

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: April 8, 2013

AGENDA ITEM No. 13-04-10

ACTION: (Y/N) N

SUBJECT: PowerSchool Student Information Management System Update

INFO. CONTACT: Dr. Denise Morton/Ryan Miller PHONE: 919-732-8126

ATTACHMENTS:

1. PowerSchool Implementation Timeline
2. PowerSchool Frequently Asked Questions
3. Power Point Presentation

PURPOSE: To provide the Board of Education with an update on the implementation of PowerSchool. PowerSchool will be replacing the NC WISE Student Information Management System.

BACKGROUND: The North Carolina Department of Public Instruction received permission from State Information Technology Services to move forward with sole-sourcing procurement of PowerSchool, a student information system developed by Pearson, Inc. This move was made in large part because the current system, NC WISE, is 14 years old and due for an upgrade. The new system is designed to work well with current technology and eventually the new Instructional Improvement System currently under development.

What is PowerSchool? PowerSchool will be our new student information management system. It will be used for attendance, grades, historical information, demographics, reporting, faculty management, student record/transcript exchange and discipline management/reporting. This project will impact all administrative and instructional practices in public schools in the state of North Carolina. PowerSchool is a true database that will simplify our ability to analyze multiple categories of data from the LEA to the classroom. Parents and students will have access to real-time information including attendance, grades, school bulletins, and even personal messages from the teacher through the parent portal.

PowerSchool brings a number of significant advantages to North Carolina:

- Offers more local control regarding the modules districts use. These modules include parent and student portals.
- Designed to give users flexibility of access and convenience through mobile devices and includes specialized applications created with mobile devices in mind.
- Extensive training will be provided with the software.

The Department of Public Instruction's (DPI) timeline for the transition from NC WISE to PowerSchool is by July, 2013. The transition to PowerSchool will not fundamentally change the roles that teachers and others currently have under NC WISE. For this reason, the transition to PowerSchool should be fairly smooth and require less change in management than staff encountered in moving to NC WISE.

continued

PowerSchool is cloud based; it will be accessible from anywhere with internet access. NCDPI has contracted with Pearson to deploy a separate instance of PowerSchool for each LEA in the state. Pearson will be hosting and maintaining the servers. NCDPI has purchased Project Management services from Pearson to oversee the data conversion and implementation of PowerSchool.

DPI has stated they remain committed to creating as little disruption to districts and schools as possible while moving to a modern student information system that works with current technology and devices.

FINANCIAL IMPACT: \$3,000.00 -- Stipends for extra summer work associated with the NC WISE/PowerSchool transition.

RECOMMENDATION: The Superintendent recommends that the Board of Education receive this update on PowerSchool implementation as information.

Powerschool Implementation Timeline

Mon Oct 22, 2012

All day

Kick off call webinar with Joy, Ryan and Deborah Anderson - Pearson Project Manager. Roles, responsibilities, implementation scope, objectives and approach. Discussed milestones and established a project timeline. Discussed DPI provided instances.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Fri Nov 2, 2012

All day

Continued work with Deborah Anderson - Pearson project Manager to plan the project.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Wed Nov 21, 2012

All day Joy began reviewing online Powerschool training material.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Wed Dec 5, 2012

All day Our Powerschool site was created by Pearson.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Dec 10, 2012

All day Powerschool LEA Setup began

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Fri Dec 21, 2012

All day Powerschool high and middle school setup began

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Wed Jan 2, 2013

All day Powerschool elementary school setup began

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Thu Jan 3, 2013

All day

All High school scheduling is expected to be completed in NCWISE by May 1st

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Powerschool Implementation Timeline

Mon Jan 14, 2013

All day January 14th - 18th Joy and Ryan attend State Powerschool training.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Fri Jan 25, 2013

All day Finalized all school bell schedules and created back-up.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Jan 28, 2013

All day

Student information was populated in our Powerschool site from NCWISE (Final upload will happen in July)

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Feb 4, 2013

All day Futures For Kids go live date

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Wed Feb 6, 2013

All day Middle and High school Counselor Powerschool Orientation

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Feb 25, 2013

All day February 25-27 District and School staff attended state Data Symposium

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Fri Mar 15, 2013

All day Futures for Kids closes and data is moved to NCWISE for scheduling

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Apr 1, 2013

All day

Month of April - continue to work in NCWISE on student schedules for May 1st goal.

