October 7, 2020

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
           State Superintendent of Education

RE: PowerSchool Implementation and Training Schedule

Now that school has resumed for most local education agencies (LEAs) in Alabama, PowerSchool is ready to begin an official re-kickoff for the PowerSchool Student Information System (SIS) Implementation. Over the course of the next couple of weeks, your PowerSchool Implementation Specialist will be contact you to begin working together. Please see the attached list of LEAs and their corresponding implementation specialists. For questions about the SIS implementation rollout, please contact your specialist directly or contact Ms. Rae Ann Cook at RaeAnn.Cook@powerschool.com or Ms. Kristi Rhodes at Kristi.Rhodes@powerschool.com.

Additionally, PowerSchool and the Alabama State Department of Education (ALSDE) want to share with you an overarching timeline for the overall PowerSchool rollout, including upcoming trainings. The training dates for spring 2021 are not finalized, but we have included date ranges to provide a general idea.

Finally, the ALSDE and PowerSchool will conduct a kickoff Webinar especially for technology coordinators and data managers to review the in-depth details of both the SIS implementation rollout and the associated trainings. The date and time of the Webinar is listed below:

> ALSDE and PowerSchool Re-Kickoff Webinar
> Date and Time: Friday, October 16 from 12:30 p.m. until 1:30 p.m.
> Audience: LEA technology coordinators, data managers, and other central office staff

A WebEx link will be sent to technology coordinators and data managers in a separate email.

The ALSDE and PowerSchool staff will review what your LEA needs to know and begin preparing for this fall to move toward full PowerSchool implementation in spring 2021.

For questions about the Webinar, please contact Mrs. Jean Scott at 334-694-4710 or by email at jscott@alsde.edu.

EGM/JS/BB

FY21-2012

PowerSchool Implementation and Training Overview

Recurring SIS Implementation Office Hours and Webinars

- Beginning October 15, 2021
  - Webinars — Topics germane to the implementation timeline
  - Office Hours — Open sessions to ask questions with PS Implementation subject-matter experts
- [PS SIS Office Hours Schedule and Agendas](#)
- [PS SIS Office Hours & Webinars – Zoom meeting link](#)

1 Fall 2020

1.1 Implementation

Introduction to your PowerSchool (PS) SIS Implementation Specialist

- Prepare Your PS SIS Server for PowerScheduling
- Data Cleanup
- Setup Security in PS SIS
- Importing/Updating Teachers, Staff, and Rooms
- Setup Parent Student Access (for 2020-2021 requesting courses)

1.2 Training

October 2020

- PowerScheduler Training: Part I — Prepare to Build
  - Schedule — October 19 through December 9
  - Duration — Three (3) days
  - Delivery — Regional; *Remote/Zoom Only*
  - Cost — $0 for LEAs; ALSDE Contracted Training
  - Prerequisites (*[PowerSchool PD+](#)*)
    - *[PowerSchool SIS: Basics for Admin Users Part 1](#)*
    - *[PowerSchool SIS: Basics for Admin Users Part 2](#)*
    - *[PowerSchool SIS: Basics for Admin Users Part 3](#)*
  - Audience — Each LEA should send three (3) attendees
    - Attendees *must* have a strong knowledge of building master schedules
    - Attendees should include Technology Coordinator or PS SIS data manager and two (2) out of the following roles:
      - School Administrator
      - School Counselor
      - Scheduling Coordinator
    - Same three (3) attendees will participate in both Prep to Build and Build Workshop courses and should plan to attend sessions as a group.
  - Agenda — Step-by-step instructions on configuration and steps necessary to build a master schedule in PowerSchool SIS
  - Post Training — Attendees are expected to redeliver training to others within their LEA including
    - Software use documentation, checklists, and procedures learned

- *PSU — PowerSchool University | Remote Plus Winter (Dec 7 thru 18, 2020)*
  - The onsite event for PSU Mobile, AL, is now a *virtual ten-day event* called *PSU Remote Plus Winter*.
  - This event is open to all PowerSchool customers. *There is a cost associated with this event*.
  - PowerSchool offers training and curriculum for the following products:
    - PowerSchool SIS, including PowerTeacher Pro and Unified Classroom
    - PowerScheduler
    - PowerSchool Enrollment
    - Performance Matters
    - Special Programs
    - BusinessPlus
    - eFinancePlus
    - Achievement Practices

2 Winter 2021

2.1 Implementation

- Product Overviews
  - Working With Students
  - Logs
  - Tests
  - Standards
  - Graduation Planner
- Complete District Setup
- Supplemental Migration Setup

2.2 Training

- PowerScheduler Training: Part II - Build Workshop
  - Schedule — February through April 2021
  - Delivery — Zoom/Remote Only[1] | Grouped by Regional Inservice Center (RIC)
  - Cost — $0 for LEAs; ALSDE Contracted Training
  - Prerequisites
    - Attendees must have completed the PowerScheduler Part I: Prepare to Build training in October or November 2020
  - Audience — Each LEA should send three (3) attendees
    - Same three (3) attendees from *Scheduler Part I - Prep to Build* should attend session together
  - Agenda — There is no detailed agenda for this course. This is a hands-on course working in live data.
    - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

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[1] Tentative – subject to change pending training feedback.

