

# Welcome to the Alabama Special Programs PowerUp!



# PowerUPs

February 14, 2023

# Today's Agenda

## 1 Introductions

## 2 Updates: State, Modules, Product, Support Case Trends

## 3 Best Practices:

- ACAP Testing Supports Form Security
- Contact Log How-To
- Community Best Practices

## 4

## Next Steps



# Meet the Panel



**Robyn Skidmore**

*Facilitator*

Education Impact Consultant



**Stacy Royster**

*PowerSchool Program Coordinator*

ALSDE



**Gail Comins**

*Product Owner*

SP Alabama State Model



**Dana Peterson**

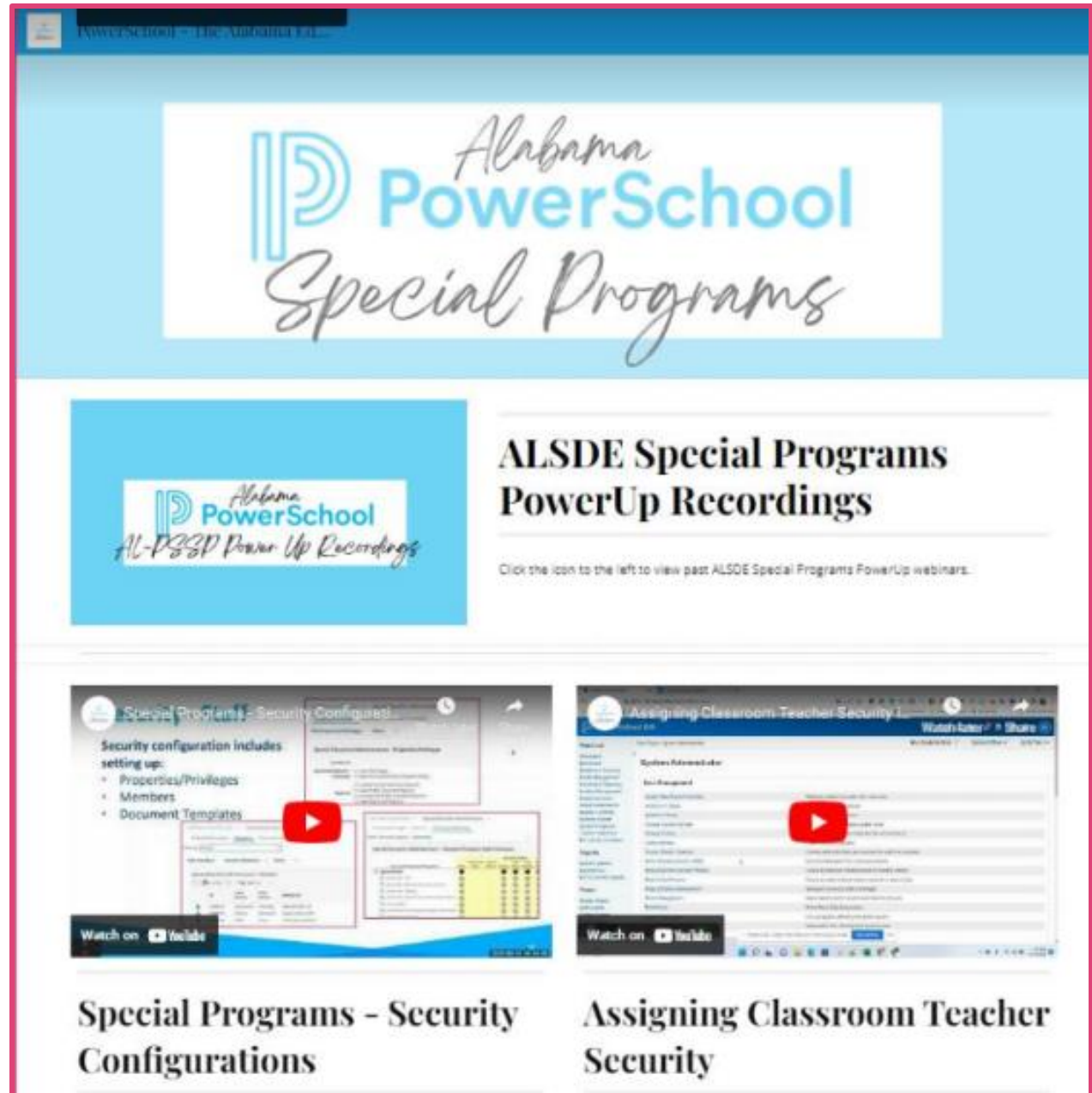
*Engineer*

SP Support



# State Updates

<https://sites.google.com/view/powerschool-thealabamaedition/special-programs-documentation>



Alabama PowerSchool  
Special Programs

Alabama PowerSchool  
AL-PPSP Power Up Recordings

**ALSDE Special Programs  
PowerUp Recordings**

Click the icon to the left to view past ALSDE Special Programs PowerUp webinars.


Special Programs - Security Configurations

Assigning Classroom Teacher Security

# ALSDE PowerSchool Updates

- ALSDE Weekly Newsletter with updates and tutorials for all Alabama PowerSchool Products
- The email distribution list is driven by the assigned education directory roles in AIM by the districts.

## ALSDE PowerSchool Updates



May 31, 2022

### Upcoming Training Opportunities

Take advantage of the multiple learning opportunities below. These training opportunities and conversations will help grow your knowledge of how to use PowerSchool in the most efficient way possible.

