Exceptional Children (EC) Systems Team
Organizational Structure and the EC Systems Team

Information Technology Division

Exceptional Children Division

EC Systems Team
## Introducing our Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traci Tillis</td>
<td>IT Manager</td>
</tr>
<tr>
<td>Shantell Disla</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Audrey Long</td>
<td>User Technician</td>
</tr>
<tr>
<td>Ashley Herring</td>
<td>Functional Systems Analyst</td>
</tr>
<tr>
<td>Sue Ann Stalnaker</td>
<td>Technology Support Specialist</td>
</tr>
<tr>
<td>Michael Johnson</td>
<td>Quality Assurance Analyst</td>
</tr>
<tr>
<td>Jennifer Sims</td>
<td>Regional Trainer: Northeast (1), Southeast (2), and SOPs</td>
</tr>
<tr>
<td>Sue Ann Stalnaker</td>
<td>Regional Trainer North Central (3) Sandhills (4)</td>
</tr>
<tr>
<td>Khalilah O'Farrow-Boulware</td>
<td>Regional Trainer: Piedmont-Triad (5), Southwest (6)</td>
</tr>
<tr>
<td>Stephanie Lawrie</td>
<td>Regional Trainer: Northwest (7) and Western (8)</td>
</tr>
</tbody>
</table>
ECATS-Every Child Accountability & Tracking System

• ECATS is the authoritative source for EC Data

• PowerSchool is the authoritative source for all student demographic data

• PowerSchool information travels to ECATS nightly except for Saturday

• EC Data travels back to PowerSchool nightly except for Saturday
Possible Errors

• Duplicate Students
• Incorrect dates
• Transfer of EC Data in ECATS.
• No Race or Ethnicity
• No Student ID
• No School Code
• Is LEP
• Parent Information
Duplicate Students

• Student ID must be corrected in all systems before they can be corrected in ECATS

• Once the duplicate or mixed up student is located in ECATS, contact your PowerSchool PSU Coordinator and provide them with the information

• They will submit a ticket to the PowerSchool service desk, with the description, “ECATS Duplicate Student Numbers” and a priority of ONE

• Request the PowerSchool ticket number. Then file a ZenDesk ticket with the PowerSchool ticket number, the LEA/School, and all student information

• Once PowerSchool sends the resolution we will correct ECATS and merge student information as necessary
Transfer Info Dates and Codes

- **Student entry and withdraw must be in proper order**
  - Entry 8/26/2019 and Exit 9/25/2019—Correct

- **No entry before previous exit**
  - Entry 8/26/2019 and Exit 9/25/2019—Correct for PSU A
  - Entry 9/20/2019—Incorrect entry into PSU B

- **No exit date can go into the next school year**
  - Entry 7/1/2019 and Exit 7/1/2020—Incorrect
  - Entry 7/1/2019 and Exit 6/30/2020—Correct

- **Summer withdraw dates must be correct**
  - Entry 7/6/2019 and Exit 7/30/2019—Correct
  - Entry 7/6/2019 and Exit 7/6/2019—Correct
  - Entry 7/24/2019 and Exit 7/8/2019—Incorrect

- No students left in FTE School
Transfer Student EC Data

- PowerSchool users need to get into the habit of hitting the ”Transfer Student Records” button when a student moves from one PSU to another PSU

- Student name must match exactly between PSU’s in order for ECATS to transfer student EC Data
  - John Henry
  - John Thomas Henry
  - John Thomas Henry Jr.
Ethnicity, Student ID, School Code and Is LEP

- Race and Ethnicity are required for all students for Federal Reporting
- **One** Student ID is required for Federal Reporting- State UID, PowerSchool and ECATS must match
- School Code must be present for all student for Federal Reporting
- If the student is LEP this must be correct in PowerSchool
Parent Information

• Pulled from NC Student Contacts page

• Must be entered there

• Will be pulled from New Contact Page beginning next school year
ECATS Resources

ECATS Special Education Manual

ECATS Special Education System Overview Videos

ECATS Special Education Training Topics
https://ec.ncpublicschools.gov/ecats/special-education/training-videos
ECATS Resources

ECATS Service Documentation Manual

ECATS Service Documentation System Overview Videos
https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-overview.pdf

ECATS Service Documentation Training Topics
https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-topics.pdf
ECATS Resources

Monday Message Archive
https://ec.ncpublicschools.gov/ecats/monday_messages

Frequently Asked Questions
https://ec.nonpublicschools.gov/ecats/frequently-asked-questions
Where Do I Go for Help?

• The vendor is the provider of technical support for ECATS EC tickets through a ticketing system located within the application called ZenDesk

• Unfortunately, no phone support is available for ECATS

• **All** ECATS tickets must go through this ticketing system

• The ticket must be submitted by Local ECATS Designees
EC Data to PowerSchool

EC Data will transfer to PowerSchool

<table>
<thead>
<tr>
<th>EC Designated Course of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Disability</td>
<td></td>
</tr>
<tr>
<td>Secondary Disability</td>
<td></td>
</tr>
<tr>
<td>Plan Type</td>
<td></td>
</tr>
<tr>
<td>Environmental Setting</td>
<td></td>
</tr>
<tr>
<td>Program/Services Begin Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Program/Services End Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Exit Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Exit Reason</td>
<td></td>
</tr>
<tr>
<td>Test and Accommodations</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>