

Preparing your LEA for PowerSchool – What the LEA Pilots Suggest

1. Student Number

- a. The iNow student number (S#) will no longer be generated with student records.
- b. Many LEAs will need to rewrite username and password rules and reconfigure 3rd party syncing based on this change and they can start planning this transition now.
- c. The current S number will be converted to the alternate student number field in Powerschool SIS for reference.

2. Student demographics

- a. Student demographics that are currently in iNow will transfer with the student to Powerschool.
- b. Pay careful attention to *Race* codes used on students prior to the state memo in 13/14 when we had to stop using *non specified* and *2 or more races*. Ensure the old coding has been removed from students and only the new codes are used as the old codes will not be available in the Powerschool data map.
- c. Validate *EL entry and exit dates* as well as *IEP* and *Gifted* dates. Pilots received errors where an exit date was populated but no entry date. This caused the student file import to fail. Check through your dates and look for any anomalies such as these to ensure you do not receive errors in the migration process.

3. Student School Next Year

- a. Knowing that we will be scheduling in iNow and transferring the schedules to PS, this means every LEA will have to create next years' academic session (2020-21 SY) in iNow.
- b. As LEAs create next year's sessions, they need to ensure that the School Next Year for the (2021-22 SY) is populated and correct for students prior to the transition.
- c. Please note that June 5th is the deadline for scheduling in iNow, so you may want to create your new academic sessions much sooner to allow ample time for scheduling.

4. Staff

- a. Inactive employees need to have their staff classification either removed or have an end date entered on the class tab in iNow prior to the transition. This ensures only active employees are brought over in the transition.
 - i. To ensure the groups of employees that you wish to have brought into PS from iNow are included, *Teaches Class* in staff settings needs to be checked.
 - ii. Go to *Staff > Setup*
 - iii. Choose *Classification* in the dropdown; this will list the staff classifications you have created in iNow that you attach to staff records.
 - iv. On the setup screen for each of those listed, there is a box you can check called *Teaches Class*. That box must be checked for each of the classifications that have staff attached that you wish to be pulled into PS.
 - v. If you do not check that box, any staff that has that classification attached will not be pulled into your staff upload file for PS.

5. Courses

- a. Every course in your schedule for next year must have a teacher associated with it. PS will not import a course without a teacher of record. After you create your master schedule in next year's academic session, you will need to check this, or you will receive errors when your schedules are migrated.
- b. Check your valid courses that you have in iNow to make sure all old inactive state courses are marked as such. You don't want old courses to come over into PS as one to be chosen as a scheduling option. This ensures they do not come over in the course file in migration.
- c. In your course sections in next year's schedule, check each for the award credit box to be checked appropriately. Some pilots found where this box had been accidentally checked in elementary classes that have no credit.

6. Credit Hours

- a. Verify your *Middle* and *High School* courses GPA credit hours and grad credits are configured properly per your district's policies.
- b. Some pilots found errors in GPA calculations of HS students due to erroneously entered GPA credits and graduation credits entered on middle school courses that were posted to transcripts.
- c. Cleaning these now will ensure the GPA formulas in PS will work and calculate GPAs correctly to make what the students had in iNow.

7. Student Contacts

- a. Not all contacts will be converted. To reduce outdated contact information, only contacts that meet the following criteria will be converted:
 - i. Contacts where '*Is custodian*' is checked.
 - ii. Contacts with a *relationship* value of 'Mother', 'Father', or has "Is Custodian" is checked.