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#### Open Office Hours

Occurs every Tuesday and Thursday effective 3/29/2022 until 6/14/2022 12:00 AM to 12:00 PM CST

Join these weekly office hours to receive assistance in understanding PowerSchool. Get your most pressing questions answered. Have open conversations concerning PowerSchool use with others across the state.

[Join Here](#)

#### Alabama Special Programs PowerUp

Monday, June 13, 2022 12:30 PM CST

Together with ALSDE, the Alabama Special Programs PowerUp is hosted by members of PowerSchool's Product, Support, and Education Impact Consulting teams. Join us as we provide compliance, product, and support updates for Special Programs and share best practices specific to the Alabama model of PowerSchool's Unified Classroom Special Programs.

[Register Here](#)

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### SIS UPDATES

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- Important Dates to Note
  - End of Year Reporting - June 17, 2022
  - End of Year Process to be run in PowerSchool for ALL districts- **June 7-14, 2022**
  - If using PowerScheduler, all schedules must be committed before running the end of year process.

# Weekly ALSDE Office Hours

- Tuesdays and Thursdays 11:00 AM - until
- Available for anyone in AL to join
- Ask any question on PowerSchool use
- District Collaboration

**Meeting link:**

**<https://alsde.webex.com/alsde/j.php?MTID=mo e9d91eca8c7553e16885dbd4d42bfcd>**

**Password: PowerSchool**



**Alabama - PowerSchool**  
@ALPowerSchool  
112 subscribers

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**Fictional Data Disclaimer**  
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**Product Updates**  
46:16

**Mass Enter CTE Academic and Career Plan Programs and...**  
71 views • 5 days ago

**Storing Grades at the End of First Semester Dec 2022**  
51 views • 1 month ago

**Understanding How Certifications and Endorsements Work with...**  
153 views • 1 month ago

**SPECIAL PROGRAMS  
ALSDE Special Programs Power Up 11-10-2022**  
45 views • 2 months ago

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ACCESS Grades Passback    Mass push 1st period attendance to    ALSDE-Staff Certification    Troubleshooting Dragonfly

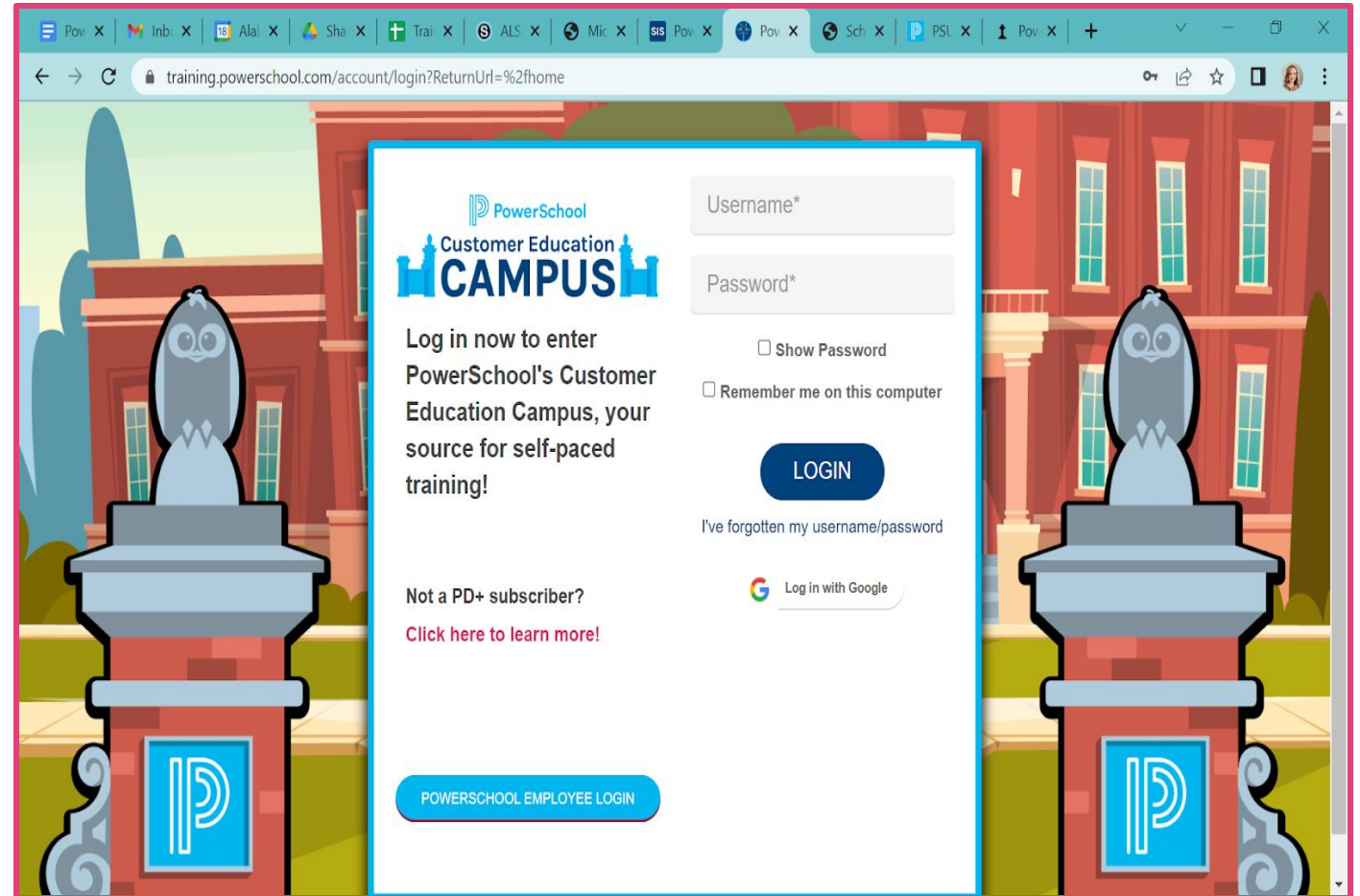
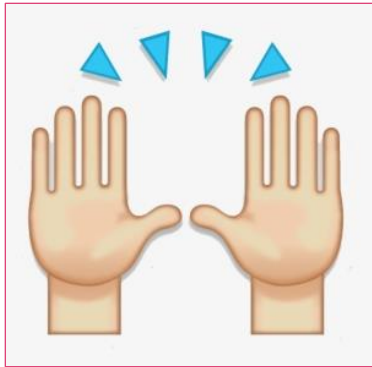


