

## PowerSchool District Level Information Settings

### Form A – for District \_\_\_\_\_

Form A is a review of those District Level Settings that must be entered in PowerSchool at the District Level. It serves as District Guidelines for the software. A brief description of each area, including the location of where this data resides, will precede each area.

### **District Demographic Information – (Click District Link – then select District Info)**

Basic Demographic information for the District

Name of District: For single schools/private organizations enter the name of the school	
District Number: If you do not have a state assigned district number any number can be used. For example 100. (For State Reporting this mandatory)	
District Address	
District City	
State	
District Postal Code (Zip code+ 4)	
District Country	
District Office Phone Number	
District Office Fax Number	
Superintendent's Name	
Superintendent's Phone Number	
Superintendent's E-mail	

**Types of Calendar Membership Types** - When setting up the Calendar at the Building Level, Schools will designate the TYPE of Calendar Membership day. Your entries here, apply to ALL Schools and serve as a Drop Down when setting up the Calendar.

**NOTE:** Each School sets up their Calendar independently, however the Types are set at the District Level.

To set Calendar Membership Types:

- Click on District
- Calendar Membership Types

Examples: “IN” = In Session (Default), “WS” = Weather/Snow Day, “V” = Vacation, “H” = Holiday, “TS” = Teacher In Service

<u>Code</u>	<u>Meaning</u>	<u>Code</u>	<u>Meaning</u>
<i>IN</i>	<i>In Session</i>		

**Citizenship Codes –**

**Set by:**

- Clicking District
- Click Citizenship Codes

Single digit Citizenship codes are used to indicate conduct or behavior. These appear as options for teachers using PowerGrade. A citizenship/conduct grade can be given per class per grading term and can optionally be printed report cards. PowerSchool includes default Citizenship codes. If you do not use Citizenship codes, leave at least one code in the list for compatibility with PowerGrade.

Default examples codes: “H” = Honorable, “S” = Satisfactory, “N” = Needs to improve and “U” = Unsatisfactory.

<u>Code</u>	<u>Meaning</u>	<u>Code</u>	<u>Meaning</u>

**Districts of Residence**

EASIER reporting requirements mandate that you indicate the District of Residence for any Student that attends School in your District but reside in another District. Identify those Districts where your students reside prior to completing this table.

**Set by:**

- Clicking District
- Click Districts of Residence

NOTE: When making your entries (particularly if you have a fair number of them) use Sort Codes so that the most common Districts appear at the top.

Enter the State 4 digit District Code and District Name

<u>Code</u>	<u>Full Name</u>	<u>Code</u>	<u>Full Name</u>

**Entry Codes –**

Entry codes are used to track the origin of a student’s enrollment. These codes are state mandated and are entered automatically as part of Project Easier. You do not need to enter data here for startup.

**Set at:**

- Click District
- Click Entry Codes

<u>Code</u>	<u>Meaning</u>	<u>Code</u>	<u>Meaning</u>
Project Easier data will be automatically entered here. You do not need to enter data.			

**Exit Codes –**

Exit codes are used to track the termination of a student's enrollment and are entered automatically as part of Project Easier. You do not need to enter data here.

**Set at:**

- Click District
- Click Entry Codes

Code	Meaning	Code	Meaning
Project Easier data will be automatically entered here. You do not need to enter data.			

**Ethnic Codes -** We will be using the EASIER approved Ethnic Code List. You do not need to enter data here.

**Set at:**

- Click District
- Click Ethnicity Codes

Code	Meaning	Code	Meaning
Project Easier data will be automatically entered here. You do not need to enter data.			

**Fee Categories –**

**Set at:**

- Click District
- Click Fee Categories

Fee categories are the first tier within the Fees Management structure. There are two default system categories, School and Course - these must not be changed or deleted. In School setup you can create and associate Fee Types to Fee Categories. Any fee types associated to the Course or School category are automatically assessed based on each student's enrollment.

You can add additional categories for ad-hoc fees. For example, create a "Student" category to capture any miscellaneous fees, which are charged on a per student basis.

Examples: "Library", "Athletic", "Parking", "Locker" or create one "Student" category.

<b><u>Fee Category (20 Character Max)</u></b>
<i>School</i>
<i>Course</i>

**Payment Methods**

For fee transactions, mark your allowable payment methods. Enter any other payment methods in the spaces provided.

