North Carolina State Setup Guide

PowerSchool
Student Information System

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This edition applies to Release 7.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

Note: Information in this guide is updated with each iteration as North Carolina reports are released in PowerSchool.

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Contents

Introduction

The *North Carolina State Setup Guide* provides required setup elements and data collection details for accurate North Carolina state reporting. The information in this guide is grouped first by the Local Education Agency (LEA), school, staff and student setup items, and second by the data collections.

Many of the setup elements must be populated with specific details before running the data collection. Some of these items are configured during PowerSchool implementation. PowerSchool Online Help is also available to assist with the set up of North Carolina state reporting.

Data Collections

This guide contains the setup for the following data collections. See the North Carolina guide for descriptions.

Data Collection Name
Academically and Intellectually Gifted (AIG)
Alternative Learning Program (ALP)
Common Follow-Up System (CFS)
Discipline
Dropout
Graduate Data Verification (GDV)
Office of Civil Rights (OCR)
Principal's Monthly Report (PMR)
Retention/Promotion/Graduation (RPG)
Student Activity Report (SAR)

Additional Resources

See the following resources for more information on PowerSchool and North Carolina state reporting.

- Public Schools of North Carolina: http://www.ncpublicschools.org/

Additional User Guides

North Carolina State Reporting Guide – The *North Carolina State Reporting Guide* provides information regarding the reporting workflow for the North Carolina state data collection reports. The information in this guide is grouped by the reports.

PowerSchool Online Help

For more information on using PowerSchool and working with PowerSchool screens and fields, see the PowerSchool Online Help.

Tip: Open the Online Help by clicking the Help icon ⓘ in the upper-right corner of any PowerSchool page.

PowerSource

Visit PowerSource, the Pearson customer portal https://powersource.pearsonschoolsystems.com to view or download:

- PowerSchool user guides and Knowledgebase articles
- North Carolina state reporting guides and Knowledgebase articles
- PowerSchool training videos
- PowerSchool and state reporting forums
- PowerSchool training calendar and class locations
- Online technical support

Note: A user name and password are required to access PowerSource.

North Carolina State Reporting Data Dictionary

For more information on PowerSchool tables and fields, see the *North Carolina State Reporting Data Dictionary* guide, which identifies all tables in the database, and provides table column definitions, field data types, and field descriptions.

Note: A link to this document is coming soon.

Image Server Setup

The following files need to be added to your existing Image Server setup. For more information on Image Server Setup, see the *Installation Guide for PowerSchool 7.8.x* available on PowerSource.

1. On the server where PowerSchool is installed, navigate to C:\Program Files\PowerSchool\application\components\reporting-usa-nc.[version number]

2. Copy the entire contents of the **images** and **scripts** directories from the **web_root** folder to the corresponding folders on your image server.

Setup Elements

The following data elements must be set up prior to running North Carolina state data collections.

For more information regarding data elements, see the **PowerSchool Online Help**.

Understanding the Setup Table

Each setup table may include some or all of the following elements. Data collections will not display elements that are not pertinent.

- **Breadcrumbs** – Navigation aid used to show the path to the data entry page as listed on the page in PowerSchool.

  Example: Courses > Edit Course District Information.

  Each ">" indicates a new page or link.

- **Navigation** – Navigation to the data entry page based on the path to the page.

  Example: **Select Courses > Select [Course]**.

  Each ">" indicates the link to select.

    Note: The first page in the navigation is Start Page. This page name is removed for brevity.

- **Data Element** – The name of the field as it appears on the page.

- **Additional Information** – Guidance for correct data entry.

- **[Table]** – The name of the table where the data is stored.

- **Field Name** – The name of the field where the data is stored.

    Note: The Table name appears in brackets with the Field Name directly following. Example: [Table]FieldName.

- **Length** – The length (in characters) of the data to be entered, as defined by the state.

- **Used in these Data Collections** – The name of each collection that uses the data element. This field may be populated with "Required Setup" or "Not Required" to indicate whether the data element should be configured for North Carolina State reporting not specific to a collection.

LEA Setup

The following data elements are required for LEA setup:

Start Page > District Setup.

1. On the Start Page, click the **School** link at the top of the page. The school list appears.

2. Choose **LEA Office** from the pop-up menu. The LEA start page appears.

3. Click **LEA Setup**. The LEA Setup page appears.

Note: For information on code values, see the *Appendix*.