Where: NCWISE on student schedules for

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Tue Apr 23, 2013

All day Tammy Long and Claire Porter attend State Powerschool Training

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Powerschool Implementation Timeline

Wed Apr 24, 2013

All day Tammy Long and Claire Porter attend State Powerschool Training

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

1pm Guidance Counselor PS Training

Where: Tech Lab

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Thu Apr 25, 2013

All day Ryan and Joy Attending Gradebook State Training

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Wed May 1, 2013

All day

May 1-17 Schedules moved from NCWISE to Power School. NCWISE scheduling for next year locked.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon May 20, 2013

All day

May 20th - 31st - Training for scheduling in Powerschool provided to counselors, principals and data mangers.

Where: Powerschool provided to counselors, principals and data mangers.

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Jun 3, 2013

All day Month of June - Prepare for NCWISE Year End Transition (June 30)

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Jul 1, 2013

All day July 1-19 Go Live with Hillsborough Elementary (Joy on site as needed)

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

All day July 1-5 Year End Transition and final data transfer to Powerschool

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Mon Jul 8, 2013

All day

July 8- 12 High School Data Managers working scheduling (Joy helping as needed)

Calendar: Powerschool Implementation Timeline

Created by: Ryan Miller

Powerschool Implementation Timeline

All day Train Teachers at Hillsborough Elementary School (Two hour session)

Where: Hillsborough Elementary School
Calendar: Powerschool Implementation Timeline
Created by: Ryan Miller

Thu Aug 1, 2013

All day August 1-16 School Data Manager Training

Calendar: Powerschool Implementation Timeline
Created by: Ryan Miller

Mon Aug 5, 2013

All day August 5-16 Powerschool Gradebook train the trainer

Calendar: Powerschool Implementation Timeline
Created by: Ryan Miller

Mon Aug 19, 2013

All day

August 19-23 Teachers receive first Powerschool Gradebook training at the traditional schools (Two Hours)

Where: the traditional schools
Calendar: Powerschool Implementation Timeline
Created by: Ryan Miller

Mon Aug 26, 2013

All day

District and School Staff will continue to get further Powerschool training as needs are identified

Calendar: Powerschool Implementation Timeline
Created by: Ryan Miller

Frequently Asked Questions

These FAQs are compiled to assist NCDPI staff, Pearson staff and the LEAs/Charters in their communications as we transition NC WISE student information system (SIS) from eSIS to PowerSchool. It will be available on the NC WISE website and updated throughout the project for all stakeholders.

- 1. What is the timeline for conversion/implementation?** Presently we are looking at a switchover to PowerSchool at the beginning of the 2013/14 school year. In other words, after the next NC WISE YET.
- 2. If we do not make the 2013/14 post-YET window, what is the next opportunity?** We are confident of a summer 2013 implementation, but if that timeline is not met, we will then target the 2014/15 post-YET window.
- 3. Will the yearly YET (Year End Transition) process improve?** Yes, definitely. The equivalent process which is called End of Year (EOY) in PowerSchool is much shorter. We are working with Pearson to understand all the parameters around the process. More information will be shared as we receive it.
- 4. Will the LEAs be required to do dual entry of data during testing or post implementation?** We do not anticipate the need for dual entry. All transferable data entered into the current NC WISE (eSIS) will be captured and deployed into PowerSchool.
- 5. How will the LEAs receive training?** The training model will be similar to the format that was used during NC WISE (Wave 3) Deployment. Face-to-face training, in addition to online training, will be made available. Each LEA/Charter will be provided a link to Pearson's PowerSource which will allow each district to create accounts that will give access to Distance Learning and Mastery in Minutes.
- 6. Will there be a central location the LEAs can go for updates and information?**
Yes. The following link has been created on the NC WISE website which houses information pertaining to PowerSchool updates and training: <http://www.ncwise.org/powerschool.html>
- 7. Will the LEAs have the same kinds of issues we did when we converted from SIMS to eSIS (NC WISE)?** No. Pearson has experience in smoothly converting districts' eSIS student information systems to PowerSchool. Also this transition represents a less disruptive transition than the move from the SIMS of the 1990s to NC WISE. For example, PowerSchool will not require new roles & responsibilities for teachers if they are used to entering grades and attendance in NC WISE.
- 8. What about the Reporting Hub and all the reports and extracts we rely on?** NCDPI is working with Pearson to address the functionality of Reporting Hub reports and extracts as we move forward. Our goal is for reporting capabilities to meet LEA needs without significant "workarounds". Work in progress

drafts of PowerSchool reports equivalent to eSIS reports, Reporting Hub reports and Vendor reports are available on the NC WISE website at the following links:

- eSIS reports to PowerSchool -
http://www.ncwise.org/documents/power_school/eSIS_reports_to_PowerSchool_reports_4.pdf
- Reporting Hub reports to PowerSchool -
http://www.ncwise.org/documents/power_school/ReportingHubResultswithTitlesExcludingCertainReports5.pdf
- Vendor reports to PowerSchool -
http://www.ncwise.org/documents/power_school/Vendor_Results_with_Title_6.pdf

9. Will the LEAs have access to PowerSchool before the conversion? If so, will we have access to PowerSchool with our data in PowerSchool? Yes, the LEAs will have access to a database instance of PowerSchool with their data prior to the conversion to perform some data validations.