**Set at:**

- Click District
- Click Payment Methods

<b><u>Yes/No</u></b>	<b><u>Method</u></b>	<b><u>Yes/No</u></b>	<b><u>Method</u></b>	<b><u>Yes/no</u></b>	<b><u>Method</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cash (Default)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Card/Bank Card (Default)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check/Draft (Default)
<input type="checkbox"/> Yes <input type="checkbox"/> No	EFT (Electronic Fund Transfer)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Money Order (Default)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other (Default)

**Log Types –**

**Set by:**

- Clicking District
- Click Log Types

PowerSchool enables you to setup Log Types to track administrative comments about students.

Log entries are used to create a date stamped record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

Log Types are used to group log entries by classification indicating the nature of a log entry. Additionally, Subtypes can be created within each Log Type to further characterize the log entry. For example, a log entry related to cheating on a test is discipline-related. Discipline is the Log Type, and Cheating is the Subtype.

The Discipline Log type is included by default for compliance with the Federal Gun Safe Schools Act.

List the Subtypes you wish to track for Discipline below. - Please review your state-reporting guide for any State Mandated codes.

Example: "Cheating", "Code of Conduct", "Dress Code", "Fighting, Disruptive".

<b><u>Log Type (Max 20 Characters)</u></b>			
<i>Discipline</i>			
<b><u>Subtype Code</u></b>	<b><u>Subtype Description</u></b> <b><u>(Max 20 Characters)</u></b>	<b><u>Subtype Code</u></b>	<b><u>Subtype Description</u></b> <b><u>(Max 20 Characters)</u></b>

List below any **other** Log Types and their Subtypes that you would like to track.

- Log Type "Conference" Subtypes: "Student", "Parent", "Student & Parent"
  - Log Type "Counselor" Subtypes: "Athletic", "Guidance", "Behavior", "Graduation Check"
  - Log Type "Health" - Subtypes: "Minor Injury", "Vision/Hearing", "Test", "Administer Meds"
- Other examples of types: ("Grade Change", "Merit Awards", "Attendance")

<b><u>Log Type (Max 20 Characters)</u></b>			
<b><u>Subtype Code</u></b>	<b><u>Subtype Description</u></b> <b><u>(Max 20 Characters)</u></b>	<b><u>Subtype Code</u></b>	<b><u>Subtype Description</u></b> <b><u>(Max 20 Characters)</u></b>

<u>Log Type (Max 20 Characters)</u>			
<u>Subtype Code</u>	<u>Subtype Description</u> <u>(Max 20 Characters)</u>	<u>Subtype Code</u>	<u>Subtype Description</u> <u>(Max 20 Characters)</u>
<u>Log Type (Max 20 Characters)</u>			
<u>Subtype Code</u>	<u>Subtype Description</u> <u>(Max 20 Characters)</u>	<u>Subtype Code</u>	<u>Subtype Description</u> <u>(Max 20 Characters)</u>

**Log Entry Fields**

**Set by:**

- Click District
- Click Log Entry Fields

If you need to track log consequences for Discipline log entries, list your consequences below. There are four default settings the state of Iowa requires and will be set automatically.

Example: "Detention", "In School Suspension", "Out of School Suspension".

<u>Discipline Consequence</u>	<u>Discipline Consequence</u>	<u>Discipline Consequence</u>
(S) Suspension		
(N) In-School Suspension		
(E) Expulsion		
(F) Expulsion following a suspension for the same incident		

**Log Motivations:** Examples: Unknown; Obtain Adult Attention; Peer Pressure

Motivations (20 Character Max)

**Special Programs** - This area is used to setup Special Programs, whose membership you wish to maintain. Examples of Special Programs you may want to define include, Special Education programs, TAG, Title I, etc. Maintaining student membership in these programs allows you access to many Group Functions such as Mailing Labels, Attendance, etc. While Special Programs are set up at the District Level – they can be geared towards building level programs.

**Set by:**

- Clicking District
- Click Special Programs

Examples: “Special Education”, “GATE”, “Early Kinder”, “Title1”

<u>Special Program Name:</u>	<u>Is this a Special Education program?</u>	<u>Special Program Name:</u>	<u>Is this a Special Education program?</u>
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Years & Terms – District Level** - While Terms are set up at the Building Level, it is recommended to set the Full Year Term at District Level. As a rule of thumb, we recommend that you set your Start Date approximately a week and a half ahead of your actual School Start Date. The End Date should be set approximately two weeks after the published Last Day of School. This will allow for Snow Days, etc.