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Courses > Edit Course LEA Information				
Courses > View Master Course List > New				
Course Name	Enter the course name.	[Courses]Course_Name	50	Required Setup
Credit Hours	Enter the number of potential credit hours available for the course.	[Courses]Credit_Hours	N/A	SAR
Course High Grade Level Range	Enter the high grade level range.	[Courses] Course_Grade_Level_Range_High		SAR
Course Low Grade Range Level	Enter the low grade level range.	[Courses]Course_Grade_Level_Range_Low		SAR
Credit Course Flag	Note: If the credit is set to zero (on the course) then no credit is awarded.	[Courses]Credit_Hours		SAR

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Credits Per Semester Towards Graduation	Note: If the credit is set to zero (on the course) then no credit is awarded.	[Courses]Credit_Hours		SAR
State Course Code Academic Level	The 5th digit of the Course Code = Academic Level	[Courses]CourseID		SAR
State Course Code Subject Area	The first 4 digits of the Course Code = Subject Area.	[Courses]CourseID		SAR
State Grade Level	The 6th digit describes the intended school level of the course – elementary, middle, high, community college/university,	[Courses]CourseID		SAR
Expression	The schedule expression for the section, which is a representation of the period(s) and day(s) it is offered.	[Cycle_Day_ID]Day_Number or Day_Name		SAR
Timetable Day Number	The schedule expression for the section, which is a representation of the period(s) and day(s) it is offered. It may be multiple if offered over several days, such as 2(A-B) = 2nd period A and B days.	[Cycle_Day_ID]Day_Number or Day_Name		SAR
Number of Semesters	The number of semesters required to get full credit for the class			

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
LEA Setup> Entry Codes> [New/Edit] Entry Codes				
Map Code to DPI Code	Select Map Code to DPI Code from pop-up menu: • Initial Entry – No Previous Public School Enrollment (E1) • Initial Entry – Previous Public School Enrollment (E2) • Re-entry – Previous W1 (R1) • Transfer entry – Previous NC Public School Enrollment in Same LEA (R2) • Transfer entry – Previous NC Public School Enrollment in Another LEA (R3) • Re-entry – Previous External W1 (R5) • Re-entry – Previous W2 (R6)			PMR
LEA Setup> Exit Codes> [New/Edit] Exit Codes				
Map Code to DPI Code	Select the Map Code to DPI Code from pop-up menu. • Transfer Withdrawal (W1) • Non-Public Program Withdrawal (W1P) • Early Leaver Withdrawal – No Plan to Return Current School Year (W2) • Death Withdrawal (W3)			PMR

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
	• Early Completer Withdrawal (W4) • High School Graduate (W6) • Summer Transfer Withdrawal (W7)			
Schools/School Info > Edit School				
School Name	Enter the name of the school.	[Schools]Name	60	Required Setup
School ID	The school ID number.	[Schools]School_Number		Required Setup
School Address	Enter the street address for the school.	[Schools]SchoolAddress		Required Setup
City	Enter the city in which the school is located.	[Schools]]SchoolCity		Required Setup
State	Enter the state or province in which the school is located.	[Schools]SchoolState		Required Setup
Zip	Enter the postal or zip code for the school.	[Schools]SchoolZip		Required Setup
School Phone Number	Enter the school phone number.	[Schools]SchoolPhone		Required Setup
Grades (School)	Enter the school grades (lowest - highest). **Note:** Grade levels must be in the range -10 to 20.	[Schools]Low_Grade [Schools]High_Grade		Required Setup

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
County	Enter the name of the county.	[Schools]CountyName		Required Setup
LEA Setup > Civil Rights Data Collection (CRDC)				
Note: The following CRDC setup elements are stored in PowerSchool and are available to assist the state when entering data into the CRDC website.				
LEA-002. Is this LEA covered by a desegregation order or plan?	Select either Yes or No if the LEA is covered by a desegregation order or plan.			
LEA-003. Kindergarten Daily Length	Select either Yes or No for the following questions: • Does this LEA provide full-day prekindergarten? Y/N • Does this LEA provide part-day prekindergarten? Y/N	[S_NC_CRDC_LEA]KG_Full_Day [S_NC_CRDC_LEA]KG_Part_Day	1	