# PowerSchool PD+ Campus

<https://training.powerschool.com>

- Access to training resources
- Learning paths for each role
- District single sign-on
- OR username from District

If your district tech director does not know how to give access, let us know and we can help!

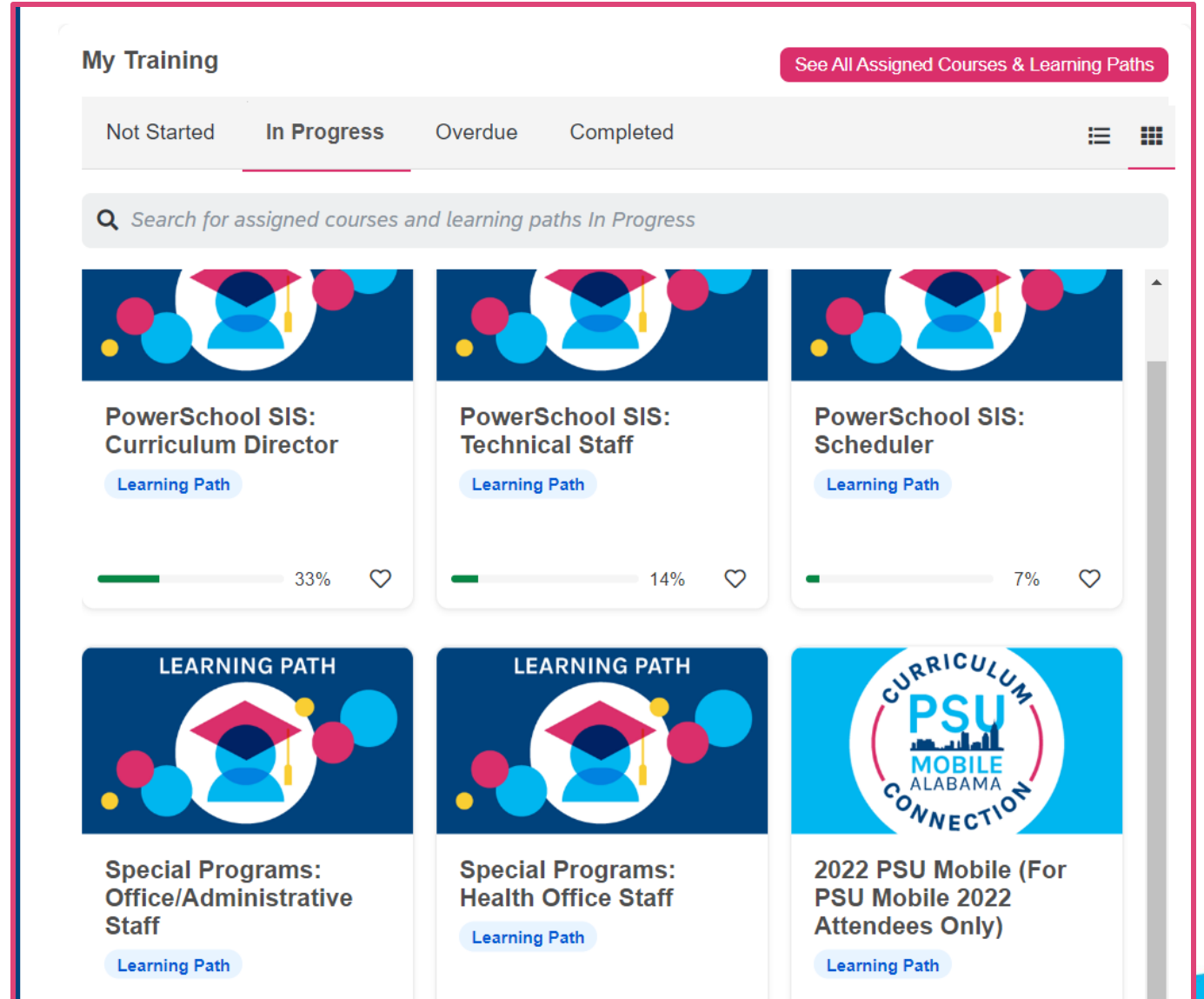


# PowerSchool PD+ Campus

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**My Training** See All Assigned Courses & Learning Paths

