

# PowerSchool Process

## 2017-2018 New-Year Rollover

June 6, 2017

The following timelines and deadlines are related to the new-year rollover process from the 2016-2017 school year to the 2017-2018 school year:

1. **June 14:** Final IGP State Extraction; IGPs must be complete.
2. **June 14:** All grade corrections must be completed; the final class rank process will run overnight. PLEASE NOTE: Only grades earned by May 26, 2017, can be posted for students. Summer school grades cannot be posted until the end of summer school.
3. **June 15:** Final PDF copy of all high school transcripts will be created.
4. **June 21:** Final State data extractions for 180-day report.  
**June 22:** Parent and student accounts disabled.
5. **June 22:** All changes (so far) to 2017-2018 scheduling complete; we will commit what is there and the remaining scheduling changes must be made manually after rollover is complete.
6. **June 24 at 5:00 PM:** PowerSchool will be unavailable until rollover is completed; **PLEASE DO NOT PLAN ON MAKING CHANGES AS ALL LOGINS WILL BE DISABLED AT THIS TIME.**
7. **June 26 through July 10:** PowerSchool data will rollover to the 17-18 school year, setup changes at sites completed, verification that data rolled over correctly and an upgrade to PowerSchool Version 10 will occur.
  - a. We will set up a 2016-2017 site and make it available to a limited set of staff members. After this setup is complete, we will email the principals, database specialists, guidance chairs, and administrators with the new link; estimated setup date of June 27. **Anything changed, added, or deleted in the 2016-2017 PowerSchool database after June 26 MUST also be done manually in the 2017-2018 PowerSchool database when new-year rollover is completed – so keep detailed records of anything added to the 2016-2017 database during this time so you can add it to the 2017-2018 database accurately.**
  - b. Notification will be sent to principals, database specialists, guidance chairs, and administrators once the rollover and upgrade are completed. Logins will be re-enabled at this time; estimated completion date is July 10.
8. **July 11:** Parent and student accounts re-enabled. This will allow parents to continue with the Returning Student Enrollment Verification Form and will allow them to see the 2017-2018 working student schedules.