10. What languages does PowerSchool support? PowerSchool includes a toolkit that makes it easy to translate the system into any language. This includes PowerTeacher, ReportWorks, labels on various pages, fields used for Student/Teacher/Staff searches, and configuration items like Attendance codes, course names and grade scale items. Online help for the Administrator/Student/Parent/Substitute/Teacher webpages can also be translated using the toolkit. To support this, PowerSchool now uses Unicode, allowing you to enter student names with "ñ" or other non-English characters. The translation toolkit also makes it possible to repurpose existing fields in PowerSchool by renaming the labels to suit your school or district's unique needs.

11. What languages do the student and parent portals support? PowerSchool includes translation of student and parent web access into 18 different languages. This does not translate data coming from PowerSchool, but it does translate all static labels that exist within the student and parent portal. The 18 languages (in addition to English) include: Arabic, Chinese (Simplified), Chinese (Traditional), French, French Creole, German, Greek, Hindi, Italian, Japanese, Korean, Persian, Polish, Portuguese, Russian, Spanish, Tagalog and Vietnamese.

12. Where are we with the set-up of the PowerSchool instances for the LEAs/Charters? All LEAs and Charters have been contacted and have a standing instance of PowerSchool with imports of staff and student information required for Phase I.

13. When will Charters be contacted to start project activities? All Charters have been contacted and project activities are underway. Charter schools are being notified by DPI staff and their PMs (project managers) for training.

14. Will PowerSchool have Summer School functionality? Yes. However, NCDPI technical staff is working with the 'business owners' to define processes and procedures as we move forward. More information will be forthcoming as we iron out these details.

15. Do students need to be cross-enrolled when scheduling is due? Yes. As cross-enrollment is a part of scheduling, LEAs need to have cross-enrolled students identified and appropriately scheduled.

16. There are still a large number of duplicate students. Does NCDPI have a plan to address this issue? Yes. NCDPI communicated a new duplicate student process via NC WISE email on January 25, 2013. Please see below:

1. If LEAs have a spreadsheet of identified duplicate students that includes the active pupil number and the duplicate number, please log a NEW Remedy ticket (ncwise.incidents@its.nc.gov) and attach the spreadsheet. The original Remedy ticket number the duplicate was reported on and UID batch number would be helpful, but is not required. If the LEA does not have a spreadsheet, a blank spreadsheet has been provided with this message for use.
2. Using the LEA spreadsheets, the NCDPI Service Desk will verify duplicate records and write a script to populate the state ministry number field with the tag DUP and the pupil number of the active student, i.e. DUP12345. This will flag the record as a duplicate and it will not convert.
3. DPI will identify all pupil numbers created by the UID system in error and inserted into a school. These records will be tagged to not convert.
4. A new Reporting Hub report, Tagged Duplicate Pupil Numbers, will be available to schools and LEAs. This report will show all tagged duplicate pupil numbers, the state ministry number and the archived attendance in the duplicate record.
5. UID will be notified of the duplicate and tagged record.
6. If a spreadsheet is not provided by the LEA, DPI will work through logged Remedy tickets to complete the tagging process.
7. Once the tag process is completed for an LEA, all duplicate student Remedy tickets will be resolved.

17. How was my LEA/Charter allocated training seats? Several factors such as geographical location and student population were assessed in determining allocated training seats.

18. When can my LEA/Charter expect to receive Master Scheduler Training? The Master Scheduler Training will be delivered to the LEAs/Charters late fall of 2013. This will be just-in-time for the scheduling activities for the 2014-2015 school year.

19. Are the PowerSource Distance Learning course recommendations a firm requirement? Some of

the LEAs feel they **MUST** take all the recommendations. The Distance Learning course recommendations are just that – recommendations. Depending on the LEA and how different roles are defined, not all courses may be required or applicable. However, Distance Learning courses are provided as part of the implementation and are valuable resources going forward.