Not Started **In Progress** Overdue Completed

Search for assigned courses and learning paths In Progress

Course Title	Role	Progress
PowerSchool SIS: Curriculum Director	Curriculum Director	33%
PowerSchool SIS: Technical Staff	Technical Staff	14%
PowerSchool SIS: Scheduler	Scheduler	7%
Special Programs: Office/Administrative Staff	Office/Administrative Staff	0%
Special Programs: Health Office Staff	Health Office Staff	0%
2022 PSU Mobile (For PSU Mobile 2022 Attendees Only)	Attendees Only	0%

# Module Updates

# Special Education Updates

## Workflow Case Types

- Added in the January 2023 release
  - Initial Process
  - Annual Review
  - Reevaluation
- The LEA PowerSchool Administrator must add security group access to each case type for others to work with them.
- For more information on how to work with the workflow, go to **User Help** and search "workflow."

# Gifted Updates

## Gifted Record of Access Document

This document was added in the January 2022 release. Security Group permissions should have been updated to gain access to the form.

Steps to update security permissions were shared in the February Friends of Gifted (FoG) newsletter on February 1, 2023, and are on the next slide.

The screenshot shows a web form titled "Draft: Gifted Record of Access to Student Records (2022-23)". At the top, there are navigation links: "My Home Page > 504 EL Mickey Mouse (1964986492) > Documents > Draft: Gifted Record of Access to Student Records (2022-23)". Below this are three buttons: "Save, Done Editing", "Save, Continue Editing", and "Cancel Editing".

The form content includes the Opelika City Schools logo and name, with the address "300 Simmons Street, Opelika, Alabama, 36801, 334-741-5601". The student information is "Student Name: Mickey Kyle Mouse" and "Date of Birth: 04/28/2005".

The main heading is "GIFTED RECORD OF ACCESS TO STUDENT RECORDS". Below it, a paragraph states: "It is the policy of the Board of Education, in accordance with 34 CFR Part 99, to provide procedural safeguards that protect the individual confidentiality of all student records. The Board of Education authorizes the following categories of persons to review any personally identifiable information relating to students in the gifted program:"

The categories are listed as follows:

- 1. Parents
- 2. Student
- 3. State Department of Education Representatives
- 4. Federal Education Agency Representatives
- 5. Local Education Agency Representatives\*
- 6. Other State Agency Representatives\*
- 7. Surrogate Parents

A footnote states: "\*Limited to those representatives who have a legitimate educational interest in the student's gifted program."

At the bottom of the form is a table with four columns: "Signature of Person Reviewing Record", "Category 1-7", "Reason for Review", and "Date of Review". The "Signature" column contains a text input field with a "(ID) [lookup] / non-lookup" dropdown menu. Below the table is a "+" sign for adding more rows.

At the very bottom of the form, there are three buttons: "Save, Done Editing", "Save, Continue Editing", and "Cancel Editing".

In the bottom right corner of the form, it says "ALSDE, September 2021".

# Gifted Updates

- Log in to PSSP
- Click Administration > Configuration > Document Templates.
- Scroll down to the Gifted Section > Find the Gifted Record of Access > Click on the padlock beside the form name.
- Find Filter by Category > Click the arrow down > Choose Gifted and Talented (Security Group Default) > Give permissions as needed.
- Click on Save Changes.

The screenshot shows the 'Special Programs' interface. The breadcrumb trail is 'Document Templates > Template Security: Gifted Record of Access to Student Records'. The 'Security Rights' tab is active, with a filter set to 'Gifted and Talented'. The table below lists permissions for three security groups: Gifted and Talented Administrator, Gifted and Talented Teacher, and Gifted and Talented View Only. The Administrator and Teacher groups have full permissions, while the View Only group has limited permissions.

Security Group	Document-Wide View/Edit Rights								Status Change Rights			Print	Review Acknowledge	Edit Public Statement Banks	Force Finalize
	View	View Final Only	Create	Edit Draft	Edit Review	Edit Final	Translate	Delete	Set Draft	Set Review	Set Final				
Gifted and Talented Administrator (Security Group Default)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gifted and Talented Teacher (Security Group Default)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gifted and Talented View Only (Security Group Default)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Product Updates



# Product Release Updates

Release Schedule – Two releases a year

- Our development focus for 2023 is on defects and state compliance changes
- Next release is not yet scheduled – it will be sometime in April or May

Items for next release will be on primarily on State reports-

- Un-approve / Snapshot / reset dates
- Other state changes

Other items:

