

Assigning Collections to Schools

The "Exclude From State Reporting" flag on the Schools/School Info > School Setup page no longer satisfies all of the conditions needed to determine what collections need to be displayed and which collections need to be hidden for individual schools. Additionally, based on state and federal requirements, the selection of collections may be different from school to school as not all North Carolina State Compliance Collections/Reports are required by all school levels. The following steps must be completed at the start of each new school year.

LEA Level Setup

These settings are done at the submission level, requiring this functionality to be part of the start of the school year process. It will only affect the school year that the user is currently logged into, ensuring the collections for each school are identified correctly for the new school year.

Navigation: Start > State Reports

1. For each collection, click on the blue arrow to the left of the Report name.

The screenshot shows the PowerSchool Reports page. On the left is a navigation menu with categories: Functions, Reports, People, and Federal. The 'Reports' section is expanded, showing 'State Reports' as the selected option. The main content area is titled 'Reports' and contains three sections: 'Current LEA-Level Collections', 'Current School-Level Collections', and 'Archived School-Level Collections'. Each section has a table with columns for 'Details', 'Report', 'Submission Starts', 'Submission Ends', 'Errors / Warnings', and 'Workflow Options'. In the 'Current School-Level Collections' table, a blue arrow icon is highlighted next to the 'Common Follow Up Data Collection' report.

Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
	CRDC Report - Part 2	10/01/2015	04/17/2016		Run Review
	CRDC Report - Part 1	10/01/2015	04/17/2016		Run Review

Details	Report	Submission Starts	Submission Ends	Schools/Collected/Approved	Workflow Options
	Final Graduation Data Verification	08/02/2015	08/12/2015	3 / 3 / 0	Run Review Approve
	Common Follow Up Data Collection	09/01/2015	09/30/2015	7 / 7 / 3	Run Review Approve
	SAR Data Collection	09/02/2015	11/13/2015	13 / 13 / 0	Run Review Approve
	Principal's Monthly Report (PMR 3)	06/02/2016	06/12/2016	13 / 13 / 0	Run Review Approve
	Discipline Report	06/01/2016	06/30/2016	13 / 13 / 0	Run Review Approve
	Alternative Learning Program Report	06/01/2016	06/30/2016	13 / 13 / 0	Run Review Approve
	Preliminary Graduation Data Verification	04/17/2016	06/30/2016	2 / 2 / 0	Run Review Approve

Details	Report	Submission Starts	Submission Ends	Schools/Collected/Approved	Workflow Options
	Principal's Monthly Report (PMR 1)	09/22/2015	10/01/2015	13 / 13 / 13	Review
	Dropout Data Collection	10/01/2015	10/23/2015	13 / 13 / 13	Review Unapprove
	Retention/Promotion/Graduation Data Collection	09/23/2015	10/27/2015	13 / 13 / 13	Review Unapprove
	Principal's Monthly Report (PMR 2)	10/20/2015	10/29/2015	13 / 13 / 13	Review
		11/15/2015	11/30/2015	13 / 13 / 13	Review

2. Click on the link **Show/Hide Collection From Schools** that displays.

The screenshot shows the details for the 'Common Follow Up Data Collection' report. It displays the report version (1.1) and a message: 'There are no reports currently running.' Below this, there is a section for 'Approval Status' with a message: 'Cannot approve at LEA level when not all schools have been approved.' A red box highlights the 'Show/Hide Collection From Schools' link, which is accompanied by a blue arrow icon.

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3. The **Dashboard Display Settings** with the particular report name displays. The list of all schools in the LEA excluding the Graduate School displays.
4. **Display in Dashboard?** Must be set to Yes if the school needs to run this collection.

Important: If a school does not need to run a collection, set **Display in Dashboard** to No.

School	Display in Dashboard?
Asheville City Schools	No (0)
Asheville High	Yes (1)
Asheville Middle	No (0)
CECAS	No (0)
Claxton Elementary	No (0)
Graduated Students	No (0)
Hall Fletcher Elementary	No (0)
Homeless	No (0)
Ira B Jones Elementary	No (0)
Isaac Dickson Elementary	No (0)
Migrant	No (0)
School of Inquiry and Life Sciences	No (0)
Vance Elementary	No (0)

Reset Submit

5. Click **Submit**.

Note: Clicking **Reset** will set the fields back to the defaults.

Warning: At the LEA level there is a requirement stating the LEA cannot approve a state collection report if the school has not run the report. If the school is set to No for a collection, that school will not be part of the collection and will not be needed for the LEA's ability to approve.

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