**Set by:**

- Click District
- Click Years & Terms

Calendar Year	Beginning Date	Ending Date

**Grade Scales** - Grade Scales are set at the District Level, but again, can be geared towards specific Grade Levels or Buildings. You must define ALL Grade Scales that are in use in your District. If for example, the High School utilizes an Honors Scale for AP Courses, a Standard GPA for Regular Level Courses, then both of these Grade Scales MUST be defined.

Often times, Grade Scales differ between buildings. For example, the Middle School utilizes a different Grade Scale from the High School. Again, be sure both of these Grade Scales are Setup, Labeled and Defined correctly.

**NOTE: For those Districts coming from CenterPoint, some of these Grade Scales will be brought over HOWEVER while some of the Grades (Marks) are copied over, the settings within these Scales are handled much differently, so they do require your attention.**

**To Edit a Grade Scale (or Create a New One)**

1. Click District
  2. Click Grade Scales
  3. Click Edit Scale (or click New to Define New)
- For each Grade – to enter – modify settings for that Grade
4. Click on the Grade (A-, B+, etc.) itself

**For each Grade you will need to define the following:**

Please review the list of settings below for a brief explanation of the field:

**Grade -** Letter Grade that is displayed on the Grade Scale. Any Grade given as part of this scale should be included.

**Description** Usually the Letter Grade. A descriptor of what the Grade above is.

**Grade Points** – What Grade Point (Mark Point Value does this Mark receive for GPA Calculation

**Cutoff Percent -** What is the lowest % a Student can achieve to receive this Grade. For example, an A- may require 91, while a Student must earn a minimum of 93 to receive an A

Option	Value
Grade	P
Description	P
Grade points	0
Cutoff percent	190
Gradebook value	0
Counts in GPA?	<input type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>

NOTE: For Grades such as P, S, etc. the cutoff percent MUST be set above the normal High Percent. In my example above, you can see that the Cutoff Percent is set to 190. This prevents percentages from other Grades being used when assigning Grades such as "P"

**Gradebook Value -** If a Teacher opts to assign a "Letter Grade" to a task (not recommended) the value entered here, is the value that will be used in calculating the Student's Final Letter Grade.

As the Final Grade Calculation requires a percentage entry for all tasks in order to Calculate a Final Grade, the software substitutes the Gradebook Value entry for the Letter Grade assigned to a task.

For example, if Teacher Bill gives student Pat, a Grade of B+ on a task (rather than a number), the software will look at the Gradebook Value assigned. If the Gradebook Value is set at 87 for a B+, then 87% is what will be used to calculate the Final Grade.

The reason we do not recommend this approach to grading tasks, is that the student mentioned above, may have actually earned an 86% or possibly an 89%, etc. However, in this case, it is the 87% that will be used.

**Counts in GPA -** Does this grade count in the GPA? Most Grades do, however Grades such as P, S, I, etc. do not.

**Receives added Value -** Most likely this will not be used. Can the Grade receive Points beyond what the Grade would normally receive.

**Earns Graduation Credit -** Will students receiving this Grade receive Graduation Credit – Check the box if the answer is Yes.

**Teacher Grade Scale -** Should this Grade be included on the Teacher Grade Scale. Check the box if the answer is Yes.

The rest of the fields on this screen can be ignored!

Defining your Grade Scale(s) – When defining your Grade Scales use the following form. Please be sure to include multiple forms if necessary (1 for each Scale you will be defining in your District.

Note: “U” and “UN” are predefined default values for an unrecorded score. Do not use these as letter grades in your grade scale. For example use “N” for “Not Graded” instead of “U” for “Ungraded”.

<u>Grade</u>	<u>Description</u>	<u>Grade Points</u>	<u>Cutoff %</u>	<u>Gradebook Value</u>	<u>Counts in GPA?</u>	<u>Earns Grad. Credit?</u>	<u>Teacher's Grade Scale?</u>
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**GPA Calculations** - PowerSchool will support several variations of GPA Calculation. These include: Weighted, Weighted Percent, Simple and Simple Percent.

**The Weighted GPA has been the most commonly used GPA Calculation in our area.**

While the name may be somewhat confusing, it is important to understand how the GPA is Calculated when using the Weighted method.

