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NCSIS STUDENT INFORMATION SYSTEM

NCDPI

December 4, 2025

# NCSIS Bulletin

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## WHAT'S NEW!

### NC Career Course Planner Released*

Help your students map their high school journey with the new Course Planner tool on NCcareers.org. The current course data was pulled from Infinite Campus (IC) early August and will be updated soon to ensure the most accurate listings. Learn more and get started: Course Planner FAQ

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### Fall AIG Headcount*

The statewide submission window for the AIG Fall Headcount will be extended until **Wednesday, December 10, 2025.** The NC-SIS team has worked diligently to update logic to more accurately reflect the reporting to be inclusive of only those charter schools with a Local AIG Plan. Updates are now ready for charter schools with a 2025-2028 Local AIG Plan to be able to run and review the headcount. Thank you for your patience as we have worked through the update process.

As a reminder to anyone still working on verifying and validating your Fall AIG Headcount, there are several resources available to support your efforts. Recently, we added Infinite Campus resources to the main page of the OALGE Coordinators' Corner. There you will find a **recorded webinar** to walk through the Data Validation reporting for the AIG Headcount along with a **Quick Guide Reporting Instructions,** with screenshots of the step-by-step headcount process.
As a reminder, the AIG Fall Headcount is a Data Validation Report only. Therefore, you will not have a "submit or approval" button or process. Each district or charter school will run the validation report and review it for any errors or issues. Once any corrections are made, run the report again, and you will be ready for our NCDPI team to pull the data.

If you have any questions or concerns about the AIG Fall Headcount, please reach out to Stephanie Cyrus.

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## Legislative Class Size (LCS) Report Extension*

A message from School Business Services: **Fall Legislated Class Size Report Submission End Date Extension — LEAs Only**

Thank you for your continued collaboration as we implement Infinite Campus statewide. We recognize the significant time and attention this process has required from you and your teams, and we truly value your ongoing commitment. There are still calculation corrections in the LCS reports, and we are working with Infinite Campus to fix these issues, as outlined below.

In the meantime, the due date for the Fall LCS Report affidavit submission has been extended to December 15, 2025. Send your signed affidavits to studentaccounting@dpi.nc.gov.
As previously noted, the names of the Legislative Class Size violation reports were switched. The issue has been reported and should be fixed soon. Please reach out to your PLT representative for assistance.

Infinite Campus and NCDPI will continue to review and troubleshoot cases submitted by PSUs to determine the cause of errors reported and make updates to the report moving forward. We anticipate the following corrections will be made to the violation reports by the February reporting deadline:

- Lead Teachers will be counted separately for each section to which they are assigned,
- For purposes of the average class size report, each state course code will be counted the same, regardless of differences in local course codes, and
- For class size purposes, each section will count towards the grade level of the majority of the students in that course.

For the fall submission, if your Superintendent can certify that the class size within your PSU meets the legislative requirements, DPI will interpret all violation reports as subject to the corrections above.

If you believe there are other errors not mentioned above, the affidavit must be submitted with comments regarding the Infinite Campus report errors.

**Additional Information**

For guidance on requirements and submission, please refer to the following resources:

NC Legislative Class Size Collection | Infinite Campus
Legislative Class Size (LCS) | NC Department of Public Instruction

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## Join Us for the NCED CONNECT Symposium 2026!*

We invite you to **join us in Greensboro** as we connect, learn, and lead together—now with an even stronger focus on keeping our systems and communities secure.

**Event Details**

- **Event:** NCED Connect Symposium
- **Dates:** February 9–11, 2026
- **Location:** Koury Conference Center, Greensboro, NC
- 👉go.ncdpi.gov/ncedconnect2026

**See Where You Fit in Our Leadership Pathway**

Discover how your current role—and your future goals—align with our **Leadership Pathway.**

- 👉 go.ncdpi.gov/nced26leaderpathway

Take a sneak peek at featured sessions, speakers, and experiences in our **NCED Connect Symposium Highlights Flipbook.**

- 👉 go.ncdpi.gov/26NCEDhighlights

We look forward to seeing you at the NCED Connect Symposium 2026!

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**Ticket Categories & Pricing **New!****

**Early Bird Registration (extended through Nov. 26)**

- **Individual Registration:** $250 – Save before the early bird deadline!
- **SOLD OUT: Team Builder 5-Pack**: Buy 4, get 1 free ($250 each) – perfect for small teams.
- **SOLD OUT: Buy 8, Get 2 Free + 1 Hotel Room:** Register 8, get 2 free registrations plus one complimentary hotel room for three nights – ideal for larger district teams.