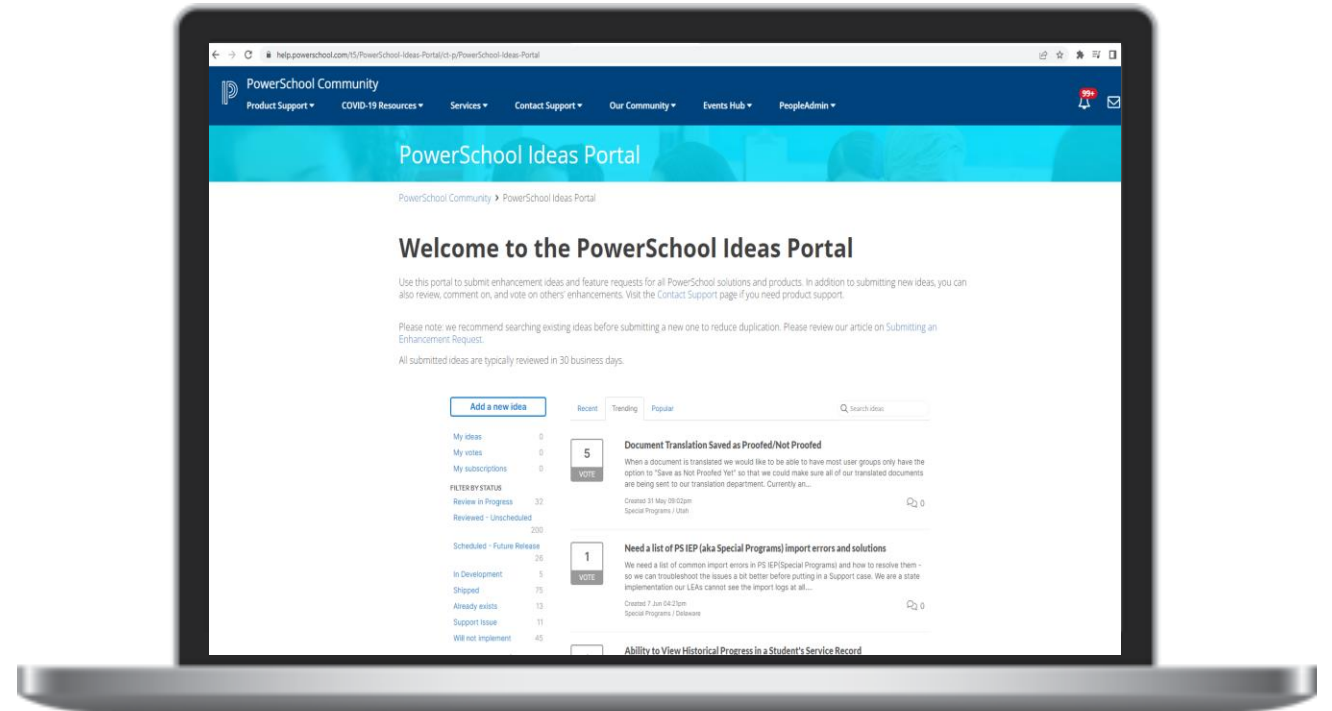
- Make the mastery date on benchmarks editable
- ACAP Testing Supports document, make grade level editable
- AAA Decision Making Tool document, additional logic

# PowerSchool Community – Ideas Portal



## REMINDER

- Join the Community!
- Enhancement requests should be reported here
- Great way for the state and other LEAs to review what is being requested



# Support Updates

# Trending Support Questions & Solutions

- For some students we have seen an error message when receiving transfer envelopes.

**Generate Student Packages**

Select Profile Sections	Section Name
<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Special Education
<input checked="" type="checkbox"/>	Gifted
<input checked="" type="checkbox"/>	Section 504
<input checked="" type="checkbox"/>	RTI
<input checked="" type="checkbox"/>	Preschool
<input checked="" type="checkbox"/>	Services
<input checked="" type="checkbox"/>	State Reporting
<input checked="" type="checkbox"/>	English Learners (EL)

Select Student Child Profiles	Child Profile
<input type="checkbox"/>	Gifted Aptitude Tests
<input type="checkbox"/>	Special Education Services
<input type="checkbox"/>	Related Services
<input type="checkbox"/>	Supplementary Services
<input type="checkbox"/>	Program Modifications
<input type="checkbox"/>	Accommodations Assessments
<input type="checkbox"/>	Assistive Technology
<input type="checkbox"/>	Support for Personnel
<input type="checkbox"/>	Transition

# Trending Support Questions & Solutions

- Permissions need to be granted when a new document is added so staff can access or send/receive envelope
- Creating/editing reports including Fairbanks
- Bulk Printing Progress Reports
- Merging Student/Staff profiles
- SIS updating Staff ID causing duplicates in PSSP
- Be sure to check Import Logs for errors