In this formula, Course Credit is used as a factor in calculating the GPA. Courses receiving more credit are factored heavier than those receiving less, hence the name Weighted.

The formula for this calculation is as follows:

Sum of GPA Points X Potential Credit Hours divided by Total Potential Credit Hours

In addition to understanding the Method your District will utilize, we also need to know the following:

- Are your GPA’s rounded or truncated.             Rounded             Truncated
- How many decimal places do you use in your GPA calculations            \_\_\_\_\_
- How many decimal places display for your credit hours?            \_\_\_\_\_

**Tests:**

List the name of all of the standardized tests together with the test scores you wish to track for each test. For each main test name you will have the opportunity to enter all the individual scores you wish to track for each test – see example below for ACT. It is recommended that each score name be prefixed by the test name to ensure all scores have unique names.

For each test score, PowerSchool will allow you to record the following three entries: Percent, Number and Alpha.

Example: Score Name: = "ACT", "SAT", "PSAT"

Example: Edit Scores for ACT = "ACT\_English", "ACT\_Math", "ACT\_Reading"

<u>Test Name</u>	<u>Test Type (National, State, Local, District, School, Other)</u>	<u>Description</u>
ACT	National	National college admission and placement examination
<u>Score Name</u>	<u>Description</u>	<u>Sort Order</u>
ACT_English	English	1
ACT_Math	Math	2
ACT_Reading	Reading	3
ACT_Science	Science	4
ACT_Composite	Composite	5

<u>Test Name</u>	<u>Test Type (National, State, Local, District, School, Other)</u>	<u>Description</u>
<u>Score Name</u>	<u>Description</u>	<u>Sort Order</u>
<u>Test Name</u>	<u>Test Type (National, State, Local, District, School, Other)</u>	<u>Description</u>
<u>Score Name</u>	<u>Description</u>	<u>Sort Order</u>

<u>Test Name</u>	<u>Test Type (National, State, Local, District, School, Other)</u>	<u>Description</u>
<u>Score Name</u>	<u>Description</u>	<u>Sort Order</u>

**NOTE: It is recommended that you also Enter ACT Scores on the District Specific Screen. This makes the scores available for Query and Reporting purposes, such as Transcripts.**

**Scores stored in the Test Scores link are stored in an array and are not as accessible for Query and Reports.**

**Miscellaneous Setup Information**

How many digits are in a <b>course number</b> ?	
If you would like to require a <b>password</b> in order for a user to override the maximum enrollment in a section (e.g., during the “walk-in” time at the beginning of the year), please identify it.	
If you would like to require a <b>password</b> in order for a user to delete a section, please identify it.	
Do you wish to prevent users from searching for students based on their <b>lunch status</b> (e.g., Free or Reduced)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to avoid showing <b>lunch balances</b> on parent/student pages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to enable <b>auto-updates for state reports</b> ? (Without this option, you will need to manually retrieve state reporting updates to your software.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
How are you going to handle Staff ID’s? (every staff member needs an ID)	

**Family Management Information**

Settings here will determine whether or not family associations can be accessed across the district or limited associations within just one school. If family management scope is limited to a single school, then the student information cannot be associated or shared with students from other schools.

<input type="checkbox"/>	Do not allow schools to <b>View and Copy</b> from students at other schools	Select this checkbox to not allow schools to view or copy information from a student who is not enrolled in their own school.
<input type="checkbox"/>	Do not allow schools to <b>copy</b> data to students at other schools	Select this checkbox to allow schools to view but not copy information to a student who is not enrolled in their own school
<input type="checkbox"/>	Indicate Specific Student Fields to copy	You can choose which student fields you want to make available to copy at other schools. Provide fields on separate sheet.

NOTE: Family Management can be a very important tool in maintaining your District’s Data. Allowing information to be copied and updated across your District should allow for more accurate and consistent data. It does come with some risk, however as it is important that people entering this type of information remember to ask, check, etc. that this change applies to all members of a specific family.

**Quick Lookup- Attendance Settings**

**Decide if you want attendance to be suppressed from displaying on the quick lookup screen for these groups**

<input type="checkbox"/>	Parents/guardian users?	<input type="checkbox"/>	Student Users?
<input type="checkbox"/>	Teacher Users?	<input type="checkbox"/>	Administrator Users?

**Quick Lookup allows the groups mentioned above, to have a quick view of how a student is doing in Assignments, Classes, etc. Here you are determining if this view should also include Attendance information.**