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
LEA-004. Prekindergarten Eligibility	Select either Yes or No for the following questions • Does this LEA provide pre-kindergarten to all students? • Does this LEA provide pre-kindergarten to students with disabilities (IDEA)? • Does this LEA provide pre-kindergarten to students in Title I schools? • Does this LEA provide pre-kindergarten to students from low income families? • Does this LEA provide pre-kindergarten to other distinct student classifications (Provide a comment to describe)?	[S_NC_CRDC_LEA]Pre_KG_Elig_All [S_NC_CRDC_LEA]Pre_KG_Elig_IDEA [S_NC_CRDC_LEA]Pre_KG_EligTitle1 [S_NC_CRDC_LEA]Pre_KG_EligLowIncome [S_NC_CRDC_LEA]Pre_KG_Elig_Other	1	
LEA.005. Prekindergarten Age for Non-IDEA Students	Select either Yes or No for the following questions: Does this LEA provide pre-kindergarten? to non-IDEA students age 0-2? Does this LEA provide pre-kindergarten? to non-IDEA students age 3? Does this LEA provide pre-kindergarten? to non-IDEA students age 4?	[S_NC_CRDC_LEA]Pre_KG_Non_IDEA_Age_2orless [S_NC_CRDC_LEA] Pre_KG_Non_IDEA_Age_3 [S_NC_CRDC_LEA] Pre_KG_Non_IDEA_Age_4 [S_NC_CRDC_LEA] Pre_KG_IDEA_Only	1	

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
LEA-007. Harassment and Bullying Policy	Select either Yes or No for the following questions: • Does this LEA prohibit harassment or bullying on the basis of sex? • Does this LEA prohibit harassment or bullying on the basis of race, color, or national origin? • Does this LEA prohibit harassment or bullying on the basis of disability?	[S_NC_CRDC_LEA] Harass_Policy_By_Disability [S_NC_CRDC_LEA] Harass_Policy_By_Race [S_NC_CRDC_LEA] Harass_Policy_By_Gender	1	
LEA-008. LEA Form Level Comments (Part 1)	Enter additional LEA Form level comments for Part 1, if applicable.	[S_NC_CRDC_LEA]LEA_Part1_Comments	500	
LEA-009. Did this LEA operate a General Educational Development (GED) preparation program for students aged 16-19?	Select either Yes or No if the LEA operates a General Education Development (GED) preparation program for students aged 16-19.	[S_NC_CRDC_LEA]GED_Prep_Program	1	
LEA0013. LEA Form Level Comments (Part 2)	Enter additional LEA Form level comments for Part 2, If applicable.	[S_NC_CRDC_LEA]LEA_Part2_Comments	500	

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
LEA Setup > School/School Info > Edit School > Civil Rights Data Collection (CRDC)				
Grades Offered (Lowest to Highest)	Select either Yes or No if this school has ungraded students.			
School Characteristics	Select either Yes or No for the following questions: • Does this school focus primarily on serving the needs of students with disabilities? • Is this school either a magnet school or a school operating a magnet program within the school? • Is this school a charter school? • Is this school an alternative school? • Are any students in this school ability grouped for classroom instruction in mathematics or English/reading/language arts?	[S_NC_CRDC_LEA]Disability_Focused [S_NC_CRDC_LEA]Magnet_School_Or_Program [S_NC_CRDC_LEA]Charter_School [S_NC_CRDC_LEA]Alternative_School [S_NC_CRDC_LEA]Ability_Grouped_MathERLA	1	
Does the entire school population participate in the magnet school program?	Select either Yes or No if the entire school population participates in the magnet school program.	[S_NC_CRDC_LEA]Magnet_Only	1	

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
This alternative school is designed to meet the needs of the following (check all that apply)	Check one or more that applies for this school: • Students with Academic Difficulties • Students with Discipline Problems • Other (Provide a comment in the Comment section to describe)	[S_NC_CRDC_LEA]Alternative_School_Academic [S_NC_CRDC_LEA]Alternative_School_Discipline [S_NC_CRDC_LEA]Alternative_School_Other	1	
Different Advanced Placement (AP) Courses and Selection	Click Yes or No if students are allowed to self-select to participate in AP courses.	[S_NC_CRDC_LEA]AP_Self_Participate	1	
School Form Level Comments (Part 1)	Enter additional school form level comments for Part 1, if applicable.	[S_NC_CRDC_Schools]School_Part1_Comments	500	
Does this school have any high school aged students in its ungraded classes?	Click Yes or No if the school has high school age students in upgraded classes.			

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Interscholastic Athletics - Sports, Teams, and Participants	Enter the counts for the following: • Male only sports • female only sports • male only teams • female only teams • male only participants on teams • female only participants on teams		1	
School Form Level Comments (Part 2)	Enter school form level comments for Part 2, if applicable.	[S_NC_CRDC_Schools]School_Part2_Comments	500	
LEA Setup > School/School Info > Edit School > Civil Rights Data Collection (CRDC)> Final Grade Store Codes				
Term	Select term.			
Store Code List (separated by a comma and without spaces)	Specify which store codes for the school term should be considered as the final grade for a class. **Note**: Separate each code using a comma, with no spaces. Refer to the CRDC Specific Virtual Tables in the *Appendix* for the Store Code List.			
Courses > Edit Course District Information> Civil Rights Data Collection				

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Classes in Mathematics and Science Courses	Select Yes or No for the following questions regarding mathematics and science courses: • Does this qualify as an Algebra I course? • Does this qualify as a Geometry course? • Does this qualify as an Algebra II course? • Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc.)? • Does this qualify as a Calculus course? • Does this qualify as a Biology course? • Does this qualify as a Chemistry course? • Does this qualify as a Physics course?			