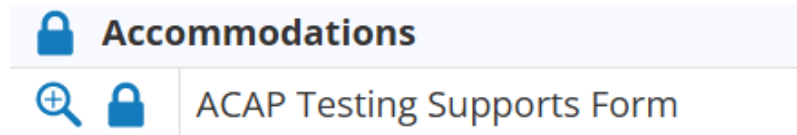
# Best Practices

# Best Practices: New Document Security

- Security for new documents:
  - ACAP Testing Supports Form – added January

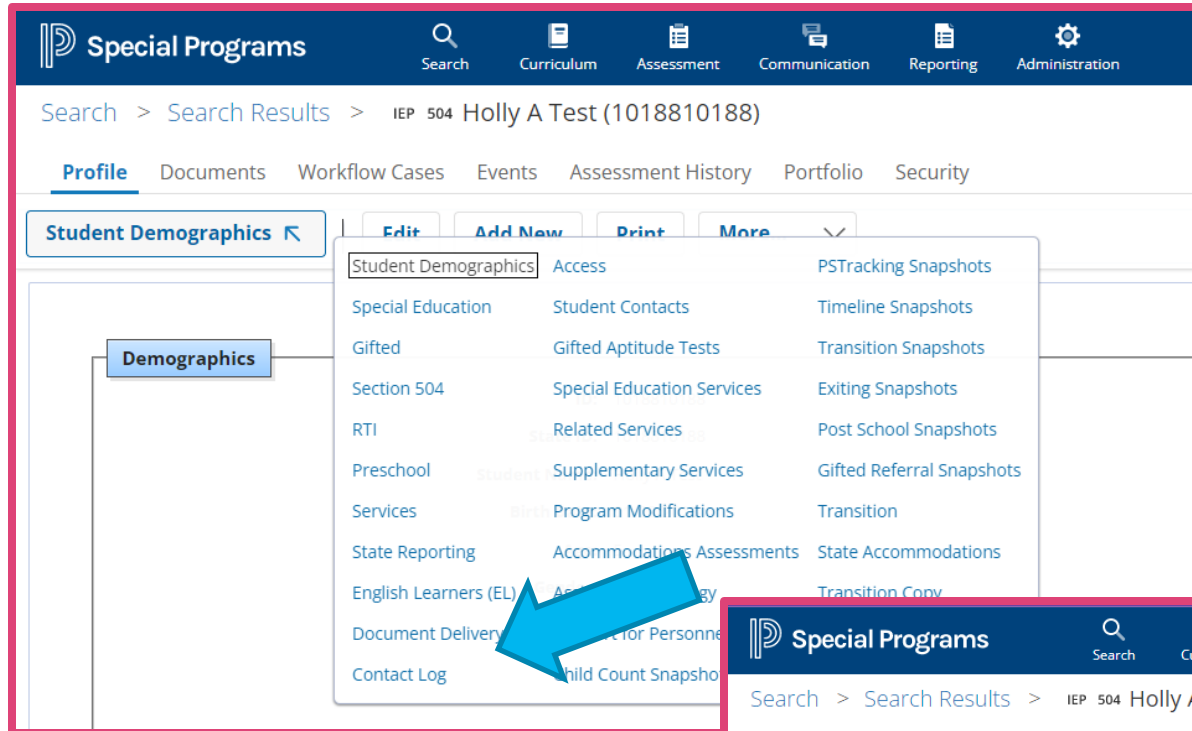
**1. Click Path: Administration > Configuration > Document Templates > ACAP Testing Support Form**

**2. Click on the lock**





# Student Profile: Contact Log



Special Programs

Search > Search Results > IEP 504 Holly A Test (1018810188)

Profile Documents Workflow Cases Events Assessment History Portfolio Security

Student Demographics

- Student Demographics
- Special Education
- Gifted
- Section 504
- RTI
- Preschool
- Services
- State Reporting
- English Learners (EL)
- Document Delivery
- Contact Log

Access

- Student Contacts
- Gifted Aptitude Tests
- Special Education Services
- Related Services
- Supplementary Services
- Program Modifications
- Accommodations Assessments
- Child Count Snapshots

PSTracking Snapshots

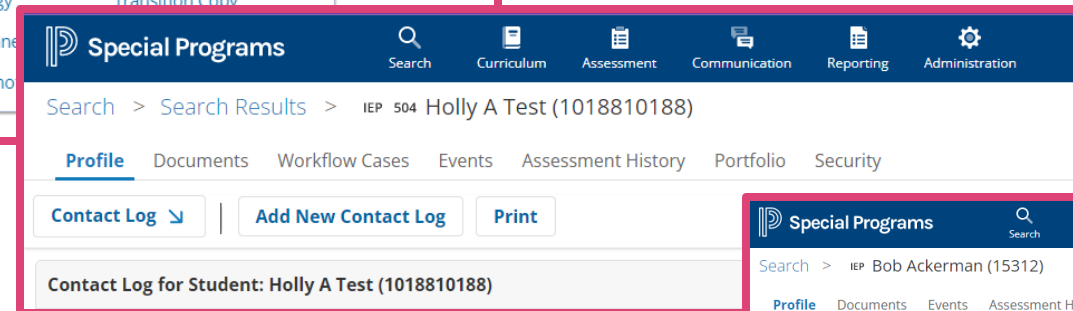
- Timeline Snapshots
- Transition Snapshots
- Exiting Snapshots
- Post School Snapshots
- Gifted Referral Snapshots
- Transition
- State Accommodations
- Transition Copy



*Knowledge is Power!*

## How-To Use Contact Log Feature

- Search > Students
- Search/Select Student.
- Go to **Profile** tab.
- Go to Fly-out menu.
- Select **Contact Log**.
- Add **New Contact Log**.



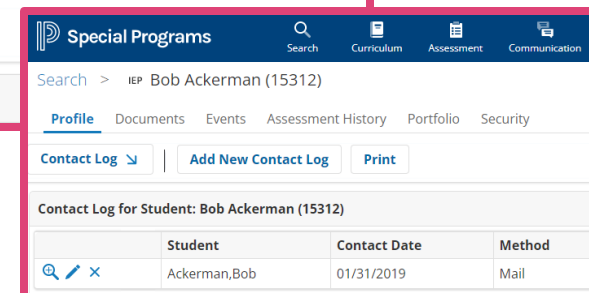
Special Programs

Search > Search Results > IEP 504 Holly A Test (1018810188)

Profile Documents Workflow Cases Events Assessment History Portfolio Security

Contact Log | Add New Contact Log Print

Contact Log for Student: Holly A Test (1018810188)



Special Programs

Search > IEP Bob Ackerman (15312)

Profile Documents Events Assessment History Portfolio Security

Contact Log | Add New Contact Log Print

Contact Log for Student: Bob Ackerman (15312)

