Office of
LEARNING RECOVERY & ACCELERATION
NC Department of Public Instruction

PRC 188

Data Collection Requirements

Guidance Document

Summer 2024

All data/reporting resources for Summer 2024 are linked in the 2024 PSU Resource Folder

General Information

- There are 2 required data elements that each PSU should complete or submit through PowerSchool
    - End-of-Program Survey [Qualtrics]
        - PDF Version
    - Student Participation [PowerSchool or eMFTS Server]
- **There is 1 *optional* data element that PSUs can choose to distribute to participating students in grades 6-12.**
    - 2024 Student Survey [Qualtrics]
    - PDF Version

- **If you are a phase I PSU and have transitioned to Infinite Campus, you will submit the student participation spreadsheet following the guidelines outlined in the Phase I PSU instructions.**

- **If you are not a phase I PSU, you will need to enroll students in PRC 188 via PowerSchool using the instructions provided in the PowerSchool Enrollment Instructions.**

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Phase I PSU Instructions

Phase I PSUs are those PSUs that will have transitioned to Infinite Campus by June 30, 2024

- The spreadsheet is the same spreadsheet that was used in Summer 2022 and Summer 2023 with the addition of PRC 188
- TEMPLATE Link
    - Click File→ Make a Copy
        - Rename your copy using the naming conventions outlined in #2 of the Guidance for Accurate Reporting
        - Naming conventions: (PSUCode.188.xlsx)
            - e.g. 010.188.xlsx
    - To **download** after you make a copy:
    - File→ "Download" → "Microsoft Excel (.xlsx)"
- This template is due 30 days after program completion. Follow the submission steps below to submit your spreadsheet.

Guidance for Accurate Reporting

1. All information is required unless otherwise noted.
2. Ensure that the file is saved as an Excel file with the extension, ".xlsx."
3. Title the file with the PSU code and the PRC number only. PSU codes should include three characters; PSU numbers less than 100 should include a leading zero.
    a. Example file name: "010.188.xlsx."
4. There are four sheets within the provided Excel file. Please do not alter the names of these sheets and/or delete any sheets.
    a. "Unused" sheets should be left blank. For example, PSUs that did not have non-school staff should not erase sheet "Non-School Staff"--they should leave it blank.
5. Each sheet is preloaded with a certain number of columns. Please do not add additional columns and/or change the order and/or names of preloaded columns.
    a. Do not create additional sheets for each school/site. Students should be linked to their school/site via column J of the 188 sheet.
6. If you would like to collect additional data, please create another sheet titled "Extra."
7. Double check that all student, staff and school IDs are correct.

   a. Note: These IDs should be the official state ID rather than any local ID.
8. If your program is offering NC CTE credentials, select those from the drop down menu on 188 sheets (columns L & M) ; if you are offering credentials that aren't connected to CTE, please list them in the columns titled "Other Credential or Certification" (Columns N & O)

For PRCs 188 (Career Accelerator Programs)

1. If students receive a CTE course credential in your program please select the credential from the dropdown menu in **Column L.**
   a. If students receive more than one course credential, please utilize **Column M** to record the second CTE course-connected credential
2. If participants receive a non-course connected CTE credential or certification, please enter the name of the credential or certification in **Column N**
   a. If they receive more than one non-course connected credential or certification, enter the second one in **Column O**
3. If a participant earns both a course-connected CTE credential and a non-course-connected credential, you will have 1 entry in **Column L** and 1 entry in **Column N**

Submission Steps

1. Identify who at your PSU has access to the eMFTS system. This is typically your PowerSchool administrator.
2. Once complete, upload the Excel file (.xlsx) in the eMFTS/Homebase/FilesToDPI folder.
3. PDFs will be returned. Excel files (.xlsx) only.
4. Upload one Excel file per PSU. Students should be linked to their schools through Column J of the “176_Student”, “177_Student”, and/or the “188_Student” sheet.

Need Access to the eMFTS system?

If you or someone in your district needs access to the eMFTS system, follow the steps outlined in the Access Instructions document. This document is contained within the Summer 23 PSU Resource Folder.

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PowerSchool Enrollment Instructions

- **You do not need to upload the linked spreadsheet to the eMFTS system for the 23-24 school year. You may use the spreadsheet for your records and for verification of the information you uploaded into PowerSchool. You will be enrolling students directly into PowerSchool. Please use the instructions below to enroll students.**
- PSUs **may** use the spreadsheet below to track data for SY23-24; however, the PSU will upload data or enroll all students via a special programs screen in PowerSchool
    - TEMPLATE Link
        - Click File→ Make a Copy
            - Rename your copy using the naming conventions outlined in #2 of the Guidance for Accurate Reporting
            - Naming conventions: (PSUCode.188.xlsx)
                - e.g. 010.188.xlsx
    - Documenting this information on your spreadsheet will support verification of your final submission to PowerSchool
    - This information is the same information that will be collected in Powerschool
- **PSUs will be responsible for inputting student enrollments into PowerSchool**
    - **PS QRD: OLR Student Program Setup**
- **All enrollments for PRC 189 must be entered into PowerSchool no later within 30 days of program completion**

FAQs

1. **If I am using 177 and 188 funds in the same summer should I add students to both the 177 and 188 sheets?**
    a. *Add students to the sheet where the majority of funding is coming from for this summer's program. For example, if 20% of the camp is funded with your remaining 177 funds and 80% is funded using PRC 188 funds, you would add students to the PRC 188 sheet.*
    b. *If you are using each PRC for a separate group of students you can add students to both sheets. For example, if you are funding a middle school program with PRC 177 and a high school program with PRC 188, you*

should add the middle school students to the PRC 177 sheet and the high school students to the PRC 188 sheet.