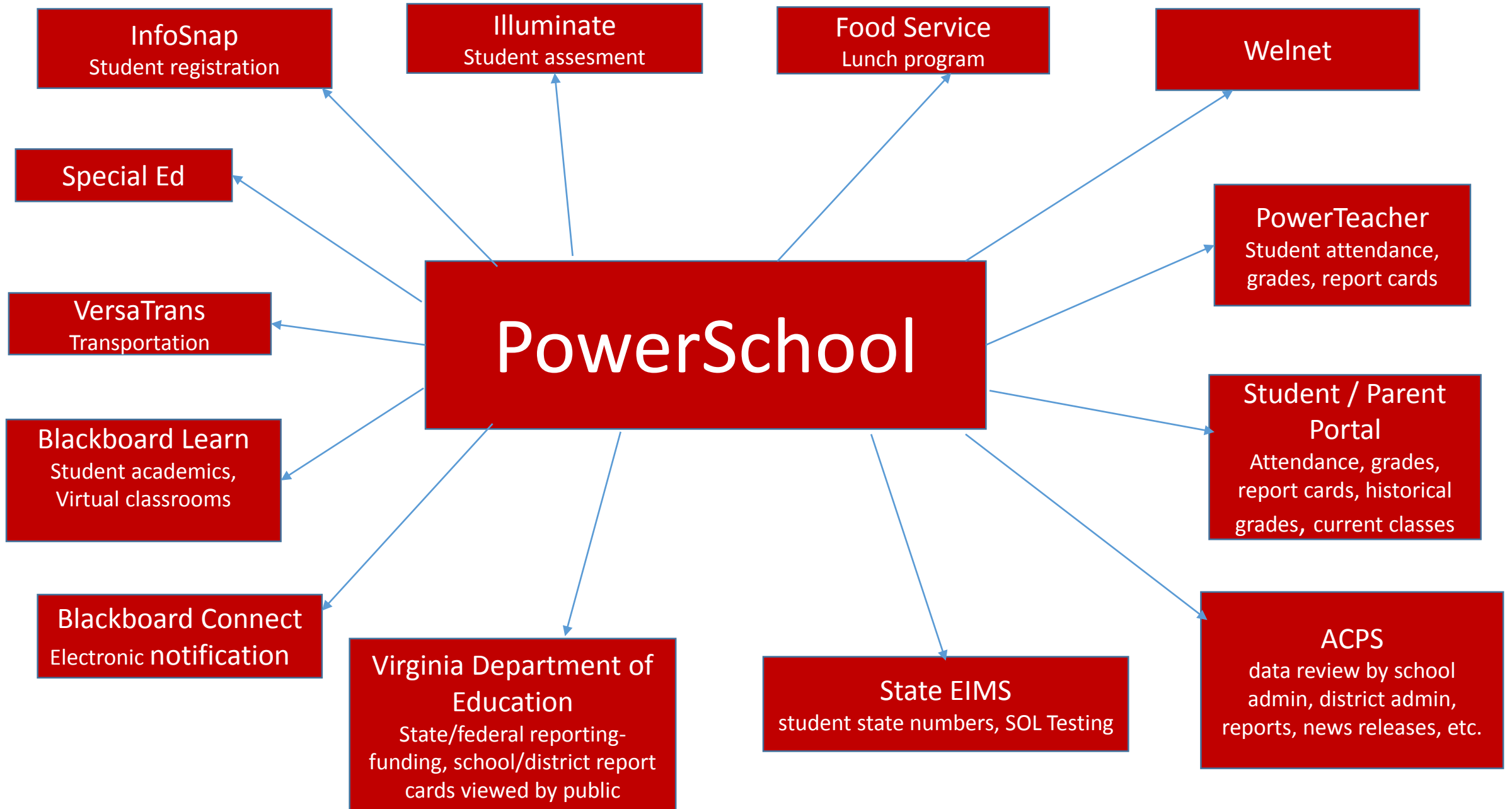


PowerSchool

Where Does the Data Go?



July 2015

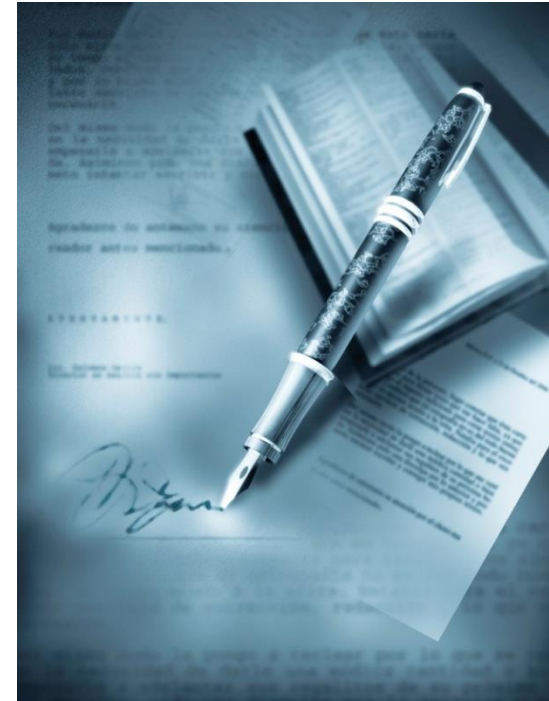


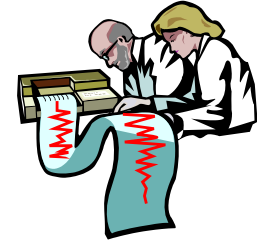


What is Data?



