



PowerSchool Special Program

Helpful Hints during Coronavirus trying times

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ZOOM Telecommunication

A telecommunication meeting tool for virtual meetings. Zoom has lifted restrictions on their Free account for school districts.

March 13, 2020: Zoom is proactively lifting the 40-minute meeting limit on free Basic accounts for nearly 60,000 K-12 schools in the U.S.

<https://support.zoom.us/hc/en-us/articles/360041264451-K-12-School-Time-Limit-Removal-Request-FAQ>

How to Use Zoom

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>





Update on PowerSchool COVID-19 Support and Continuity Plan

<https://www.powerschool.com/resources/blog/update-on-powerschool-covid-19-support-and-continuity-plan-revised/>





Assisting Schools and Districts in making adjustments

The following slides are some suggested features you can use from inside PowerSchool Special Programs



- Calendar

There is a calendar in PowerSchool Special Programs where you can track school closings

Administration, Configuration, Calendar Settings:

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
<div>1</div> <div>In Session</div> <div>+ Add Special Day</div>	<div>2</div> <div>In Session</div> <div>+ Add Special Day</div>	<div>3</div> <div>In Session</div> <div>+ Add Special Day</div> <div>CoronaVirus Closing</div> <div>Telecommunication</div>	<div>4</div> <div>In Session</div> <div>+ Add Special Day</div>	<div>In Session</div> <div>+ Add Special Day</div>		

Add Special Calendar Day

Date03/04/2020

Name of Day

ScopeSystem-wide

Options☐ Day recurs each year on the same date

Color

Foreground:

Background:

Color Demonstration

OKCancel

Do you Know:

- Special Programs has a Contact Record

Information is stored in a student's Profile, Contact Records for a contact date, space for text results, Source Document, Contact Staff and Method of Communication can be used for any reason.

[My Home Page](#) > IEP SP **Holly A Test (333)**

[Profile](#) Documents Events Assessment History Portfolio Security

Sample

[Contact Records](#) | [Add New Contact Record](#) [Print](#)

Contact Records for Student: Holly A Test (333)

	Student	Contact Date	Result	Source Document	Method Text	Contact Staff	Method
	A Test,Holly	03/13/2020	Evaluation to be rescheduled due to coronavirus school closing.	Evaluation		Allen,Robert	Mail
	A Test,Holly	03/12/2020	Invitation Meeting of 3/19/2020 to be rescheduled at a later date due to coronavirus school closing.		Staff notice		Other
	A Test,Holly	12/15/2019	Talked to mom about how the student was doing in school.			Teacher,Any	Phone

How to add new contact record for a student


Student, Profile,
Contact Records:

Editing Profile: Holly A Test (333) **Section:** Contact Records

Accept Changes **Cancel Editing**


Contact Records

Student Name: Holly A Test

Contact Date: 

Contact Method: (none) ▼

Contact Staff Reference:
 (ID) lookup

Result: 