20. Is the state going to provide Elementary, Middle and High School report cards? Pearson normally creates report cards based on grade levels. NC will continue to use a traditional report card and a standards-based report card as well as a progress report. LEAs can create their own report cards and/or progress reports. The state will provide a standardized transcript for all LEAs and charters.

21. Keeping in mind that the PowerSchool conversion will be performed in two phases (one prior to YET and one after YET), if a student is withdrawn from a school in NC WISE post the scheduling deadline, what will happen in PowerSchool after the first phase of this conversion process (estimated for around June 1)? Any changes that take place in movement between schools will be picked up by the POST YET conversion. If a schedule was added to the student, it will NOT come over. If the student is just withdrawn but not moved to a new school, then the student will come over as inactive in that school.

22. If a student is withdrawn in NC WISE post the scheduling deadline, what will happen in PowerSchool after the second phase of this conversion process (estimated around July 19)? The student will show withdrawn in PowerSchool from the school he/she left. Also, the student will show in the new school without a schedule.

23. Will the LEAs/Charters have access to PowerSchool over the NC WISE YET? Yes, the LEAs/Charters will continue to have access to PowerSchool over YET. However, when the NC WISE YET process completes, there will be a final load of data into PowerSchool. This load period will require access to be interrupted for a short period.

24. Will PowerSchool allow the LEAs/Charters to record fees at the LEA/Charter? Yes. PowerSchool has a fully functional fees module. Currently, the plan for conversion is to only pull fee balances from eSIS into PowerSchool, not detailed records.

25. What 'comments' are available to teachers in the grade book? The schools can create a predefined set of comments for the teachers to use in their grade books. Teachers can either use predefined comments, enter their own comments, or both. Teacher comments can be viewed by the parents and printed on the report cards.

26. Will the LEAs/Charters need to purchase additional services or infrastructure to implement PowerSchool? No. The NCDPI and Pearson have entered into a contractual agreement for the statewide implementation of PowerSchool to replace our current Student Information System (eSIS). We want to assure you that our contract will provide everything your LEA/Charter will need for the successful implementation of PowerSchool. Project management, data conversion, training and

other services will be provided throughout the project. You do not need to purchase additional services for this implementation. As you may know, Pearson provides consulting, training and other services to its customers. We recognize you may want to purchase additional services from Pearson later to meet your specific LEA/Charter needs. We just wanted to reemphasize that purchasing additional services is not required for the PowerSchool implementation.

27. When will the NC version of PowerSchool be ready? As Pearson completes development on the various aspects of NC customization, PowerSchool will be updated with those enhancements.

28. Should schools go ahead and pre-enroll KI students for next year? Yes. Keep performing all of the usual operations you would do this time of year. There will be additional data extracts from eSIS to get students and their demographic information converted.

29. Will terminology change in PowerSchool? Yes. DPI is working on developing a list of new terms.

30. How will PowerSchool handle students who are taking classes outside their LEA? Pearson is developing Cross-Enrollment functionality to handle this.

31. Can student pictures be used with PowerSchool? Yes, that functionality will be available.

32. Will DPI lock down certain data and make certain fields required? Yes. DPI and Pearson are defining these requirements.

33. How will test scores be imported into PowerSchool? DPI and Pearson are defining the requirements for a process similar to the current Test Upload process.

34. Will there be a Repository in PowerSchool? There will be an Enterprise Controller which will serve a similar function.

35. How will Incidents be handled in PowerSchool? Pearson is enhancing the current PowerSchool incident functionality to meet NC's requirements.

36. How will schools use Day 0 and Day 181 in prescheduling and pre-admitting new students for next year? Schools should pre-admit students as usual and use the admission date you would normally use in eSIS when enrolling these students for next year.

The PowerSchool conversion will change the date in PowerSchool to the first day of school. Schools should not change dates in PowerSchool, only in eSIS.

The conversion process will populate the correct date in PowerSchool (which will be the first day of school).

37. Will PowerSchool include Graduated Schools? The SIS Home Base team has determined that each LEA will contain its own Graduated School. There were questions from the field regarding whether this process would be optional. This is not an optional process based on the findings that if LEAs/Charters were to leave the students in the last school of record, they would then have to conduct a manual

export of the graduated students out of the last school prior to End of Year (EOY) and then import them back into that last school of record after EOY each year. The default functionality of PowerSchool is to move the students to the graduated school.

To ensure consistent reporting for GDVS, all students will be moved during EOY to the graduated school. This school will act as a 'repository' for students graduating from the LEA.

Testing and process evaluation is still in progress. More information information will be provided in the coming months as we move forward.