**General Registration (Nov. 26–Jan. 9)**

- Individual: $350
- Group: $350 each (invoiced together)

**Late Registration (Jan. 10–Feb. 9**): $450 each

**Presenter Registration: Please see separate email.**

***Invoices are automatically emailed upon registration and should be paid within two weeks.*

**Hotel Information**

The event will be held at the **Koury Convention Center** in Greensboro. Discounted room rates and booking links will be shared upon registration. Teams purchasing the *Buy 8, Get 2 Free + 1 Hotel Room* package will receive details for their complimentary stay via email for the first attendee registered. Hotel information and registration is located HERE.
**Learn More & Register**

**Registration is OPEN!** Full details Here.
We can't wait to connect with you in Greensboro, where innovation meets collaboration!

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# Upcoming Training Information*

**Upcoming Training Sessions & Webinars:**

Scheduling Lunch and Learn Series! All webinars start at 12 pm. Get your tickets now!

- Friday, December 5: NCSIS Lunch & Learn - Course Plan (Planning Rules Part 2)
- Friday, December 12: NCSIS Lunch & Learn - Calendar / User Groups updates for next school year
- Tuesday, December 16: NCSIS Lunch & Learn -Course Requests, Requests & Rosters, Walk-In Scheduler
- Wednesday, December 17: NCSIS Lunch & Learn - Course Requests Using Course Plan and Student Portal

## Additional Training Opportunities

Be sure to review the DTL Signature Events Calendar and Eventbrite for upcoming in-person and virtual regional meetings, webinars, and training sessions. These opportunities are designed to keep staff connected, informed, and supported throughout the school year.

- DTL Signature Events Calendar
- Eventbrite-NCSIS

*In the DTL Signature Events Calendar, use the arrows at the bottom of the screen to scroll to monthly event calendars, including upcoming NCSIS webinars!

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**Charter School Virtual Office Hours** are offered twice a month to provide ongoing support and answer your questions.

📅 **When:** 2nd & 4th **Thursday** of each month **(Date change started in August)**

⏰ **Time:** 9:00 AM – 10:00 AM

🔗 **Join us for** Bi-Monthly Charter School Support Virtual Office Hours**!**

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**NCSIS Teacher Training Information:**

Please use the link below to access teacher training resources for NCSIS. Additional details can also be found at ncsis.gov.
Infinite Campus Training Resources
If you have any questions, please contact Erin Wolfhope at erin.wolfhope@dpi.nc.gov with questions!

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## Knowledge Owl*

NCSIS Knowledge Base | NC Department of Public Instruction
**New Articles—**

- Lunch & Learns | NC Department of Public Instruction (Scheduling Series)

**Revised Articles—**

- RtA Program Entry - Individual Reading Plan (IRP) | NC Department of Public Instruction (updated to show interventions and supports as optional)
- About Legal and Preferred Name | NC Department of Public Instruction (updated how SchoolNet receives names)
- Professional Learning | NC Department of Public Instruction (previous webinar recordings located here)

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## Charter School Corner*

**Important Notes for Charter Schools Using Third-Party Lottery Vendors**

As charter schools prepare for the upcoming school year and utilize third-party vendors for their lottery and registration processes, please keep the following in mind:

- If your vendor collects student registration data, do not import household or census data directly into Infinite Campus. This can lead to data integrity issues. Importing data into Infinite Campus should only be done with direct assistance from Infinite Campus support or an Infinite Campus channel partner.

- Due to North Carolina's Student UID system, students cannot be imported into Infinite Campus using external files.
- Instead, each student who has accepted a seat must be enrolled using the Student Locator Wizard within Infinite Campus to ensure proper identity matching and compliance.

Please feel free to reach out to your NCSIS Professional Learning Consultant with any questions.

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**Charter School Virtual Office Hours**

- Held the 2nd and 4th Thursday of each month at 9am, please register in Eventbrite

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**Charter schools now have a dedicated SIS professional contact!**

Jennifer Fogleman is your dedicated NCSIS Professional Learning Consultant for Charter Schools. Jennifer brings a wealth of experience in the Student Information System (SIS) and is committed to providing you with the same high level of service you've come to expect from our team.

To reach Jennifer: jennifer.fogleman@dpi.nc.gov
The NCSIS Professional Learning Consultant team is here to support you. Please don't hesitate to contact Jennifer if you have any questions or concerns.

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# REMINDERS:

## Certificate of Eligibility (CoE) as Proof of Residency

Please read the following memo from the Office of Federal Programs concerning using the Certificate of Eligibility (CoE) as proof of residency: September 2025 Office of Federal Programs Memo.

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## Military Connected OLR Pleat Update

The Military Connected OLR Pleat has been updated to correct a previously identified issue. The current version is **Version 3**. Please see the NCSIS Knowledge Base article listed below for instructions on how to download and import OLR Pleats:

Online Registration | NC Department of Public Instruction

If you previously downloaded **Version 2**, you may have noticed that the *Show on Review* checkbox was selected for multiple fields. This has been corrected in **Version 3**.

