

Pre K Grade Levels

Pre K students should be placed in the appropriate grade level based on their birth date. Grade level is selected on the **Enroll New Student** or the **Re-enroll Student** screen at the time of enrollment. If the Pre K grade levels are not displaying at the school, they must be added to the school at the Local Education Agency (LEA) Office level in EDDIE.

Important: The steps below must be performed in EDDIE, by the designated EDDIE personnel at your school or LEA. Contact your EDDIE subscribed user(s) to update EDDIE. These changes cannot be made directly in PowerSchool because the fields are locked by EDDIE. Once the changes are completed in EDDIE, it will be automatically synced and reflected in PowerSchool within two days.

Note: PowerSchool does not translate EDDIE data accurately, for e.g.: If a school configures EDDIE with P3,6,7, and 8 as grade levels, PowerSchool will interpret that to mean the school has grade levels P3 - 8 (11 grade levels) instead of 4 grade levels.

Edit Grade Levels in EDDIE

1. Access EDDIE located under <http://www.ncpublicschools.org/fbs/accounting/eddie/> with your assigned EDDIE access credentials.
2. Under **selection options**, locate the school district from the **LEA Name** drop-down menu and click **Go**.

The screenshot displays the EDDIE web application interface. At the top, it says "EDDIE Educational Directory and Demographical Information Exchange" and "Welcome --- Main Menu". Below this, there are navigation links for "NC DPI School Year: 2014-2015", "For EDDIE Help CLICK HERE", and "For assistance please send email to eddie@dpi.nc.gov".

The main content area is divided into two sections: "Search Options:" and "Selection Options:".

Search Options:

- Quick Search By Name:** A text input field with a "Go" button and the text "<<< Quick Search By Name".
- Quick Search By LEA Number:** A text input field with "(three characters)" and a "Go" button and the text "<<< Quick Search By LEA Number".
- Quick Search By School Number:** A text input field with "(three or six characters)" and a "Go" button and the text "<<< Quick Search By School Number".

Selection Options: (highlighted with a red box)

- Radio buttons for "LEA Name", "LEA Number", "Charter Name", and "Charter Number".
- A dropdown menu for "LEA Name" with a "Go" button and the text "<<< Display LEA Data".

A red arrow points to the "LEA Name" dropdown menu. On the left side, there is a "Reports Menu" with a list of reports including "Active Schools Report", "New Schools Report", "Closed Schools Report", "Future Schools Report", "LEA Personnel Report", "Non-Regular Schools Report", "Pending Schools Report", "Create Custom Report - LEA", "Create Custom Report - Merge", "Create Custom Report - School", "Create Custom Report - Staff", "Mailing Labels - LEA", and "Mailing Labels - School".

At the bottom, it says "North Carolina Department of Public Instruction".

Pre K Grade Levels

- At the LEA Identifier Information field, click **School List**.

EDDIE LEA Information

Return to Main Menu

NCDPI School Year: 2014-2015 For EDDIE Help [CLICK HERE](#) For assistance please send email to eddie@dpi.nc.gov

LEA Identifier Information **School List**

LEA Name: LEA: County: SBE Region:

LEA Type: Federal No.: Locale Type:

LEA Status

LEA Operational Status: LEA Closing Date:

LEA Reports

- Teacher/Membership Counts
- Staff History
- Merge History
- Active Schools Report
- New Schools Report
- Closed Schools Report
- Future Schools Report
- LEA Personnel Report
- Non-Regular Schools Report

- Click the appropriate school number under the **School Number** column.

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Click on the blue LEA NUMBER -or- SCHOOL NUMBER for detailed information. Click underlined Column Name to sort.

Return To Main Menu

Number Search Parameter:

LEA Name	LEA Number	School Name	School Number	Address Line1	City	Zip Code	Operational Status	Grade Level Current
Wake County Schools	12548	Wake County Schools	12548	1712 Huggins Road	Wake County	27157	Open	
Wake County Schools	12548	Wake County Schools	12548	1007 Juncosville Rd	Wake County	27155	Open	PK-12
Wake County Schools	12548	Wake County Schools	12548	2100 NC 101	Wake County	27155	Open	PK-12
Wake County Schools	12548	Wake County Schools	12548	10021 Huggins Rd	Wake County	27156	Open	PK-12

- Under **Grade Levels**, check the appropriate grade levels for the school and click **Apply Changes**. Refer to the [Birth date ranges table](#) listed on page 3.

EDDIE School Information

Return to Main Menu (remember to Apply changes first) **Apply Changes** Cancel and return to Main Menu

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School Identifier Information **School List**

LEA:

Official Sch. Name:

School Name: School: County: SBE Region:

School Type: Federal No.: Extended Hours: Locale Type:

Program Type: Designation Type: Calendar Type: Schedule Type:

Grade Levels

Current

P0 P1 P2 P3 PK KG 01 02 03 04 05 06 07 08 09 10 11 12 13

Approved

P0 P1 P2 P3 PK KG 01 02 03 04 05 06 07 08 09 10 11 12 13

AE UG NG

Reports For This School

- Teacher/Membership Counts
- Merge History
- Current Staff and Staff History

Teacher and Membership Counts - current year (display)

School Teacher Count:

School Year Teacher Count Was Taken:

School Student Count:

School Year Student Count Was Taken:

Special Categories

Accreditation Status:

College Board Number:

New Schools Project (NCNSP)? If Yes, Cohort Number:

Cooperative Innovative HS? If Yes, MMYYYY approved by SBE:

School Record Create and Change Statistics (display only)

Record Created Timestamp:

Record Created By:

Last Changed Timestamp:

Last Changed By:

Once this process is completed in EDDIE, it will automatically sync and reflect in PowerSchool within two days.

Reference

Birth Date Ranges for Current Year – Next Year, for e.g.: 2014-15

EDDIE	PS Grade Level	Student's Age	Birth Date Range		Example
			From	To	
P0	-5	<1	September 1 st of Current Year	August 31 st of Next Year	9/1/14-8/31/15
P1	-4	1	Birth Date minus 1 year	Birth Date minus 1 year	9/1/13-8/31/14
P2	-3	2	Birth Date minus 2 years	Birth Date minus 2 years	9/1/12-8/31/13
P3	-2/PK3	3	Birth Date minus 3 years	Birth Date minus 3 years	9/1/11-8/31/12
PK	-1/PK4	4	Birth Date minus 4 years	Birth Date minus 4 years	9/1/10-8/31/11
KG	0/K	5	Birth Date minus 5 years	Birth Date minus 5 years	9/1/09-8/31/10

EDDIE

Access EDDIE at: <http://apps.schools.nc.gov/eddie>

EDDIE Documentation

General EDDIE documentation, including a list of EDDIE subscribed users, is located under <http://www.ncpublicschools.org/fbs/accounting/eddie/>

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