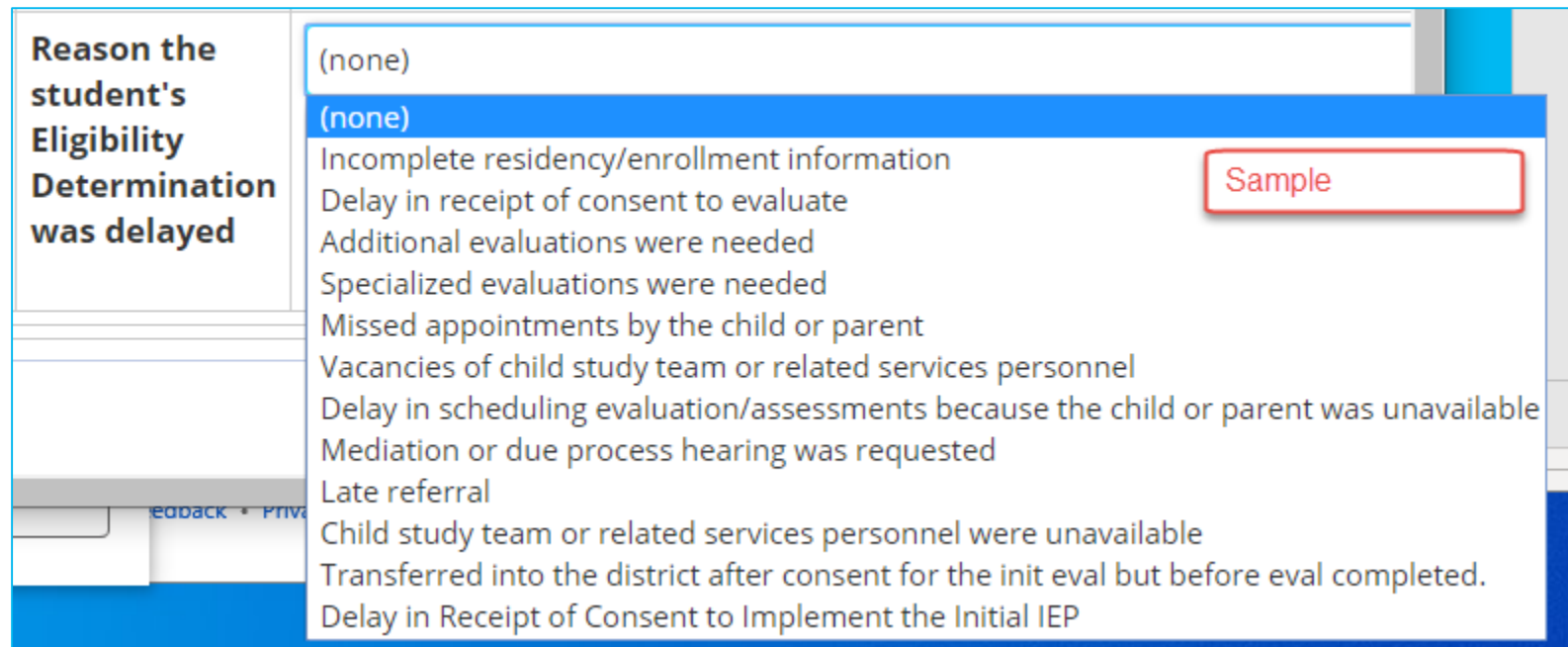
Source Document:

Accept Changes **Cancel Editing**

Pulling the corner makes the box bigger. After Typing, the size adjusts to the amount of text in the box.

• Initial Eligibility Delay Reason

Student, Profile, Eligibility: This screen may display a field such as 'Reason the student's Eligibility Determination was Delayed or Delayed Reason' with a drop down. You can select a Reason for Delay.




The screenshot shows a web form with a label 'Reason the student's Eligibility Determination was delayed' on the left. To the right is a dropdown menu. The menu is open, showing a list of reasons for delay. The first two options are '(none)'. The third option, 'Incomplete residency/enrollment information', is highlighted with a red box and the word 'Sample' next to it. The other options in the list are: 'Delay in receipt of consent to evaluate', 'Additional evaluations were needed', 'Specialized evaluations were needed', 'Missed appointments by the child or parent', 'Vacancies of child study team or related services personnel', 'Delay in scheduling evaluation/assessments because the child or parent was unavailable', 'Mediation or due process hearing was requested', 'Late referral', 'Child study team or related services personnel were unavailable', 'Transferred into the district after consent for the init eval but before eval completed.', and 'Delay in Receipt of Consent to Implement the Initial IEP'.

Reason the student's Eligibility Determination was delayed	Reason for Delay
	(none)
	(none)
	Incomplete residency/enrollment information
	Delay in receipt of consent to evaluate
	Additional evaluations were needed
	Specialized evaluations were needed
	Missed appointments by the child or parent
	Vacancies of child study team or related services personnel
	Delay in scheduling evaluation/assessments because the child or parent was unavailable
	Mediation or due process hearing was requested
	Late referral
	Child study team or related services personnel were unavailable
	Transferred into the district after consent for the init eval but before eval completed.
	Delay in Receipt of Consent to Implement the Initial IEP

Do you know:

- Special Programs tracks Document Delivery via forms in some states













Information is stored in a student's Profile, Document Delivery tracks for form name, dates, mode of delivery and date of delivery. Districts can also utilize this Profile manually to store information. (Delivery Methods: Mailed, Emailed, Given to Parents) etc.