Additionally, a statewide script has been run to uncheck these boxes for any PSU that had already imported Version 2. Therefore, if you have already downloaded and imported Version 2, **no further action is required**.

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## OLR Application Processing

Updates that will come with the Infinite Campus release .2551, scheduled for December 2025, include important updates to Online Registration (OLR). The Staff Processing Tool will be discontinued, and the new Application Processing Tool will be the only tool available to process student applications. Please plan for staff training to ensure a smooth transition and understanding of the new process.

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## Teacher Tips

**New Bulletin Category: Teacher Toolbox**

**Campus Learning Updates:** Check this space for ongoing updates about Campus Learning feature updates and improvements. Check it out here: Campus Learning Updates
**Spotlight This Week**: Transition to Campus Learning - Resources and information comparing Canvas and Campus Learning, exporting Canvas cartridges, and importing into Campus Learning.

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## Premium Product Training - Updated to include Phase I districts!

**Phase I AND Phase II PSUs:**

**Good news! Premium Product training is available for both Phase I and Phase II PSUs.** Please request training for all Premium Products ASAP if you have not already. All training must be complete by June 30, 2026. It is recommended to request training even if you are not implementing the product at this time; the recordings can be downloaded for later reference. If you have already received training, please be sure to download any training videos.

## CTE Updates

**Important:**

At this time, schools should not complete any steps related to concentrator calculation or run CTE reports.

Please do not:

- Assign CTE Academic Programs (last year's programs remain and have not been updated for 25–26)
- Update Student Status
- Run or use the NC CTE Extract Report

Further guidance will be shared once the updates are in place. Until then, no action should be taken on concentrator status in Infinite Campus.

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## NCSIS Resources

PSUs have access to the Campus Community, where they can acquire product knowledge, glean tips and tricks, and engage in networking opportunities with other districts. The Campus Community offers convenient single sign-on access from the Campus system to a wealth of resources, including the knowledge base, forum discussions, learning tools, support site, upcoming events, and more.

**Campus Community—**contains the information you need to learn how to use Infinite Campus through product documentation, videos & simulations, study guides, forums, and much more. Whether you are a teacher, data manager, or Infinite Campus user, you will find the learning resources in a clearly defined pathway for a seamless transition from PowerSchool.

**Campus Passport—**is on-demand, self-paced courses that can be assigned to new and existing staff. Accessed through the Campus Community, you will find Instructor-Led Training, specific E-Learning courses, or select a learning plan based on your district role.

**KnowledgeOwl—**KnowledgeOwl will include articles (QRDs) that are created and updated by the SIS Professional Learning team.

NCSIS Knowledge Base | NC Department of Public Instruction
**GitHub Vendor Integrations Repository:** 3rd party extract formats can be found below.

**GitHub Vendor Integrations Repository**
**Ad Hoc Filter Sharing Community:** Shared Google folder for Ad Hoc filters PSUs have created. Ad Hoc Community

- **Naming Convention:** Ad Hoc Name - PSU Name
- You're welcome to include your email address within the document (optional).
- **Permissions:** You have editing access—please proceed with caution!
- **PII:** Do not upload any PII to the shared folder

**NCSIS Crosswalk Document—will** contain Infinite Campus and PowerSchool terms with their meanings to assist users with learning the new NCSIS terminology. This is a working document and will be updated regularly. NCSIS Crosswalk Document
**IC Role Specific Resources—can** be viewed by clicking on **http://ncsis.gov**, go to the Phase I PSU's tab and scroll to the IC Role Specific Resources section. It Includes information for specific staff roles, as well as a guide for parents & students.
**Webinar Recording Links and FAQs—**can be found at **http://ncsis.gov** under the **Professional Learning** tab. Please check for recently added webinars.

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## Requesting Technical Support Points of Contact*

Please review the information below on how to submit support tickets:

**Contact Infinite Campus for assistance with:**

NCSIS Application/Support Issues

Submit a case: support.infinitecampus.com
**Contact DPI for assistance with:**

- NCDPI Business Questions
- Duplicate Students
- Amplify/Missing Students
- PMR Deletes in Infinite Campus

Submit a request: go.ncdpi.gov/help
For additional technical support contacts, please refer to the document below: **Requesting Help**

- Requesting Help

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## Want to Stay in the Loop?

### NCSIS Bulletin Sign-Up

Want to stay in the loop? Click on the link below to learn how to sign up to receive the weekly NCSIS bulletin.

How to Subscribe to a NC DPI DTL Bulletin/Newsletter
Stay informed with the latest NCSIS news and information by visiting-

**http://ncsis.gov**

North Carolina Department of PUBLIC INSTRUCTION | ACHIEVING EDUCATIONAL EXCELLENCE

Learn more about North Carolina public school's strategic plan to be best in the nation by 2030.
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