Student	Contact Date	Method
Ackerman, Bob	01/31/2019	Mail

# Student Profile: Contact Log



**Knowledge is Power!**  
**How-To Use Contact Log Feature**

- Enter Contact Date
- Method
- Result
- Source Document
- Staff Made Contact

Special Programs | Search | Curriculum | Assessment | Communication | Reporting | Administration

Editing Profile: Bob Ackerman (15312) Section: Contact Log

Accept Changes | Cancel Editing

Contact Log

Student Name: Bob Ackerman

Contact Date:

Method:

Result:

Source Document:

Staff Made Contact:

Accept Changes | Cancel Editing

Special Programs | Search | Curriculum | Assessment | Communication | Reporting | Administration

Editing Profile: Bob Ackerman (15312) Section: Contact Log

Accept Changes | Cancel Editing

Contact Log

Student Name: Bob Ackerman

Contact Date: 01/31/2019

Method: Mail (dropdown menu open showing: none, Phone, Email, Mail, Home Visit, Other)

Result:

Source Document:

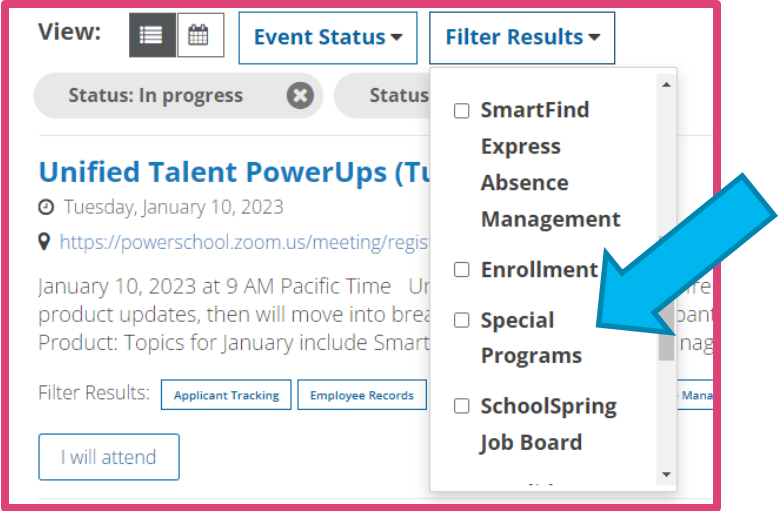
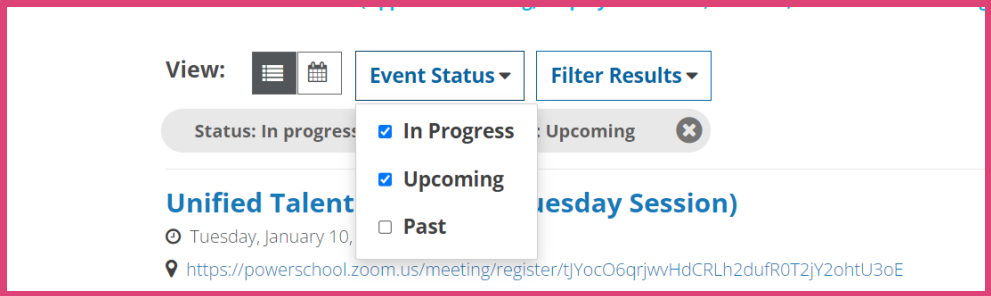
Staff Made Contact: (ID) lookup

Accept Changes | Cancel Editing

View Contact Log	Grant (+) System-Wide	▼
Add Contact Log	n/a	▼
Edit Contact Log	n/a	▼
Delete Contact Log	n/a	▼
Use Data Utilities: Contact Log	Grant (+)	▼

# Community Best Practices

Where can I find information for Special Programs events?



## Knowledge is Power!

Access the Events Hub to find upcoming PowerUps and Office Hours.

Events Hub > All Events > PowerUp Events

Events are filterable by product and by status. Choose from In Progress, Upcoming, or Past events.