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Does this fall under a specific Advanced Placement (AP) subject area?	Select the subject categories that AP classes fall under: • "MT" - AP Math • "SC" - AP Science • "FL" - AP Foreign Language • "OT" - AP Other			
Single-Sex Classes	Select the subject categories that single-sex classes falls under. • AG" - Algebra or Geometry • "MT" - Other Math • "SC" - Science • "EN" - English, Reading, Language Arts • "OT" - Other Academic Subjects			

School Setup

The following data elements are required for school setup. The first two pages of navigation are removed for brevity:

Start Page > School Setup.

1. On the Start Page, click the **School** link. The school list appears.

2. Choose a school from the pop-up menu. The school start page appears.

3. Click **School**. The School Setup page appears.

   Note: For information on code values, see the *Appendix*.

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
School Setup > PMR Interval Setup				
Duration	Enter the number of days for the PMR Month. • Start Date and End Date are calculated by referencing the PowerSchool Calendar setup and counting instructional days only. • Based on the number of days entered, the system populates the Start and End dates for the reporting month. • The system re-calculates and re-populates the Start and End Dates when: • The number of days in the reporting segment is changed.	[S_NC_Schools_PMR_Chd]PMR_Duration		PMR

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
	• The calendar is adjusted to exclude or include a new instructional day. • For track schools, identify for each track whether the track is Standard Day or Extended Day students. Each track has its own Duration setting.			
School Setup -> Civil Rights Data Collection				
Note: The following CRDC setup elements are stored in PowerSchool and are available to assist the state when entering data into the CRDC website.				
SCH-001. Grades Offered (Lowest to Highest)	Select either Yes or No if this school has ungraded students.			

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
SCH-002. School Characteristics	Select either Yes or No for the following questions: • Does this school focus primarily on serving the needs of students with disabilities? • Is this school either a magnet school or a school operating a magnet program within the school? • Is this school a charter school? • Is this school an alternative school? • Are any students in this school ability grouped for classroom instruction in mathematics or English/reading/language arts?	[S_NC_CRDC_LEA]Disability_Focused [S_NC_CRDC_LEA]Magnet_School_Or_Program [S_NC_CRDC_LEA]Charter_School [S_NC_CRDC_LEA]Alternative_School [S_NC_CRDC_LEA]Ability_Grouped_MathERLA	1	
SCH-003. Does the entire school population participate in the magnet school program?	Select either Yes or No if the entire school population participates in the magnet school program.	[S_NC_CRDC_LEA]Magnet_Only	2	

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
SCH-004. This alternative school is designed to meet the needs of the following (check all that apply)	Check one or more that applies for this school: • Students with Academic Difficulties • Students with Discipline Problems • Other (Provide a comment in the Comment section to describe)	[S_NC_CRDC_LEA]Alternative_School_Academic [S_NC_CRDC_LEA]Alternative_School_Discipline [S_NC_CRDC_LEA]Alternative_School_Other	1	
SCH-007. Gifted/Talented Programs	Does this school have students enrolled in gifted/talented programs?	[S_NC_CRDC_LEA]Gifted_Talented	2	
SCH-0016. Different Advanced Placement (AP) Courses and Selection	Click Yes or No if students are allowed to self-select to participate in AP courses.	[S_NC_CRDC_LEA]AP_Self_Participate	1	
SCH-0024, School Form Level Comments (Part 1)	Enter additional school form level comments for Part 1, if applicable.	[S_NC_CRDC_Schools]School_Part1_Comments		
SCH-0046. School Form Level Comments (Part 2)	Enter school form level comments for Part 2, if applicable.	[S_NC_CRDC_Schools]School_Part2_Comments		

Staff Setup

The following data elements are required for staff setup:

Start Page > Staff > [Select Staff Member].

1. On the Start Page, click **Staff**.

2. Select a staff member or **New Staff Entry**.

3. Select **Edit Information** for existing staff members.

Note: For information on code values, see the *Appendix*.