[My Home Page](#) >  IEP SP **Holly A Test (333)**

[Profile](#) [Documents](#) [Events](#) [Assessment History](#) [Portfolio](#) [Security](#) Sample

[Document Delivery](#) [Add New Document Delivery](#) [Print](#)

Document Delivery for Student: Holly A Test (333)

	Student	Source Document	Document Date	Mode Of Delivery	Date Of Delivery
  	A Test,Holly	Invitations	05/15/2018, 07:14 PM	Parent Office Visit	12/06/2019
  	A Test,Holly	Individualized Education Program	10/01/2017, 05:46 PM	Given to Parent at the Meeting	10/01/2019
  	A Test,Holly	Individualized Education Program	10/01/2018, 02:04 PM	Given to Parent at the Meeting	12/15/2018
  	A Test,Holly	Invitation to an Initial Identification Meeting	08/02/2018, 12:19 PM	Mailed	07/05/2015

Document Delivery can be manually added.

Student, Profile, Document Delivery:

Accept Changes


Cancel Editing

Document Delivery


Student:

A Test,Holly


Date of Delivery:



Document Date:



,



Mode Of Delivery:

(none)

▼

Source Document:

At this time the Mode of Delivery drop down choices are: Given to Parent at the Meeting, Mailed, Parent Office Visit, Given to Parent at Home Visit, Emailed, Sent via Student.

Do you know:

- **ATTACHMENTS:** Special Programs has multiple ways to store attachments.
Are you emailing forms to parents, they are signing and sending back. You want to keep this information as part of the student's online records?
 - **File-based Documents:** This stores documents in 'Other' for each school year.
Select (File-Based Documents) from the Create New Document drop down.
- **REVIEW AND ACKNOWLEDGEMENT:**
Do you want your staff to acknowledge they have read the special education form. A finalized document can be setup via security to turn on this acknowledgement by your Administrator.
 - Staff would go to the student's form, under the drop down of More, select Review and Acknowledge.
 - An email can also be generated to a staff member advising to go the document and reports can be run.

<https://docs.powerschool.com/SEPADMIN/special-programs-system-administration-guide/managing-security/reviewing-and-acknowledging-documents>



Work from Home Strategies

Establish a schedule and routine
whatever it can be

Schedule breaks
(even 15 minutes)

Find a space
even if a folding table next to your bed

Get out
Exercise, walk, breathe, see the sky, see a bird

Give yourself space and time to figure it out
We're all figuring out new ways of doing things. It's okay to get it wrong

Communicate (and Overcommunicate)
with others at home and others at work – slack, socialize, joke, work, whatever



Communication and Connecting

- Working Remotely – [Slack](#)
 - [Slack for Education](#)
 - Internal Communication tool districts can use. We use it at PowerSchool and keeps everyone connected.
- Tips for Navigating Remote Work
 - Use your camera! Seeing faces can help you connect with others and makes communicating easier.
 - Reach out frequently – be on a call with your coworkers at least once a day. Connecting with others on a regular basis keeps you from feeling isolated and helps you get the support you need quickly to resolve issues.
 - Don't worry about your background. Your coworkers don't mind seeing wallpaper/curtains/rock posters/etc. behind you. If you're feeling self-conscious, use the virtual background and be wherever you want to be.
 - Ask for support. If you have any concerns or need help accessing something, reach out to your manager immediately. We are here to help.

WFH (Work from Home) – Tips (more resources)

- [5 Tips for Staying Productive and Mentally Healthy While You're Working From Home](#)
- [**10 Really Smart Quotes About Working From Home**](#)
- [8 Tips To Make Working From Home Work For You](#)
- [COVID-19 Has My Teams Working Remotely: A Guide for Leaders](#)
- [**Coronavirus: How to work from home, the right way**](#)

PowerSchool Community

Let's Stay Connected

PowerSchool Community at <https://help.powerschool.com> is where you will find the latest product information, such as release notifications, customer advisory board meeting information, knowledge base articles, and customer forums.

Please make sure you have access to the Special Programs area on Community and consider subscribing to the topics that interest you. Below you will find information on how to:

- Get access to Community
- Find information about Special Programs
- Subscribe to receive email notifications
- Use labels to filter information

Get Access to Community

- Go to <https://help.powerschool.com>
- Click **JOIN THE COMMUNITY**
- Click **Register Now**

PowerSchool Community Access (Continued)

- Jump down to Email and enter the email associated with your PowerSource account
If you see the message "The email address is already used by another account" then at the top of the form, click **sign in**.
- Back on the Sign In page, click **Forgot username or password?**
Enter the email associated with your PowerSource account and click **Set a new password**
- If your PowerSource email is not already used by another account, go ahead and fill out the rest of the registration form and click **Register**.
Be sure to use the email associated with your PowerSource account so that you will have the proper permissions on Community.
- Look for a confirmation email and click the activation link

For more info on registering on Community, click **Help** at the top right corner and select **Getting Started**.