- Special Programs — Two-day training designed for educators working with Special Education, ELL, gifted, and 504 Students
  - Schedule — Proposed February through March 2021
  - Delivery — TBD/Zoom or Regional Onsite
  - Cost - $0 for LEAs; ALSDE Contracted Training
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

3 Spring 2021

3.1 Implementation

- Importing
  - Historical Courses
  - Report Card Comments
  - Incidents prior to 2020-2021
  - Tests Prior to 2020-2021
- Data Validation
- Schedule Commit and End-of-Year ((EOY) in PowerSchool

3.2 Training

- SIS Initial Product Training (IPT) — Four-day training proposed for March/April 2021
  - Schedule — Proposed March through April 2021
  - Delivery — Remote/Zoom or Onsite
  - Cost — $0 for LEAs; ALSDE Contracted Training
  - Audience — Principals, Counselors, and Clerks
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

- SIS Reporting — Three (3) days training on SIS reporting for LEAs
  - Schedule — Proposed May through June 2021
  - Duration —Three (3) days
  - Delivery — Remote/Zoom or Onsite — Three (3) days
  - Cost — $0 for LEAs; ALSDE Contracted Training
  - Audience — One (1) to two (2) LEA reporting specialists/Technology Coordinators
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned.

- DDA Superuser Webinars for Admins
  - Schedule — Proposed for April through May 2021
  - Duration — Four (4) hours
  - Delivery — Regional; Remote/Zoom or Onsite
  - Cost —$0 for LEAs; ALSDE Contracted Training
  - Audience — Technology administrators who will need direct access to the database
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

4 Summer 2021

4.1 Implementation

Critical Data Window (Dates Pending)[2]

Importing the Following Data:
- Student Updates
- Student Email
- Student Race Code
- Re-Enrollments
- Staff Updates
- Student Contacts
- Historical Grades for 2020-2021
- Incidents for 2020-2021
- Students Tests/Assessments for 2020-2021
- Student Transportation Records
- Student Health

Final Data Delivery (Dates Pending)[2]

Importing the Following Data:
- Import Student Historical Grades (Five [5] Years)
- Import Summer School Graduates
- Import Summer School Grades
- Report Card Planning and Compliance
- Final Troubleshooting
- Closing/Sign Off

4.2 Training

- Elementary Scheduling in PowerSchool SIS — Four (4) Hours
  - Schedule — Proposed Jun/Jul 2021; grouped by Regional Inservice Center (RIC)
  - Delivery — *Remote/Zoom Only*
  - Cost — $0 for LEAs; ALSDE Contracted Training
  - Agenda — Scheduler training for Elementary Schools
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

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[2] ALSDE coordinating with PowerSchool to define these dates while recognizing the impact of COVID-19 to LEA calendars.

- Schoology Training
  - Schedule — June through July 2021; Grouped by Regional Inservice Center (RIC)
  - Delivery — *Remote/Zoom Only*
  - Cost - $0 for LEAs; ALSDE Contracted Training

  - Agenda — Schoology Training
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

- Performance Matters Analytics —Two (2) Days
  - Schedule
    - Proposed Jul/Sep 2021; Grouped by Regional Inservice Center (RIC)
  - Delivery — Remote/Zoom or Onsite
  - Cost - $0 for LEAs; ALSDE Contracted Training
  - Audience — LEA personnel who will be creating and maintaining reports
  - Post Training — Attendees are expected to redeliver training to others within their LEA including software use, documentation, checklists, and procedures learned