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Edit Information				
Legal Name (Last, First MI)	Enter the legal name. Format: LastName, FirstName, MiddleName	[Teachers]Last_Name [Teachers]First_Name [Teachers]Middle_Name	20 15 20	SAR
Gender	Choose (F) Female or (M) Male from the pop-up menu.	[Teachers]Gender	1	SAR
Ethnicity: Is the staff member Hispanic or Latino?	Choose Yes or No to indicate if the staff member is Hispanic or Latino.	[Teachers]FedEthnicity	N/A	SAR
Race: What is the staff member's race?	Select the checkbox next to each race that applies to the staff member. See the *Appendix* for valid values.	[Teachers]RaceCD	N/A	SAR

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Reporting Ethnicity	The system displays the applicable student ethnicity/race based on the options selected in the Ethnicity and Race fields.			
NCDPI Screens: Staff Duty Details				
Direct Student Contact	Select the checkbox if the staff has direct student contact.	[S_NC_StaffDuty]Direct_Student_Contact_Ind	1	SAR
Number of Students	Enter the total number of students in the class.	[S_NC_StaffDuty]Number_Of_Students	4	SAR
School	Select the school from the drop-down list.	[S_NC_StaffDuty]School_ID	9	SAR
Duty Name	Select the staff duty from the drop-down menu. **Note**: Refer to the *Appendix* for a list of Staff Duty Codes.	[S_NC_StaffDuty]Staff_Duty_Code	6	SAR
Duration Percent	Enter the percentage of time the staff is assigned to this duty.	[S_NC_StaffDuty]Staff_Duty_Duration_Percent	3	SAR
Staff Duty Monday – Sunday	Select the checkbox for the applicable percentage staff duty days.	[S_NC_StaffDuty]Staff_Duty_Mon [S_NC_StaffDuty] Staff_Duty_Tues [S_NC_StaffDuty] Staff_Duty_Wed [S_NC_StaffDuty] Staff_Duty_Thu [S_NC_StaffDuty] Staff_Duty_Fri [S_NC_StaffDuty] Staff_Duty_Sat [S_NC_StaffDuty] Staff_Duty_Sun		SAR

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Duration Time	Enter the number of minutes that the staff is assigned to this duty.	[S_NC_StaffDuty]Staff_Duty_Duration_Time	6	SAR
Monday – Sunday Periods	Select the checkbox for the applicable period that the staff is assigned to staff duty.	[S_NC_StaffDuty]Mon_Period [S_NC_StaffDuty]Tues_Period [S_NC_StaffDuty]Wed_Period [S_NC_StaffDuty]Thu_Period [S_NC_StaffDuty]Fri_Period [S_NC_StaffDuty]Sat_Period [S_NC_StaffDuty]Sun_Period	1	SAR
NCDPI Screens: Staff Roles				
Occupation Code (Non-Classroom)	Select the other staff's role from the dropdown menu. **Note**: Refer to the *Appendix* for a list of Staff Roles Codes.	[S_NC_StaffRole]Staff_Duty_Code	6	SAR
Start Date	Enter the start date of the staff's role.	[S_NC_StaffRole]Start_Date	7	SAR
End Date	Enter the end date for the staff's role.	[S_NC_StaffRole]End_Date	7	SAR
Staff Role Duration Time	Enter the number of minutes for each staff role.	[S_NC_StaffRole]Staff_Role_Duration_Time	6	SAR
Staff Role Percent of Time	Enter the percentage of time for each staff role.	[S_NC_StaffRole]Staff_Role_Percent_Of_Time	3	SAR

Student Setup

The following data elements are required for student setup:

Start Page > Student.

1. On the Start Page, select the **School** link at the top of the page.

2. Choose the appropriate school from the pop-up menu.

3. Click **Submit**.

4. Select the first letter of the student's last name.

5. Select a student from the list. The last accessed student information page opens for the student selected.

Note: For information on code values, see the *Appendix*.

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Demographics				
Name (last, first MI)	Enter the student's name. **Format**: LastName, FirstName MiddleName The first and last name must be at least two characters each. The middle initial must be an alpha character (A-Z) or blank.	[Students]Last_Name [Students]First_Name [Students]Middle_Name		AIG ALP CFU DROP PMR SAR
Home Address	Enter the student's home address, including the street, city, state, and zip code.	[Students]Street [Students]City [Students]State [Students]Zip		Required Setup
Mailing Address	Enter the student's mailing address, including the street,	[Students]Street [Students]City		Required Setup

