

1. Security Setup
 - a. Allow ample time to set up your groups and roles. The process that it takes to assign users' rights will take a bit longer than expected. Begin planning now which groups should be in PowerSchool and what pages in PowerSchool they should have permission to view or modify.
2. Contacts – While cleaning data in the SIS, know what contacts will be pulled, as not all contacts will be pulled in the migration file. There will be 3 “types” of contacts in the contact migration file when it is pulled from INOW:
 - a. Any contact with the relationship code Mother
 - b. Any contact with the relationship code Father
 - c. Any contact with the “Is Custodian” box checked

Make sure these are correct for your students prior to the June 5th data pull. Once PowerSchool is live, there can be unlimited contacts on the student's file. In order to have a clean migration process and to give LEAs the chance to eliminate incorrect contacts, only these three will be migrated.

Additionally, there will be a secondary pull of the entire contacts list that will be provided to the LEAs. Both files will be provided, and each LEA can choose which one to have loaded. Many LEAs are taking the opportunity to clean up data by choosing the smaller file.

3. Email address field will not be auto-imported – This change may impact internal workflows that LEAs have established. Please communicate the change to the technology department. As it currently stands, the student email field in PowerSchool, on the student email screen, cannot have an auto-scheduled import via auto com. This can have a significant impact on districts that have nightly scripts currently importing email addresses into the SIS.

A suggested workaround to this would be to create a custom field for the email address input for students which can then auto-import into the custom field.

4. Gaps in Training - Many have asked what training and overviews are included in the state rollout and which ones are not included. Below is a list of identified areas that are **not** a part of the statewide rollout:
 - a. Attendance Tracking and Notification
 - b. 3rd Party integrations
 - c. Custom Fields/Screens
 - d. PowerPack
 - e. Fees
 - f. Transportation
 - g. Boundaries
 - h. PowerLunch

These are all optional areas in PowerSchool that LEAs can use, but are not ALSDE required; therefore, it will be up to individual LEAs that wish to use these areas to learn how to use them. Powersource and PD+ will be your best resource for these topics.

5. The pilots discussed that some LEAs may use the Special Instructions box in Chalkable for custody information, do not pick up alerts, etc. **LEAs may want to review and/or remove any old information in the Special Instructions box.** PowerSchool has mentioned that they would move this data into the 'Other Alert' text field under Other Information.
6. Summer School - Summer school data will be entered in INOW. All summer school information must be completed and entered by July 31st. Any 2020 graduates that go to summer school will need to be updated in INOW, also. (i.e., exit codes entered) Any retained students who were promoted as a result of summer school will need to be updated in INOW. A secondary data pull will be performed by the state to pull just summer school updated information, and it will be placed into PowerSchool.
 1. PowerSchool will pull Summer School data to update the following in PowerSchool
 - a. Summer School Grades and Transcripts
 - b. Summer School promotion
 - c. Summer School Graduates
 2. ALSDE will replicate Summer School data to ensure all State applications and portals have the current information regarding the following
 - a. Summer School grades/transcripts
 - b. Summer School graduates
7. Scheduling - A point to note about schedules in INOW as they move to PowerSchool. In PowerSchool when a section is created, a teacher **MUST** be assigned to the section. In INOW, that was not required. As scheduling begins this spring, make sure all classes created in the master schedule have a teacher assigned to them. If your LEA typically creates classes and leaves them as placeholders with no teacher assigned for the "just in case" situations, you will need to assign them to a teacher. If not, the classes without teachers assigned will cause an error when those sections are migrated into PowerSchool and those courses will not go into the new SIS. The recommendation is to create a staff account called "Placeholder" to assign as a teacher for the courses prior to the transition.
8. Online and walk-in enrollments during the June 5th to July 13th window of transition - All enrollments and withdrawals must be held during the transition window. Once PowerSchool goes live, LEAs can then enter the changes in enrollments into the SIS.