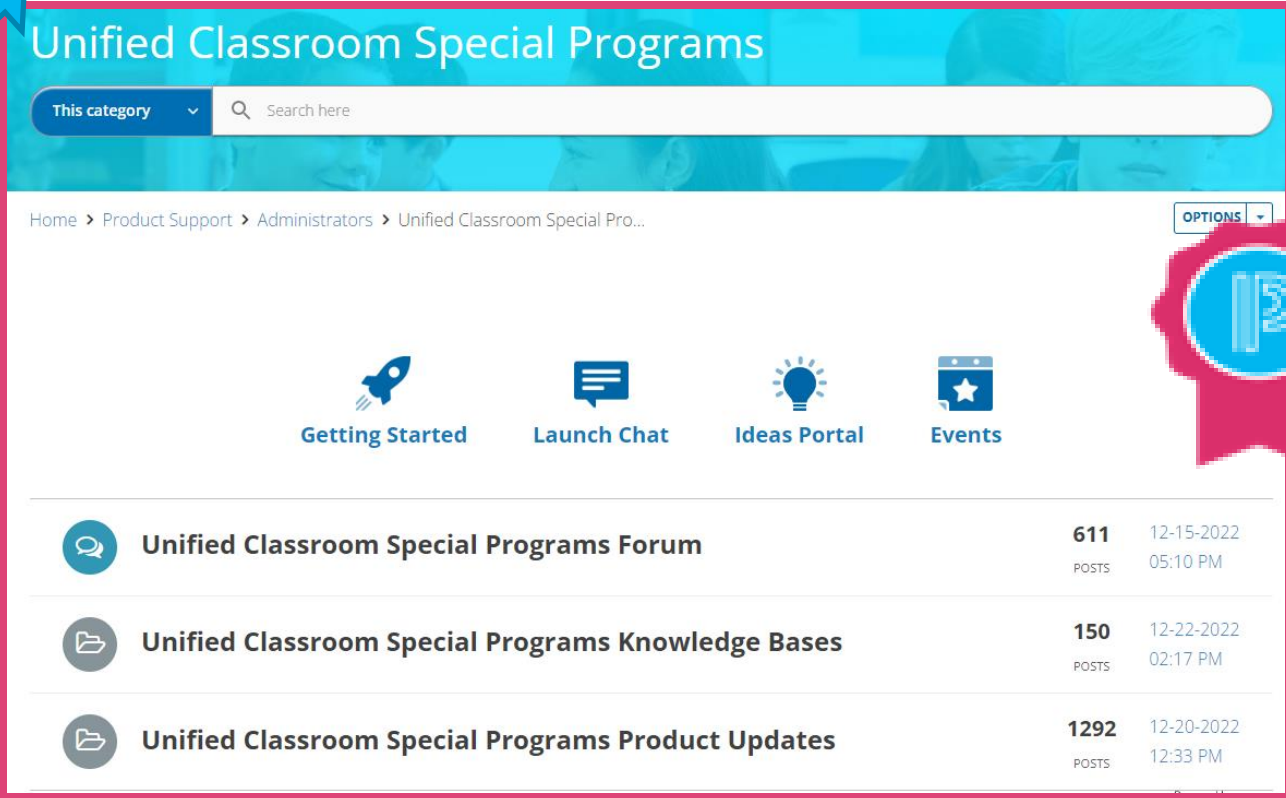
# Community Best Practices

I need quick Product Support for Special Programs.



PowerSchool Community

- Product Support ▾
- Product Roadmap ▾
- Services ▾
- Contact Support ▾
- Our Community ▾
- Events Hub ▾
- PeopleAdmin ▾






## Unified Classroom Special Programs

This category ▾ Search here

Home > Product Support > Administrators > Unified Classroom Special Pro... OPTIONS ▾

- Getting Started
- Launch Chat
- Ideas Portal
- Events

	<b>Unified Classroom Special Programs Forum</b>	<b>611</b> POSTS	12-15-2022 05:10 PM
	<b>Unified Classroom Special Programs Knowledge Bases</b>	<b>150</b> POSTS	12-22-2022 02:17 PM
	<b>Unified Classroom Special Programs Product Updates</b>	<b>1292</b> POSTS	12-20-2022 12:33 PM



***Knowledge is Power!***  
Get involved by subscribing to Forums, posting your own questions, and replying to posts from other users.

# Community Best Practices

Unified Classroom Special Programs

This category Search here

Home > Product Support > Administrators > Unified Classroom Special Pro... OPTIONS

Getting Started Launch Chat Ideas Portal Events

Unified Classroom Special Programs Forum	611 POSTS	12-15-2022 05:10 PM
Unified Classroom Special Programs Knowledge Bases	150 POSTS	12-22-2022 02:17 PM
Unified Classroom Special Programs Product Updates	1292 POSTS	12-20-2022 12:33 PM

Powered by Khoros

## Unified Classroom Special Programs Provincial or State Release Notifications (978 Articles)

PSSP Michigan Customer Advisory Board...  
PSSP Idaho Release SPSM-ID\_22.12.1.0...  
Virginia PSSP Advisory Meeting -...  
PowerSchool Special Programs -...  
New Jersey PSSP Release scheduled for...

## Unified Classroom Special Programs Platform Release Notifications (76 Articles)

Unified Classroom Special Programs...  
Platform Release 22.11.0.0 - To be...  
Unified Classroom Special Programs -...  
Platform Release 22.6.4.0 - Released...  
Unified Classroom Special Programs...

How can I get notifications for my state?

### Filter Results

Please Choose One

SP AL

SP Alabama

SP Alaska

SP Alberta

SP Arizona

SP California



***Knowledge is Power!***

**Subscribe to state- or province-specific product updates to receive notifications via email.**

Adjust notifications in your Community Profile settings.

# Next Steps

## Register for Special Programs PowerUps and Office Hours!

**Topic: TBA**

April 11 SP PowerUp  
April 15 SP Office Hours

**Topic: TBA**

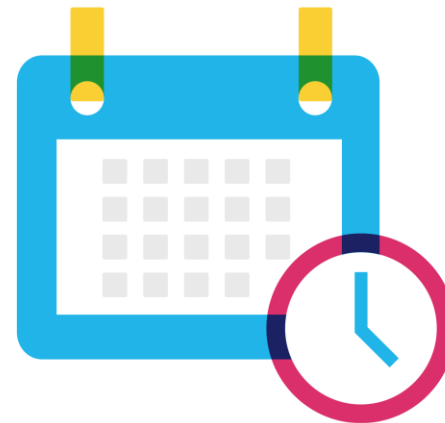
May 9 SP PowerUp  
May 10 SP Office Hours

**Topic: TBA**

June 13 SP PowerUp  
June 14 SP Office Hours

## Check Your Email!

You will receive a link in **PowerSchool Community** to find the **recording** of this session, pertinent **updates**, and a link to **register** for our next **Alabama Special Programs PowerUp!**





PowerSchool