- Any information recorded about a student is considered data!
 - Student demographics
 - Testing
 - Grades/Historical Grades
 - Emergency/Emergency Alert
 - Health
 - Special needs
 - Paper or electronic media





What is Data Quality?

Data drives decision making from the classroom level to the federal level. Effective decisions require:

- Accuracy-information must be accurate and complete
- Security-confidentiality of student information must be protected
- Utility-data has to provide the right information to answer questions
- Timeliness-data should be entered in a timely manner based upon division deadlines

How Important is what you do?

- You are a critical piece of the data chain
- You are the first contact with parents to gather information
- You review the information for accuracy
- You enter data into PowerSchool that then provides information to other connected programs
- You should enter the data accurately and completely
- You maintain data security, protecting the confidentiality of the student data
- You should have a broad understanding of how the data will be used

Points to Ponder

- Who uses the data?
 - Central office administrators
 - School administrators
 - State and Federal Reports
 - Other agencies/programs
- How will the data be used to make important instructional decisions?
 - Funding
 - Teacher allocations
 - Classroom assignments
 - Reports-local, state and federal



What is the effect of the data entered?

- VDOE – state/federal reports, funding, state student records
- VersaTrans-bus routing, parent contacts
- PowerTeacher-class rosters, grades
- Illuminate-class rosters, student access to assessments
- BlackBoard Learn-class rosters, student access to classes
- Student/Parent Portal-class rosters, grades, attendance
- EIMS-duplicate state testing number impacts SOL testing-consolidated student record incorrect at state level; school staff cannot access all SOL information
- WelNet-class rosters
- Food Service-student lunch numbers incorrect
- InfoSnap-student number incorrect
- ACPS-data pulled for reports inaccurate
- Special Ed-student data incorrect
- Other programs that receive data from PowerSchool

What happens when?

- Duplicate Student Entry
 - 2 student records created for same student
- Discipline Log Entries entered incorrectly
 - State reporting incorrect
 - Student record incorrect
- Students registered with inaccurate data
 - Date of birth or gender incorrect
 - Address errors
 - Phone number errors
 - Student enrolled at wrong school
 - Students scheduled into incorrect classes



Duplicate Student Entry

- 2 student records created for same student
 - SIS Support staff determine which record is the accurate one
 - Review InfoSnap to determine student number imported
 - Determine which record was created with shell record then import
 - Contact school to verify record to delete
 - Record information in log related to deleted and retained student record
 - Notify affected division staff of duplicate entry
 - School
 - Food Service
 - Transportation
 - Special Ed
 - Testing
 - Delete duplicate record in PowerSchool
 - May require delivery of record again from InfoSnap
 - Other programs affected must manually modify data such as Illuminate, Transportation, Food Service, etc.

Duplicate state testing number

- Student entered with wrong birthdate, name or gender
- State issues new state testing number, cannot match with existing student in state system
- Divisions must resolve by identifying correct students, contacting previous divisions for confirmation then merging the numbers at the state level
- Merge record information recorded in change log
- Notification sent to ACPS affected staff
- Manually changing the STI number in PowerSchool

Discipline Entry Impact

- Incident based reporting-one incident number for all students involved in same infraction
 - 3 students involved in fight, all 3 should have the same state incident number assigned. Schools should contact each other to determine what number will be used. If all 3 report then new incident numbers generated at each school and reported to state as 3 instances instead of 1.
 - Error when sending report to state
 - Student record incorrect
- Wrong primary code
 - Data reported incorrectly to state, school report card incorrect, student record incorrect
- Wrong sanction code
 - Data reported incorrectly to state, school report card incorrect, student record incorrect
- Inaccurate number of days of OSS
 - Data reported incorrectly to state, school report card, student record incorrect

What can you do to ensure the accuracy of the data that you have entered?

- Carefully enter data into PowerSchool in a timely manner
- Review data entered before submitting for accuracy
- Review PowerSchool training documentation
- Run validation reports
- Correct errors in timely manner when notified of issues
- Attend training sessions or webinars when offered
- Mark your calendar with important due dates and set aside time for accurate data entry
- Ask questions, contact SIS support if unsure of a process after reviewing provided documentation

What are the benefits for me?

- Develop sense of pride and ownership for the data in your school
- Recognized by peers as a reliable resource
- Working more efficiently means your data entry tasks will be easier, less time consuming and less frustrating
- Fewer calls or e-mails from SIS Support with questions about data or corrections needed
- Greater job satisfaction
- Reputation for getting the job done right!



Resources



- SIS Support:

- Rachel Collier, ext 13122
- Beth Brown, ext 13123
- Mark Leach, ext 13125
- SIS Support site:

- <https://intranet.k12albemarle.org/departments/pmoc/PowerSchool/default.aspx>