

17-18 Fall PowerSchool Trainings

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Elementary Scheduling	17 PowerSchool Introduction Elementary Scheduling	18 Elementary Scheduling	19
20	21	22	23	24	25	26
27	28 Elementary Scheduling Enrollment & Data Management	29 PowerSchool Introduction Enrollment & Data Management	30 Enrollment & Data Management	31 Enrollment & Data Management		
September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Holiday	2
3	4 Holiday	5	6	7	8	9
10	11	12	13	14 Training for 10/13 Roster Review	15 Training for 10/13 Roster Review	16
17	18	19	20	21	22	23
24	25 10/15 Preliminary Roster Review	26 10/15 Preliminary Roster Review	27 10/15 Preliminary Roster Review	28 10/15 Preliminary Roster Review	29 10/15 Preliminary Roster Review	30
October						
1	2	3	4 10/15 Final Roster Review	5 10/15 Final Roster Review	6	7
8	9	10	11	12	13 ASSA Summary Reports due via email from all schools	14

Newark Public Schools
Student Information Services
PowerSchool

PowerSchool Introduction: Overview for New PowerSchool Users

Trainer: Barbara Corio

Objectives

- Users will get an overview of the Start Page
- Users will learn strategies to search for students
- Users will get an overview of the pages and information in a student record
 - Demographic information
 - Attendance
 - Student schedule
 - Historical academic information
- Users will learn basic queries and print reports

Who

This training is geared to new PowerSchool users that will be managing student information in PowerSchool (Clerks, Operations Managers, Vice Principals, Guidance Counselors). This training is for PowerSchool administrators, not teachers.

Requirements

School administrator or department manager must request system access to Kathy Turk kturk@nps.k12.nj.us. Include full name as it appears in Kronos/PeopleSoft, 5-digit employee ID, title/role.

Important Note

All participants must arrive on time to the training. Kronos scanning is available at 2 Cedar St.

Please complete [this form](#) to register the PowerSchool point of contact at your school who will be attending this training. Due to space capacity, schools can only send up to two (2) people per school. All training materials will be available in the Data & Policy website

Who	Date	Time	Location
New Staff	8/17/2017	8:00 AM – 11:00 AM	9 th floor lab
New Staff	8/29/2017	8:00 AM – 11:00 AM	9 th floor lab

Please See Next Page for More Trainings ➔

Newark Public Schools
Student Information Services
PowerSchool

Elementary Schedules

Trainer: Kathy Turk

Objectives

- Elementary School Scheduling – For Elementary Schools ONLY
 - Creating Sections-Homerooms and all classes
 - Identifying co-teaching: Teacher Staff Additional & Course Type (S2)
 - Identifying bilingual classes
 - Identifying Special Ed classes
 - RCI & RCO
 - Including and excluding
 - Enrolling students into sections
 - Student Section Transfers: Moving students to another class-be aware of the time of year
 - Teacher Section Entry & Exit: Impact on reporting
 - Managing Delete Sections

Who

This training is designed for all PowerSchool users managing student information in PowerSchool.

Requirements

Users must be proficient PowerSchool users or have attended the PowerSchool Introduction: Overview for new PowerSchool on August 17.

Important Note

All participants must arrive on time to the training. Kronos scanning is available at 2 Cedar St.

Please [complete this form](#) to register the PowerSchool point of contact at your school who will be attending this training. Due to space capacity, schools can only send up to two (2) people per school. All training materials will be available in the Data & Policy website.

Who	Date	Time	Location
Erskine Glover's and Carolyn Granato's Networks	8/16/2017	8:30 AM to 3:00 PM	8 th Floor Computer Lab
Yolanda Mendez's Network	8/17/2017	8:30 AM to 3:00 PM	8 th Floor Computer Lab
Kathy Duke-Jackson's Network	8/18/2017	8:30 AM to 3:00 PM	8 th Floor Computer Lab
Make-up Training	8/28/2017	8:30 AM to 3:00 PM	9 th Floor Computer Lab

Please See Next Page for More Trainings ➔

Student Enrollment & Importance of Data Management

Trainer: Crisalia Gonzalez

Objectives

- Users will review student enrollment procedures and data requirements (NJ DOE reporting compliance)
 - **For New Students:** required information to generate SIDs
 - Data requirements for Receiving students (students coming out of the district into your school)
 - Special Program Enrollment: Special Education & Head Start
 - Data requirements for Transferring out students
 - Parent/Guardian and Emergency contact information for students
- Users will review student transfer policies
 - NJ Register as out-of-district transfer policy reference
 - NPS transfer policies in relation to Family Support Center functions
 - Students in State Facilities & DCP&P
 - Home Instruction & Trinitas
 - Displaced & Homeless students
 - Parent Portal
 - PowerSchool Exit Student Form and student records for receiving schools
- Important Fields for Subsystems & District Operations
 - Residence – Transportation
 - Parent/Guardian – EasyIEP
 - CDS codes – EasyIEP, Half Time Vocational High School
- High School ONLY: Graduation Four Year Cohort
 - Impact of student transfer timelines on cohort
 - Documentation for T3, T8 & D9
 - Appeals for grade level & cohort year

Who

This training is geared to all PowerSchool users managing student information in PowerSchool.

Requirements

Users must be proficient PowerSchool users or have attended the PowerSchool Introduction: Overview for new PowerSchool on August 17 or 29th.

Important Note

All participants must arrive on time to the training. Kronos scanning is available at 2 Cedar St.

Please complete [this form](#) to register the PowerSchool point of contact at your school who will be attending this training– make sure you are logged in to Google with your NPS ID. Due to space capacity, schools can only send up to two (2) people per school. All training materials will be available in the Data & Policy website.

Who	Date	Time	Location
Erskine Glover's and Carolyn Granato's Schools	8/28/2017	8:30 AM to 3:00 PM	8 th Floor Computer Lab
Yolanda Mendez's Schools	8/29/2017	8:30 AM to 3:00 PM	8 th Floor Computer Lab
Kathy Duke-Jackson's Schools	8/30/2017	8:30 AM to 3:00 PM	8 th Floor Computer Lab
High Schools	8/31/2017	8:30 AM to 12:00 PM	8 th Floor Computer Lab

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Newark Public Schools
Student Information Services
PowerSchool

Training for 10/13 Roster Review

Trainer: Kathy Turk

Objectives

This training is designed for new PowerSchool Administrators who are new to the October 15 enrollment verification process. PowerSchool administrators will be introduced to student roster reports and teacher verification process.

Who

This training is geared to new PowerSchool users managing the October enrollment verification process. This is not a required training for all schools.

Requirements

Users must be proficient PowerSchool users or have attended the PowerSchool Introduction: Overview for new PowerSchool on August 17 or 29th.

Important Note

All participants must arrive on time to the training. Kronos scanning is available at 2 Cedar St.

Please complete [this form](#) to register the PowerSchool point of contact at your school who will be attending this training– make sure you are logged in to Google with your NPS ID. Due to space capacity, schools can only send up to two (2) people per school. All training materials will be available in the Data & Policy website.

Who	Date	Time	Location
New Staff	9/14/2017	8:00 AM – 11:00 AM	TBD
New Staff	9/15/2017	8:00 AM – 11:00 AM	TBD