PS Community: Find Information About Special Programs

After signing in on the Community site, from the top menu, select **Product Support > Special Education > Special Programs**. Here you will see links to the **customer forum**, the **knowledge base** that Support maintains, **Special Programs Product Updates**. This is our area to share information with you.

The screenshot shows the PowerSchool Community website interface. The top navigation bar includes links for Product Support, COVID-19 Resources, Services, Our Team, Contact Support, and About Our Community. The Product Support dropdown menu is open, showing various support topics, with 'Special Programs' highlighted. A red arrow points to 'Special Programs' in the dropdown. A blue arrow points from 'Special Programs' in the dropdown to the 'Special Programs' link in the breadcrumb trail. The breadcrumb trail shows the path: PowerSchool Community > Special Programs. Below the breadcrumb trail, there are three main sections: Special Programs Forum (87 posts), Special Programs Knowledge Bases (19 posts), and Special Programs Product Updates (295 posts). A red arrow points to 'Special Programs Product Updates'.

Section	Posts
Special Programs	401
IEPPLUS	9
Special Programs Forum	87
Special Programs Knowledge Bases	19
Special Programs Product Updates	295

Special Programs, Special Programs Product Updates is broken into three topics for articles from Product Management:

- **Special Programs Platform Release Notifications:** articles about platform or core product releases and other related news
- **Special Programs Provincial or State Release Notifications:** articles about province or state releases, customer advisory board meeting info, and other news pertaining to a particular model
- **Special Programs Product Communications:** articles with general product information we think will be helpful for all customers

Knowledge Base Articles

Special Programs Platform Release Notifications (9 Articles)	Special Programs State Specific Digest (0 Articles)
<ul style="list-style-type: none">PowerSchool Special Programs Version...Platform Release Update 19.4.2.0 Release...Platform Release 19.4.1.0 UpdateSpecial Programs Release 19.4.0.0 UpdateApril 2019 Release 18.1.1.1	
Special Programs Provincial or State Release Notifications (107 Articles)	Special Programs Shared Reports (0 Articles)
<ul style="list-style-type: none">Illinois CAB July 18th RecordingConnecticut Release CT_19.7.0.0...Michigan Release MI_19.7.0.0 Scheduled...New Mexico CAB July 17th RecordingTexas Release TX_19.6.0.0 Scheduled for...	
Special Programs Product Communications (7 Articles)	
<ul style="list-style-type: none">Standardized Import LayoutsCustomer Survey on Help ResourcesNew PSU Track for Special Programs!PowerSchool University 2019: Special...Special Education Is Now Special Programs	

How to subscribe to PowerSchool Special Programs Articles

Subscribe to Receive Emails

- Go to the topic you wish to subscribe (i.e. **Special Programs Provincial or State Release notifications**).
- 1. Select **Filter Results** and choose your state (i.e. SP New Jersey)
- 2. You will now see a '**Subscribe to this label**' link. Chose that.

DO NOT Choose Subscribe from 'Options' without a state selection or your will be subscribing to ALL states/provinces.

PowerSchool Community > Special Programs Product Updates > Special Programs Provincial or State Release Notifications

OPTIONS ▾

Latest Articles

POST AN ARTICLE

Filter Results

SP New Jersey 1 ▾

Showing articles with label SP New Jersey. 2 [Subscribe to this label.](#) [Show all articles](#)

Please browse around, post questions, best practices, announcements etc, to the site. It's only as good as we make it as a collective team.

Student and Parent Portals (For Admins Only):

Enabling Student and Parent Logins:

PowerSchool Special Programs SIS Integration Admin Guide:

This guide includes:

- Plugin Information
- Accessing PSSP via Single Sign On
 - Admin Portal
 - PS Teacher Portal
 - Parent Portal
 - Student Port
- Data flow between PS SIS and PSSP
- Security
- Troubleshooting