Imp Specialist	District Name (Hyperlink is to LEA Website)
matt.miller@powerschool.com	**Autauga Co**
Kristi.Rhodes@powerschool.com, raeann.cook@powerschool.com	**Baldwin Co**
Brian.Mueller@powerschool.com	**Barbour Co**
Bradley.Catalan@powerschool.com	**Bibb Co**
Aarohi.Aggarwal@powerschool.com	**Blount Co**
Brian.Mueller@powerschool.com	**Bullock Co**
matt.miller@powerschool.com	**Butler Co**
Brian.Mueller@powerschool.com	**Calhoun Co**
Brian.Mueller@powerschool.com	**Chambers Co**
Brian.Mueller@powerschool.com	**Cherokee Co**
Bradley.Catalan@powerschool.com	**Chilton Co**
Bradley.Catalan@powerschool.com	**Choctaw Co**
matt.miller@powerschool.com	**Clarke Co**
Brian.Mueller@powerschool.com	**Clay Co**
Brian.Mueller@powerschool.com	**Cleburne Co**
matt.miller@powerschool.com	**Coffee Co**
Aarohi.Aggarwal@powerschool.com	**Colbert Co**
matt.miller@powerschool.com	**Conecuh Co**
Bradley.Catalan@powerschool.com	**Coosa Co**
matt.miller@powerschool.com	**Covington Co**
matt.miller@powerschool.com	**Crenshaw Co**
Aarohi.Aggarwal@powerschool.com	**Cullman Co**
matt.miller@powerschool.com	**Dale Co**
matt.miller@powerschool.com	**Dallas Co**
Brian.Mueller@powerschool.com	**DeKalb Co**
Brian.Mueller@powerschool.com	**Elmore Co**
matt.miller@powerschool.com	**Escambia Co**
Brian.Mueller@powerschool.com	**Etowah Co**
Bradley.Catalan@powerschool.com	**Fayette Co**
Aarohi.Aggarwal@powerschool.com	**Franklin Co**
matt.miller@powerschool.com	**Geneva Co**
Bradley.Catalan@powerschool.com	**Greene Co**
Bradley.Catalan@powerschool.com	**Hale Co**
matt.miller@powerschool.com	**Henry Co**
matt.miller@powerschool.com	**Houston Co**
Brian.Mueller@powerschool.com	**Jackson Co**
Kristi.Rhodes@powerschool.com, raeann.cook@powerschool.com	**Jefferson Co**
Bradley.Catalan@powerschool.com	**Lamar Co**
Aarohi.Aggarwal@powerschool.com	**Lauderdale Co**
Aarohi.Aggarwal@powerschool.com	**Lawrence Co**
Kristi.Rhodes@powerschool.com, raeann.cook@powerschool.com	**Lee Co**
Aarohi.Aggarwal@powerschool.com	**Limestone Co**
matt.miller@powerschool.com	**Lowndes Co**
Brian.Mueller@powerschool.com	**Macon Co**
Brian.Mueller@powerschool.com	**Madison Co**
Bradley.Catalan@powerschool.com	**Marengo Co**
Aarohi.Aggarwal@powerschool.com	**Marion Co**
Brian.Mueller@powerschool.com	**Marshall Co**
matt.miller@powerschool.com, raeann.cook@powerschool.com	**Mobile Co**
matt.miller@powerschool.com	**Monroe Co**
Kristi.Rhodes@powerschool.com	**Montgomery Co**
Aarohi.Aggarwal@powerschool.com	**Morgan Co**
matt.miller@powerschool.com	**Perry Co**
Bradley.Catalan@powerschool.com	**Pickens Co**
matt.miller@powerschool.com	**Pike Co**
Brian.Mueller@powerschool.com	**Randolph Co**
Brian.Mueller@powerschool.com	**Russell Co**

