



# Monday Message

## October 14, 2019

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### **Alternate Data Entry for Dark Period**

The EC Division has received feedback and concerns regarding the extensive ECATS data entry required for documents created during the dark period (June 16 – July 17) and early implementation. The EC Division and the vendor are working collaboratively to develop an option to accurately document a *minimum of current eligibility and IEP dates* in the system, rather than the entire IEP or eligibility process, to alleviate this burden. This effort will insure that the necessary dates are captured in ECATS for accurate reporting of December Head Count and to assist LEAs in focusing their efforts on data entry for brand new and upcoming EC process related business. We anticipate messaging this option, along with a training video and step sheet, to LEAs within the next 10 business days.

### **Parent Guardian Screen**

As a reminder, ECATS parent contacts are being fed nightly from the PowerSchool “NC Student Contact” screen. The data used to populate the parent contacts in ECATS is **only** pulled from entries directly added on this PowerSchool screen. Also, the PowerSchool “NC Student Contact” screen is the only location in PowerSchool where all the required information for ECATS is available.

As you work with your school or district PowerSchool user, the following information may be useful. The PowerSchool “NC Student Contacts” screen has a top section (above the "New Contact" button) and a bottom section (below the "New Contact" button). If parent records are in the top section and are not editable directly on this screen, then they will not be sent to ECATS. This parent information is pulled from a different table, the “Guardian” Table. Only records in the bottom section, below the "New Contact" button, will be included in the PowerSchool feed to ECATS.

The “NC Student Contact” screen will be used for pulling the information into ECATS until all of the planned data clean-up is completed in PowerSchool and everything is transferred over to the new “Contacts” tables.

### **Manual Student Transfer Tickets**

Due to outside circumstances, the Department currently has a backlog of ZenDesk tickets requesting a manual transfer of a student’s EC data. We ask that you be patient while we work through these and **do not** submit multiple tickets for the same student because you have not yet received a response. Instead, the ECATS designee who submitted the ticket can send a response to the original ticket if a status on that student transfer is needed.

For previous issues of the ECATS Monday Message, please visit [https://ec.ncpublicschools.gov/ecats/monday\\_messages](https://ec.ncpublicschools.gov/ecats/monday_messages).