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
	city, state, and zip code.	[Students]State [Students]Zip		
Home Phone	Enter the student's home phone number.	[Students]Home_Phone	50 Max	Required Setup
DOB	Enter the student's date of birth. **Entry Format:** [M]M/[D]D/[YY]YY **Note**: Output format is YYYYMMDD.	[STUDENTS]DOB	8	CFU RPG
Ethnicity: Is the student Hispanic or Latino?	Select Yes or No if the student is Hispanic or Latino. • If Yes, select the checkbox to identify the student's race as Hispanic or Latino. • If No, select the race for the student. • If No and you select one or more students in the Race field, the Scheduling/Reporting Ethnicity field displays "Two or More".	[Students]FedEthnicity	N/A	AIG ALP CFU DROP PMR SAR

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Race: What is the student's race?	Select the checkbox for the appropriate federal race category. See the *Appendix* for valid values.	[StudentRace]Race	N/A	AIG ALP CFU DROP PMR SAR
Scheduling/Reporting Ethnicity	The system displays the applicable student ethnicity/race based on the options selected in the Ethnicity and Race fields.	[Students]Ethnicity	N/A	AIG ALP CFU DROP PMR SAR
Gender	Choose either Male or Female from the pop-up menu.	[Students]Gender	1	AIG DROP PMR SAR
SSN	Enter the student's social security	[Students]SSN	12	CFU
Student Selection> Edit Previous Enrollment				
Admission Status	Select the student admission status. See the *Appendix* for valid values.	[S_NC_StudentInfo]Admission_Status_Code	4	RPG PMR
Promotion Status	Select the end of year status for the student.	[S_NC_ReEnrollment]Promotion_Status	6	RPG

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Promotion Status Summer	Select the promotion status for summer for the student.	[S_NC_ReEnrollment]Promotion_Status_Summer		RPG
Student Selection > Historical Grades > Edit Stored Grades				
How Taken	If one or more historical grades are found for student with How Taken "LOCS" (meaning Summer School) for the school year being reported. Else leave Blank.			RPG
Student Selection > Civil Rights Data Collection (CRDC)				
Note: The following CRDC setup elements are stored in PowerSchool and are available to assist the state when entering data into the CRDC website.				
Does this student participate in a General Educational Development (GED) preparation program (for ages 16-19) operated by this LEA?	Select Yes or No if the student participates in a General Educational Development (GED) preparation program (for ages 16-19) operated by this LEA.	[S_NC_CRDC_GED_Students]GED_Prep_Program	1	
Does this student participate in a General Educational Development (GED) preparation program (for ages 16-19) operated by this LEA?	Select Yes or No if the student participates in a General Educational Development (GED) preparation program (for ages 16-19) operated by this LEA.	[S_NC_CRDC_GED_Students]GED_Prep_Program	1	

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Did this student receive the General Educational Development (GED) preparation program credential?	Select Yes or No if the student receives the General Educational Development (GED) preparation program credential.	[S_NC_CRDC_GED_Students]GED _Prep_Program_Earned	1	
Student Selection > AIG Program				
Program Service Start Date	The gifted record start date.	[S_NC_AIG]Start_Date	1	AIG
Program Service End Date	The gifted record end date.	[S_NC_AIG] EndDate	1	AIG
AIG Identification	Choose from the dropdown the AIG exceptionality type for the student: • Academically Gifted (Reading and Math) • Academically Gifted Math Only • Academically Gifted Reading only • Academically Gifted **Note**: Refer to the Appendix for a list of AIG codes.	[S_NC_AIG] AIG_Exceptionality_AM [S_NC_AIG] AIG_Exceptionality_AR [S_NC_AIG] AIG_EExceptionality_AG [S_NC_AIG] AIG_Exceptionality_IG	1	AIG
Special Programs > New Special Program Enrollment				
Entry Date	Enter the entry date for the ALP program. **Note:** The date is the first day of special program enrollment.	[SPEnrollments]Enter_Date		ALP

Data Element	Additional Information	[Table]FieldName	Length	Used in these Data Collections
Entry Reason Codes	Select the ALP entry reason code. **Note**: Refer to the Appendix for a list of ALP Entry Reason codes.	[SPEnrollments]Entry_Reason_Code		ALP
Exit Date	Enter the exit date for the special program. **Note:** The date is the day after the last day of special program enrollment.	[SPEnrollments]Exit_Date		ALP
Program	Select Alternative Program from the dropdown.	[SPEnrollments]Program_Name Program ID = GEN		ALP

Appendix

The following tables contain details on the values saved into fields in PowerSchool. The tables specify the code element and the description for each code element.

Note: NCDPI can add, change, or remove codes in the Enterprise Controller at any time.