Brian.Mueller@powerschool.com	**St. Clair Co**
Bradley.Catalan@powerschool.com	**Shelby Co**
Bradley.Catalan@powerschool.com	**Sumter Co**
Bradley.Catalan@powerschool.com	**Talladega Co**
Brian.Mueller@powerschool.com	**Tallapoosa Co**
Bradley.Catalan@powerschool.com	**Tuscaloosa Co**
Aarohi.Aggarwal@powerschool.com	**Walker Co**
matt.miller@powerschool.com	**Washington Co**
matt.miller@powerschool.com	**Wilcox Co**
Aarohi.Aggarwal@powerschool.com	**Winston Co**
Brian.Mueller@powerschool.com	**Albertville City**
Brian.Mueller@powerschool.com	**Alexander City**
Kristi.Rhodes@powerschool.com, raeann.cook@powerschool.com	**Alabaster City**
matt.miller@powerschool.com	**Andalusia City**
Brian.Mueller@powerschool.com	**Anniston City**
Brian.Mueller@powerschool.com	**Arab City**
Aarohi.Aggarwal@powerschool.com	**Athens City**
Brian.Mueller@powerschool.com	**Attalla City**
Brian.Mueller@powerschool.com	**Auburn City**
Aarohi.Aggarwal@powerschool.com	**Bessemer City**
Bradley.Catalan@powerschool.com	**Birmingham City**
Brian.Mueller@powerschool.com	**Boaz City**
matt.miller@powerschool.com	**Brewton City**
matt.miller@powerschool.com	**Chickasaw City**
Aarohi.Aggarwal@powerschool.com	**Cullman City**
matt.miller@powerschool.com	**Daleville City**
Aarohi.Aggarwal@powerschool.com	**Decatur City**
Bradley.Catalan@powerschool.com	**Demopolis City**
matt.miller@powerschool.com	**Dothan City**
matt.miller@powerschool.com	**Elba City**
matt.miller@powerschool.com	**Enterprise City**
Brian.Mueller@powerschool.com	**Eufaula City**
Aarohi.Aggarwal@powerschool.com	**Fairfield City**
Aarohi.Aggarwal@powerschool.com	**Florence City**
Brian.Mueller@powerschool.com	**Fort Payne City**
Brian.Mueller@powerschool.com	**Gadsden City**
matt.miller@powerschool.com	**Geneva City**
matt.miller@powerschool.com	**Gulf Shores City**
Brian.Mueller@powerschool.com	**Guntersville City**
Aarohi.Aggarwal@powerschool.com	**Haleyville City**
Kristi.Rhodes@powerschool.com, raeann.cook@powerschool.com	**Hartselle City**
Bradley.Catalan@powerschool.com	**Homewood City**
Bradley.Catalan@powerschool.com	**Hoover City**
Kristi.Rhodes@powerschool.com	**Huntsville City**
Brian.Mueller@powerschool.com	**Jacksonville City**
Aarohi.Aggarwal@powerschool.com	**Jasper City**
Brian.Mueller@powerschool.com	**Lanett City**
Aarohi.Aggarwal@powerschool.com	**Leeds City**
Bradley.Catalan@powerschool.com	**Linden City**
Brian.Mueller@powerschool.com	**Madison City**
Aarohi.Aggarwal@powerschool.com	**Midfield City**
Bradley.Catalan@powerschool.com	**Mountain Brook City**
Aarohi.Aggarwal@powerschool.com	**Muscle Shoals City**
Bradley.Catalan@powerschool.com	**Pelham City**
Aarohi.Aggarwal@powerschool.com	**Oneonta City**
Kristi.Rhodes@powerschool.com, raeann.cook@powerschool.com	**Opelika City**
matt.miller@powerschool.com	**Opp City**
Brian.Mueller@powerschool.com	**Oxford City**

matt.miller@powerschool.com	**Ozark City**
Brian.Mueller@powerschool.com	**Pell City**
Brian.Mueller@powerschool.com	**Phenix City**
Brian.Mueller@powerschool.com	**Piedmont City**
matt.miller@powerschool.com	**Pike Road Schools**
matt.miller@powerschool.com	**Saraland City**
Brian.Mueller@powerschool.com	**Roanoke City**
Aarohi.Aggarwal@powerschool.com	**Russellville City**
Brian.Mueller@powerschool.com	**Scottsboro City**
matt.miller@powerschool.com	**Selma City**
Aarohi.Aggarwal@powerschool.com	**Sheffield City**
Bradley.Catalan@powerschool.com	**Sylacauga City**
Bradley.Catalan@powerschool.com	**Talladega City**
Brian.Mueller@powerschool.com	**Tallassee City**
matt.miller@powerschool.com	**Satsuma City**
Aarohi.Aggarwal@powerschool.com	**Tarrant City**
matt.miller@powerschool.com	**Thomasville City**
matt.miller@powerschool.com	**Troy City**
Bradley.Catalan@powerschool.com	**Tuscaloosa City**
Aarohi.Aggarwal@powerschool.com	**Tuscumbia City**
Bradley.Catalan@powerschool.com	**Vestavia Hills City**
Aarohi.Aggarwal@powerschool.com	**Winfield City**
Aarohi.Aggarwal@powerschool.com	**Trussville City**
Bradley.Catalan@powerschool.com	**Alabama School of Fine Arts (all products included)**
Bradley.Catalan@powerschool.com	**Alabama Department of Early Education (SIS and Professional Learning)**
Bradley.Catalan@powerschool.com	**Al School of Cyber Tech & Eng (all products included)**
Bradley.Catalan@powerschool.com	**Department of Youth Services (all products included)**
Bradley.Catalan@powerschool.com	**Alabama Institute for Deaf and Blind (all products included)**
Bradley.Catalan@powerschool.com	**Alabama School of Math and Science**
Bradley.Catalan@powerschool.com	**Acceleration Day and Evening Academy (all products included)**
Bradley.Catalan@powerschool.com	**University Charter School (all products included)**
Bradley.Catalan@powerschool.com	**LEAD Academy (all products included)**
Bradley.Catalan@powerschool.com	**Legacy Preparatory (all products included)**
Bradley.Catalan@powerschool.com	**I3 Academy (all products included)**
	TOTALS