

## Entering the Organization General Information (DN) in PowerSchool

The DN record is entered in two places in PowerSchool – one related to district attributes and one related to building attributes. The DN report collects the data from both places to generate the DN report.

### District Attribute Entry

1. Set School to “District”
2. Click on “District” from left menu under “Setup”
3. Scroll to “Ohio State Information” at bottom of page
4. Click on “Building/District Information”
5. Click on “Organization General Information (DN)” if not currently the active tab
6. Fill in the blanks for each attribute – refer to Chapter 4 of EMIS Manual for definition of each listed attribute  
INFOTECIRN refers to the ITC to which the district belongs - NWOCA’s IRN is 086496

### Ohio Organization General Info Record (DN)

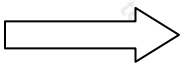
Grade Schedule (DL)	Organization General Info(DN)	District General Info Fall-Obsolete	Building General Info EOY-Obsolete	District General In EOY-Obsolete
District ID		45047		
Attribute Name		Value		
Information Technology Center Group				
INFOTECIRN		<input type="text" value="086496"/>		
Student group				
STUKGBRDAY		<input type="text" value="A"/> (A or B)		
STUHOMESCL		<input type="text" value="20"/>		
STUELGEXAC		<input type="text" value="20"/>		
STUNPNTSRV		<input type="text" value="20"/>		
STUNPNTLG		<input type="text" value="20"/>		
STUPSTCBTR		<input type="text" value="20"/>		
STUPSTCATR		<input type="text" value="20"/>		

### Building Attribute Entry

1. Set School to “District”
2. Click on “District” from left menu under “Setup”
3. Click on “Schools/School Info”

### District Setup

General Functions	Description
<a href="#">Attendance</a>	Set attendance preferences for all schools on this server.
<a href="#">Attendance Tracking and Notification</a>	Define global parameters for attendance tracking and notification purposes.
<a href="#">Calendar Membership Types</a>	Define unique school day types.
<a href="#">Citizenship Codes</a>	Define server citizenship codes and definitions.
<a href="#">Courses</a>	Associate courses to current school from district master list.
<a href="#">District Info</a>	Define names and general information for the district.
<a href="#">Districts of Residence</a>	Define incoming student district information.
<a href="#">Entry Codes</a>	Define global membership entry codes and definitions.
<a href="#">Exit Codes</a>	Define global membership exit codes and definitions.
<a href="#">Family Management</a>	Define fields that will be shared between family members.
<a href="#">Federal Ethnicity and Race Settings</a>	Define global ethnicity settings, and race codes and meanings.
<a href="#">Fee Categories</a>	Define categories for fees.
<a href="#">Graduation Planner Setup</a>	Create Graduation Plans for all schools on this server.
<a href="#">Health Setup</a>	Define Health Screenings and Immunizations
<a href="#">Incident Management</a>	Configure incident management types, codes, and sub-codes.
<a href="#">Localization Settings</a>	Configure location weights, measures and formatting.
<a href="#">Log Entry Fields</a>	Define the fields that appear on the log entry page.
<a href="#">Log Types</a>	Define log entry codes and edit subtypes.
<a href="#">Payment Methods</a>	Define global payment methods for fees.
<a href="#">Scheduling/Reporting Ethnicity Codes</a>	Define global Ethnicity Codes for Scheduling and Reporting
<a href="#">Schools/School Info</a>	Create and define schools.



4. Click on the blue link for one building that is EMIS reportable (for example, **do not** complete this task for Electronic or Graduate buildings)

### Schools/School Info

- Schools
- Community School
- Early Learning Center
- Graduated Students
- Non-Public School
- Out-of-District Placement
- Summer School
- Withdrawn Students
- Alcott Elementary School
- Annehurst Elementary School

- From the Edit School page scroll down to the ORGANIZATION GENERAL INFORMATION (DN) area  
Attributes required to be reported for each building are listed on this section of the page
- Enter attributes based on requirements in Chapter 4 of the EMIS Manual. Note the Radio button just below “Teacher Group”. Districts/Community schools only report one of the two – FTE or HOURS. Click on the correct radio button and the prompts show how to format the entry
- Submit – then repeat for each building in the district.

ORGANIZATION GENERAL INFORMATION (DN)	
<b>Count Week Days Group</b>	
CWDAYSOPEN	<input type="text" value="YYYYY"/> Please enter only N's or Y's
<b>Feeder School Group</b>	
FEEDERSCHL	<input type="text" value="*****"/> Please enter 6 digits
<b>Teacher Group</b>	
<input type="radio"/> Hours <input checked="" type="radio"/> FTE	
PRFSNLMEET	<input type="text" value="1.0"/> (0.1 - 9.9 Professional Teacher Meetings) Please follow X.X format for FTE
PTCONFERNIC	<input type="text" value="2.0"/> (0.1 - 9.9 Professional Teacher Meetings) Please follow X.X format for FTE

NOTE: Teacher Group above shows prompts when FTE is checked. Teacher Group below shows prompts when Hours is checked. These attributes will not repeat as shown here – this is only to demonstrate the two sets of prompts.

Teacher Group		
<input checked="" type="radio"/> Hours <input type="radio"/> FTE		
PRFSNLMEET	<input type="text" value="1.0"/>	(1 to 99 Professional Teacher Meetings) Please enter whole numbers for hours
PTCONFERN	<input type="text" value="2.0"/>	(1 to 99 Professional Teacher Meetings) Please enter whole numbers for hours
Calamity Group		
CLMTYTAKEN	<input type="text" value="2"/>	Please enter whole numbers max of 99
CLMTYMDEUP	<input type="text" value="2"/>	Please enter whole numbers max of 99
SHORTENWEA	<input type="text" value="2"/>	Please enter whole numbers max of 99
SHORTENOTH	<input type="text" value="2"/>	Please enter whole numbers max of 99
First Day Next Year Group		
FRSTNEXTYR	<input type="text" value="08/21/2012"/>	Please enter date in format mm/dd/ccyy
SIG Time Extended Group		
SIGEXTNDYR	<input type="text" value="10"/>	Please enter whole number
SIGEXTNDDY	<input type="text" value="2"/>	Please enter whole number
SIGBEFNAFT	<input type="text" value="2"/>	Please enter whole number
SIGSUMRSCH	<input type="text" value="12"/>	Please enter whole number
SIGWEEKEND	<input type="text" value="1"/>	Please enter whole number
SIGOTHERTM	<input type="text" value="1"/>	Please enter whole number

#### FY14 DN Updates – New attributes (DN080)

Free and Reduced Lunch -(EMIS Change number 963)

STULNCHFRE - Count of students attending this building who are eligible to receive free lunches

STULNCHRDC – Count of students attending this building who are eligible to receive lunches at a reduced price

Transportation – two new elements (EMIS Change number 1037)

Total miles transported

Total students transported

Calendar items will also be added to the DN record, we'll keep you posted of these changes when they become available.