Admission Status Codes

Code	Description
MED1	Member - Extended Day Program
MST1	Member - Standard Day Program
VED1	Visitor - Extended Day Program
VST1	Visitor - Standard Day Program/Foreign Exchange Student

AIG Exceptionality Codes

Code	Description
AG	Academically Gifted Reading and Math
AM	Academically Gifted Math Only
AR	Academically Gifted Reading Only
IG	Intellectually Gifted

ALP Entry Reason Codes

Code	Description
02	ALP-Assault resulting in serious injury
03	ALP-Assault involving use of a weapon
04	ALP-Assault on school staff-no serious injury
05	ALP-Bomb threat
06	ALP-Burning of a school building
07	ALP-Burning of a school building
08	ALP-Kidnapping
09	ALP-Possession of alcoholic beverage
10	ALP-Poss. of ctrl. subs –vop; the law
11	ALP-Poss. of a firearm or powerful explosion.
12	ALP-Possession of weapon (excl. firearm/explosion)
13	ALP-Rape
14	ALP-Robbery with a dangerous weapon
15	ALP-Robbery without a dangerous weapon
16	ALP-Sexual assault (no rape/sexual offense)
17	ALP-Sexual offense
18	ALP-Taking indecent lib. with a minor
19	ALP-Other Offense resulting in OSS/expulsion.
20	ALP-Physical fight
21	ALP-Bullying and harassment

Code	Description
22	ALP-Inappropriate language
23	ALP-Academic difficulty
24	ALP-Academic acceleration
25	ALP-Disruptive behavior
26	ALP-Attendance / truancy
27	ALP-Work / job related
28	ALP-Pregnancy
29	ALP-Aggressive behavior towards others
30	ALP-Personal or family problems
31	ALP-Emotional and/or psychological prob.
32	ALP-Student choice
33	ALP-Parent choice
34	ALP-Re-enrolled dropout
35	ALP-Transitional program
36	ALP-Placement by Hearing Officer (EC Only)
37	ALP-Office of student assignment
38	ALP-Trespassing
39	ALP-Administrative Placement
40	ALP-Firecrackers
41	ALP-Gang Activity

Code	Description
42	ALP-Assault on student

Course Codes

Note: Official code sets are maintained by NCDPI and distributed through the Enterprise Controller.

ACADEMIC_LEVEL Code	ACADEMIC_LEVEL_DESC Description
ACADEMIC LEVEL (5th digit of course number)	
0	Modified Curriculum
1	Abridged/Adapted (Remedial)
2	Standard Version
3	Applied/Technical
4	Advanced Placement/NCVPS
5	Honors/Advanced/Academically Gifted
6	Co-op Education
7	Advanced Placement
8	International Baccalaureate
9	Non-Classroom Activity
COURSE GRADE LEVELS (6th digit of course number)	
P	PK
X	High School Grades 9 – 13
Y	Middle School Grades 6-8
Z	Elementary School Grades I1-5
Course/Section Attributes	
I	Community College

ACADEMIC_LEVEL Code	ACADEMIC_LEVEL_DESC Description
K	Community College Part I
L	Community College Part II
O	NCVPS
T	Community College Online
W	University Online
J	University
V	Online Other

EC Exceptionality Codes

Code	Description
AU	Autistic
DB	Deaf-Blind
ED	Emotional Disability
IDMI	Intellectual Disability – Mild
HI	Hearing Impaired – Includes Deaf and Hard of Hearing
LD	Specific Learning Disabled
MU	Multi-Handicapped
OI	Orthopedically Impaired
OH	Other Health Impaired

Code	Description
SI	Speech-Language Impaired
IDSE	Intellectual Disability – Severe
IDMO	Intellectual Disability – Moderate
VI	Visually Impaired – Includes Blind and Partial Sight
TB	Traumatic Brain Injury
DD	Developmentally Delayed (ages 3-7 only)
DF	Deafness
None	None

Diploma Codes

Code	Description
CRP	*Career Prep*
OCS	*Occupational Course of Study*
CP	College Prep
CPT	College Tech Prep
CTCP	College Prep and College Tech Prep Combination
GCER	Certificate

Dropout Reason Codes

Code	Description
ABUS	Suspected substance abuse
ACAD	Academic Problems
ATTD	Attendance
CHLD	Need to care for children
COMM	Community College
DISC	Discipline Problem
EMPL	Employment Necessary
ENGA	Lack of student engagement
EXPC	Expectations of others
EXPL	Expulsion (Permanent)
HEAL	Health Problems
HOME	Unstable home
INCR	Incarcerated in adult facility
LANG	Language/Culture
LTSU	Failure to return after long term suspension
MARR	Marriage
MOVE	Moved-School Status unknown

Code	Description
PREG	Pregnancy
RNAW	Runaway
UNKN	Unknown/other
WORK	Choice of work over school