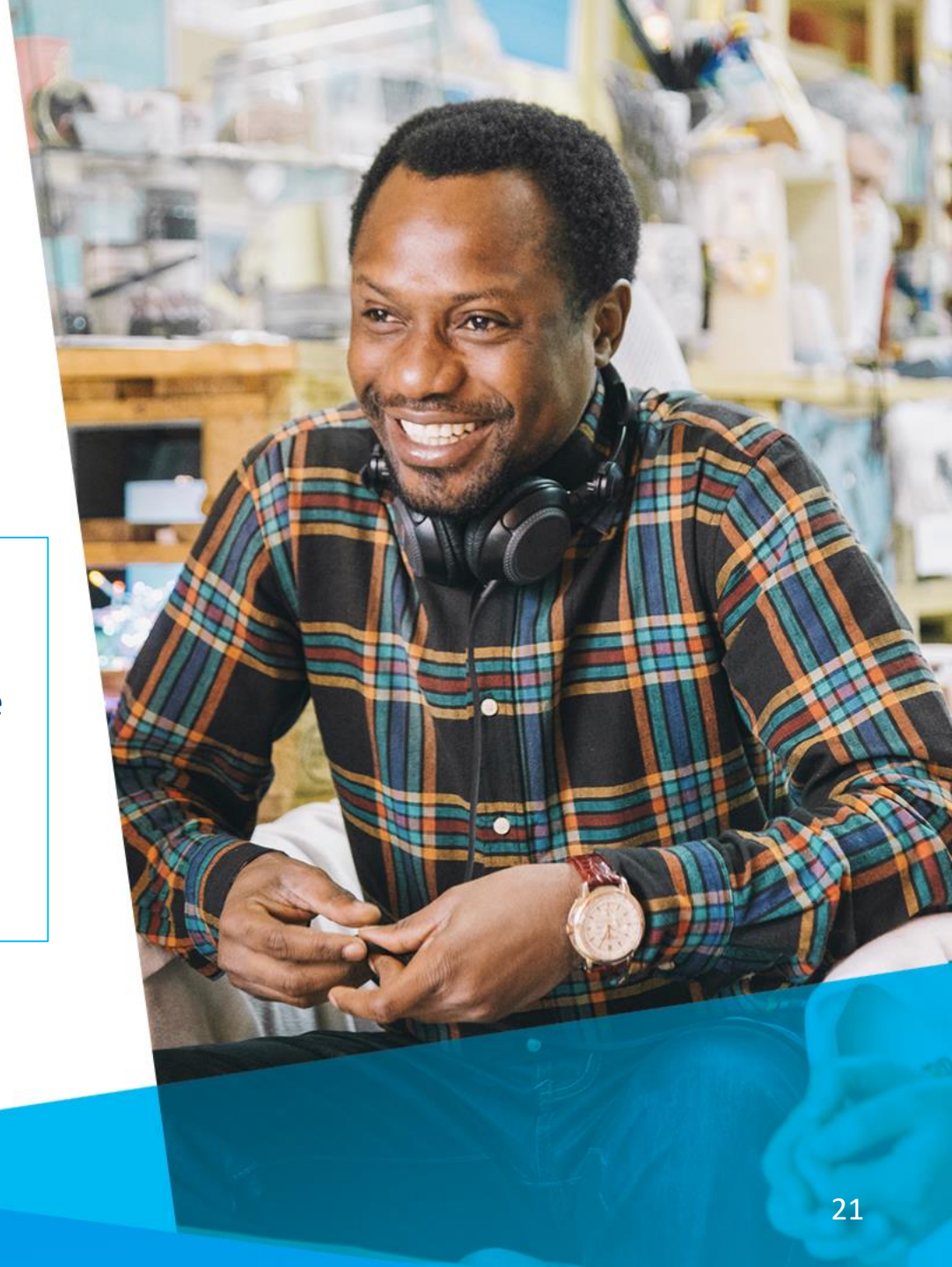
Distance Learning

<https://www.schoolology.com/prepare/get-schoolology>

Schoolology

Self-Service: A free, self-service model for getting access to Schoolology Enterprise until June 30, 2020. Designed for districts that cannot engage in a long-term contract and already have the right district resources to support and manage an implementation on their own. Support options include self-paced guides and community support. (For PowerSchool SIS and eSchoolPlus customers only)

<https://www.schoolology.com/prepare/self-service>





COVID 19 Resources

<https://www.powerschool.com/prepare/>

Special Education:

[https://help.powerschool.com/t5/Special-Programs-COVID-19/ct-p/Special Programs COVID-19](https://help.powerschool.com/t5/Special-Programs-COVID-19/ct-p/Special%20Programs%20COVID-19)