38. Will homerooms be converted in PS?

Because any period can be the "attendance" period, there is no need for a separate course that is used purely for attendance (such as a homeroom course). Schools may, of course, elect to create and schedule such a course if they have other needs for it. If a school does plan to use a course like this, a non-reporting course number should be used, such as 9985. NCDPI will not be creating a new homeroom course code. Schools may continue using their own course or create a new one as long as it is a non-reporting course number.

39. Can we use Course 0000 when scheduling K-2 students? K-2 can use the 0000 course for attendance purposes. When scheduling K-2 grade levels for a self-contained course, the LEAs must use 0000. NCDPI is working with Pearson to create a standards based report card. If the LEA chooses to use this report card for K-2 students the students must be scheduled into the appropriate instructional course section.

40. DPI mentioned that grades 3-5 now need to have separate periods for each subject, does that mean that they cannot all be lumped into the same period as they do now in NC WISE? Will this matter for this first importing and we should just make sure to make those changes for next year? The first conversion/import may include courses; however, the current schedule should not be impacted. LEAs should ensure that next year schedules are scheduled in the format needed for conversion for school year 2013/2014.

41. When is the deadline for each school in our LEA to have their master schedule completed? There are two deadlines: May 1 or June 1. Year-round schools MUST complete preliminary schedules by May 1. Once you have your completion date, whether May 1 or June 1, it cannot be changed. Our deadlines must remain firm and we cannot offer exceptions because of the scope of the statewide project.

PowerSchool Implementation Orange County Schools

April 8, 2013

**Ryan Miller - Instructional Tech. Coordinator
Joy Toellen - Data Coordinator**

PowerSchool Implementation

Data Conversion

About PowerSchool

District Users

Parent Users

Professional Development

Data Conversion

- **Configuration/transfer of the district, all schools, faculty and student data - completed**
- **Elementary and middle school scheduling in PowerSchool - in progress**
- **On schedule to meet the May 1 deadline of completing high school scheduling in NCWISE**

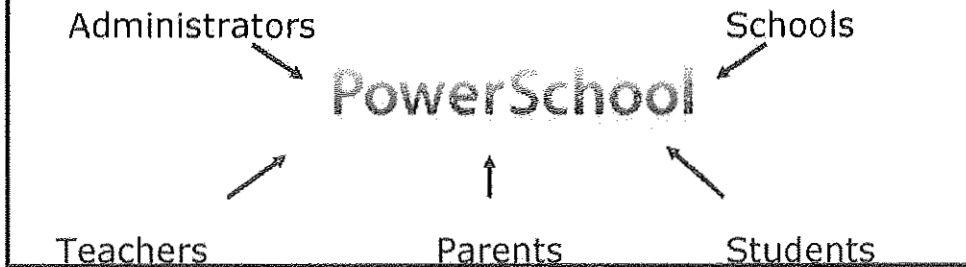
Data Conversion

- **Conduct standard year-end transition with NCWISE (graduate data, testing information, transcripts, promotions and attendance)**
- **NCDPI/Pearson will then convert all data into PowerSchool - July 1st**
- **PowerSchool will be operational in early July**

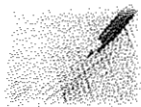
What is PowerSchool?

About PowerSchool

- It is the most widely used student information system supporting 10 million students in 65 countries
- PowerSchool creates a collaborative environment for accessing student, school, and LEA related information via the web for:



District Users



Teacher takes attendance, enters grades, checks student's performance



Nurse checks immunizations and tracks daily medications



Counselor discusses performance with parents, reviews graduation goals with student



Data manager validates data entered and runs reports; helps train other end-users



Principal reviews disciplinary action while discussing with parents



Coach confirms academic eligibility



Superintendent views PMR and reports on demographics, dropout rates, appropriates funding



Transcripts are sent electronically

Parents

- **Parents will have real-time access to grades and attendance.**
- **Parents can check to see if their child is in class at any time.**
- **Parents will be able to track the progress of their child.**
- **Parents can receive notifications from the school and daily comments from teachers.**
- **Parent Portal will be rolled out later in 2013-2014.**

Professional Development

- **Training for Data Managers and Secondary Counselors is ongoing.**
- **District Administrators, School Administrators and Nurses will begin training in August.**
- **Teacher Gradebook and Attendance training will occur during a teacher workday prior to school starting.**

Questions?

For more information contact

Ryan Miller - ryan.miller@orange.k12.nc.us

Joy Toellen - joy.toellen@orange.k12.nc.us