set in their IEP plan and in this example we will use 90).
 - Day Attendance Value = enter '1' for the second record.

This setup indicates that a student present for 0 to 89 minutes will be considered absent for the core PowerSchool ADA/ADM reports and absences reports. If student is present 90 or more minutes, they are considered present.

ime-To-Day Attenda	ance Conversion "Full Da	ay" for FTE "Full-Time"
		Copy From Other Conversion Table
Note: This list of Attendance C	onversions applies to Middle only.	
Minutes Present	Day Attendance Value	Comments
0	0	
90	1	
Used by Bell Schedules:		
Regular Day	357 minutes defined in	17 periods.
		Submit

2. Click Submit.

EC Data and Plan Type on Student's record

To setup a student, they must have EC data that shows that their plan type is IEP and their Exit Date must be blank or in the future. As this data is imported, the user cannot add anything to this page.

Send Demographics to EC		No 🔻	
Primary Disability			
Secondary Disability			
Plan Type	IEP		
Environmental Setting			
Program/Services Begin Date			
Program/Services End Date			
Exit Date			
Exit Reason			
Test and Accommodations			

Configure Student's FTE

To define the student's FTE:

Navigation: Start p	age > Select S	Stud	lent > Enrollr	nent sec	ction > Transfer :	Info
Enrollment	Start Page > Student Se	electio	on > Transfer Informat	ion		
Activities						
All Enrollments	Transfer Inf	orn	nation @		1	
Functions	indificit init					
Special Programs	Berger, Service Marrier	7	101100			
Transfer Info						
Transfer Student Record	Current Enrollment	t				
Scheduling	Entry Date / Code		Exit Date / Code	Grade	Entry Comment	
Bell Schedule View	08/25/2014	E1	06/09/2015	7	Promote Same So	
List View						
Moto						

- 1. On the **Transfer Information** screen, click the current enrollment and/or the previous enrollment records' Entry Date to a reflect from their original entry date for the year.
- **2.** In the Full-Time Equivalency pop-up menu select the FTE for the appropriate IEP plan.

Exit Code	
Exit Comment	
Full-Time Equivalency	JHS IEP 🔻
Grade Level	7 •
Track	•
LEA of Residence	Durham County (320) *
Note: This screen may not be used to transfer a	a student in or out of school. Click on Functions to find links to those operations.
Extended Data	
Admission Status	MST1 •
Dropout Data	
Dropout Reason	τ
Verified Dropout	

When the PMR is run, a check is done to see if a student has a plan type of IEP. If they do not, then the student is calculated using the PMR Minutes Setup.

If the student is IEP and has a blank or Exit Date in the future, the student's current FTE ID (Student Table) is checked against the FTE_Grade table to see if the FTE is the default FTE for the student's grade level. If it is the default, the student is calculated using the PMR Minutes Setup.

If the student's FTE is not the default FTE for the student's grade, then the FTE ID is used with the Attendance_Conversion and Attendance_Conversion_Items tables to identify the number of minutes defined for that FTE in the Input_Value. For PMR 27, this value is doubled and used for the total number of minutes the student is expected to be scheduled. The minutes of their scheduled classes is divided by this total number of minutes to determine if they are scheduled 50% or more of the day.

Setting FTE for new Student

When enrolling a new student, select the appropriate IEP selection from the Full-Time Equivalency drop-down menu.

Student Information	
Student's Name	*
(Last, First Middle)	▲ Missing required field
DOB	(MM/DD/YYYY) *
Gender	*
Student number	(If this field is left blank, the system will assign the Student Number
Social Security Number	
Phone Number	
Enrollment date	02/10/2015 (MM/DD/YYYY) *
Federal Ethnicity	Is the student Hispanic or Latino?*
	▼
Race	What is the student's race? *
	American Indian or Alaskan Native
	Black of African American
	Native Hawaiian/ Other Pac Islander
Full-Time Equivalency	*
Grade Level	Full-Time
Entry Code	JHSIEP
Track	•
LEA of Residence	*

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