Entry Codes

Code	Description
E1	Initial Entry - No Previous Public School Enrollment
E2	Initial Entry - Previous Public School Enrollment Outside State
R1	Re-entry
R2	Transfer Entry - Previous North Carolina Public School Enrollment in Same LEA
R3	Transfer Entry - Previous North Carolina Public School Enrollment in Another LEA
R5	Re-entry – Previous External W1
R6	Re-entry – Previous W2

Exit Codes

Code	Description
W1	Transfer Withdrawal
W2	Early Leaver Withdrawal - No Plan to Return Current School Year

Code	Description
W3	Death Withdrawal
W4	Early Completer Withdrawal
W6	High School graduate

Appendix - Exit Codes   43

Grade Level Code

Code	Description
K1	Kindergarten
01	GR 01
02	GR 02
03	GR 03
04	GR 04
05	GR 05
06	GR 06
07	GR 07
08	GR 08
09	GR 09
10	GR 10
11	GR 11
12	GR 12
13	GR 13
PK	Prekindergarten
P0	GR P0 - Reported as Grade Level PK for the both data collection view and extract
P1	GR P1 - Reported as Grade Level PK for the both data collection view and extract
P2	GR P2 - Reported as Grade Level PK for the both data collection view and extract

Code	Description
P3	GR P3 - Reported as Grade Level PK for the both data collection view and extract

Race Codes

Code	Description
I	American Indian/Alaskan Native
A	Asian
B	Black or African American
W	White
P	Native Hawaiian/Pacific
M	Two or More

Retention/Promotion/Graduation (RPG) Reason Codes

Code	Description	External Code
PROM	Promotion	PROM
RACD	Retention, Local Standards Academic	RACD
RADM	Retention, Local Administrative Decision	RADM
RATN	Retention, Local Standards Attendance	RATN
RSTA	Retention/State Standards	RSTA
GCER	Graduated with Certificate	GDPL
GDPL	Graduated with Diploma	GCER
None	Used when none of the above can be determined by the system	

Staff Duties

Code	Description
9919	Duty Free Period
9920	Learning Lab
9922	Testing
9923	Tutoring
9930	Planning
9931	Study Hall
9932	Activity Period/Homeroom
9933	Lunchroom Duty/Lunch
9934	Bus duty

Staff Other Roles

Code	Description
9901	Principal
9902	Assist Principal
9903	Community School Coordinator
9904	School Level PowerSchool Coordinator
9905	Extended Day Coordinator
9906	Dropout Prevention Counselor
9907	Counselor-Regular Funding
9908	Job Placement Specialist
9909	Social Worker/Attendance Counselor

Code	Description
9910	Physical/Occupation Therapist
9911	School Nurse
9912	Audiologist
9913	Speech/Language Therapist
9914	Librarian/Media Coordinator
9915	Athletic Director
9916	Teacher Athletic Trainer
9917	EC Work Study Coordinator
9918	EC Consultant
9921	EC Adaptive Voc Ed
9924	In School Suspension
9925	Vocational Director
9926	Single Parent Coordinator
9927	Sex Equity Coordinator
9928	Vocational Special Populations Coordinator
9929	Apprenticeship Coordinator
9936	Career Development Coordinator
9937	Curriculum Coordinator
9938	Psychologist

Staff Roles Associated with Classroom Activities (Roles Administration)

Code	Description
AC	Alternate Classroom Teacher
AU	Audiologist
CT	EC Co-Teacher
FA	Facilitator
GT	Gifted Program Teacher
LA	Learning Assistance Teacher
RS	Resource Teacher
SA	Supervising Adult
TA	Teacher Assistant
TH	Teacher of Hearing Impaired
TV	Teacher of Visually Impaired
SL	Speech Language Therapist
PT/OT	Physical/Occupational Therapist
TE	Lead Teacher
TE2	Lead Teacher 2
TE3	Lead Teacher 3
TE4	Lead Teacher 4

State Grade Code Translation Table (provided only in the DPI extracts)

Code	Admission Status		Description
P0	with	MST1	PK
P1	with	MST1	PK
P2	with	MST1	PK
P3	with	MST1	PK
PK	with	MST1	PK
KI	with	MST1	00
01	with	MST1	01
02	with	MST1	02
03	with	MST1	03
04	with	MST1	04
05	with	MST1	05
06	with	MST1	06
07	with	MST1	07
08	with	MST1	08
09	with	MST1	09
10	with	MST1	10

Code	Admission Status		Description
11	with	MST1	11
12	with	MST1	12
13	with	MST1	13