Ryan sent out an email on 08/21/2015 with the release notes from the state update in that PDF attachment you will find information about what was applied and some information on migrating your state fields. In this paragraph, the release notes point you to the Pearson documentation:

**Reminder:** Your PowerSchool administrator will need to migrate legacy custom fields using Custom Field Data Migration functionality in PowerSchool, located at System > Page and Data Management, under the Database Management section. Detailed instructions on 'How to Migrate Custom Fields' is available in PowerSchool online help, which includes a link to the **Pre-Migration Data Validation Guide for PowerSchool** available on PowerSource for state-specific data migrations.

If you feel you need assistance – please attend one of our weekly work sessions either in Archbold or Sylvania.

This document has also been posted to our Student Services Public Wiki:

https://wiki.nwoca.org/download/attachments/15008121/Pre-Migration%20Data%20Validation%20Guide.pdf?version=1&modificationDate=1440513963054&api=v2

Please review this document prior to migrating your fields – you are only migrating these three for now (additional ones will follow throughout this school year):

State OH Migrate Log
State OH Migrate Schools
State OH Migrate Gen

There are seven steps from the above guide that need to be completed for each table:

**Note:** You must run the Pre-Migration Validation at least once prior to running the custom field migration for state-specific fields.

1. Sign in at the District Office.

2. On the Start Page, choose **System** under Setup in the main menu. The System Administrator page appears.

3. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.

4. Under Database Management, click **Custom Field Data Migration**. The Custom Field Data Migration page appears.

5. Click the **Migration Readiness Check** button.

**Important Note:** Prior to running the migration, you must re-run the Migration Readiness Check (Step 1). This is a known issue that will be addressed in a future release.
For more information on the migration process, see the Database Extensions and Custom Field Migration section of the *System Administrator User Guide* available on PowerSource. Pre-Migration Data Validation Guide

6. Choose the state-specific field set you want to validate from the pop-up menu.

7. Click **Validate State Data**. The Pre-Migration Validation page appears.

**Note:** Click **Refresh** to update the status of the validation.

a. If the field set has no validation errors, a confirmation message appears.

b. If the field set has validation errors, the error records appear. See *Pre-Migration Validation Results* for more information.



Once you navigate in PS to this page you can do step 5 – Click the Migration Readiness Check button (Step 1-1 above) – if all goes well – you should see:



Step 6 and 7 (Step 1-2 above) choose your state-specific field set then click validate state date button

If you had any errors in your data – you would see those here:

**Pre-Migration Validation**

| ▾ Filter | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Table | Log ▾ | | Status | ▾ | | Error Category | ▾ | | | | | | | | |

Search

Displaying 1 to 1 of 1 records.                                                                                                   Filtered By - Table: Log;

Export all 1 records

| Error Category ▾ | Error Message ▾ | Custom Field ▾ | Database Extension ▾ | Extended Field ▾ | Source Value ▾ | Destination Value ▾ | Destination Data Type ▾ | Destination Length ▾ | DCID ▾ | ID ▾ | StudentID ▾ | Entry Date ▾ | Subject ▾ | Status ▾ | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Extra Data | Partially-captured field: Did not capture suffix of 'days' | OH_Discipline_Days | S_OH_LOG_X | Discipline_Days | 3 days | 3.0 | Double | | 5563 | 5563 | 5783 | 04/26/2012 | | New | 🔧 |

|◀ ◀ ▶ ▶|   View 50 ▾ records

Re-Validate    Return to Data Migration

You must correct these then re-validate until you have no errors.  In the above error – the source value entered was '3 days' – in the log entries – this value should have been a number as the destination value indicates. Click the pencil icon to manually correct each error  (page 10 and 11 of the data validation guide)  and then click save to actually correct the error and update the record to an acceptable value.

Note – at the time of this documents creation – there is not a way for you to see which student the above error belongs to – this is being corrected  in a future release)

**Update Custom Field Value**                                               ✖

| Source Value | 3 days |
|---|---|
| Destination Value | 3.0 |

Save

Once you have corrected your errors click on the re-validate button

Once all errors are corrected or if you did not have any errors, you'll see:

**Pre-Migration Validation**

**Validation Results**

No validation issues found.

Return to Data Migration

Step 1-3 above click the migration Report button to run the migration report and you'll see that it put a report out in your report queue for you to review:

✔ The migration report is queued to run in the report queue

You can go out to your report queue to review the report:

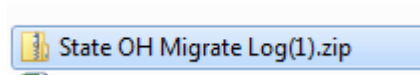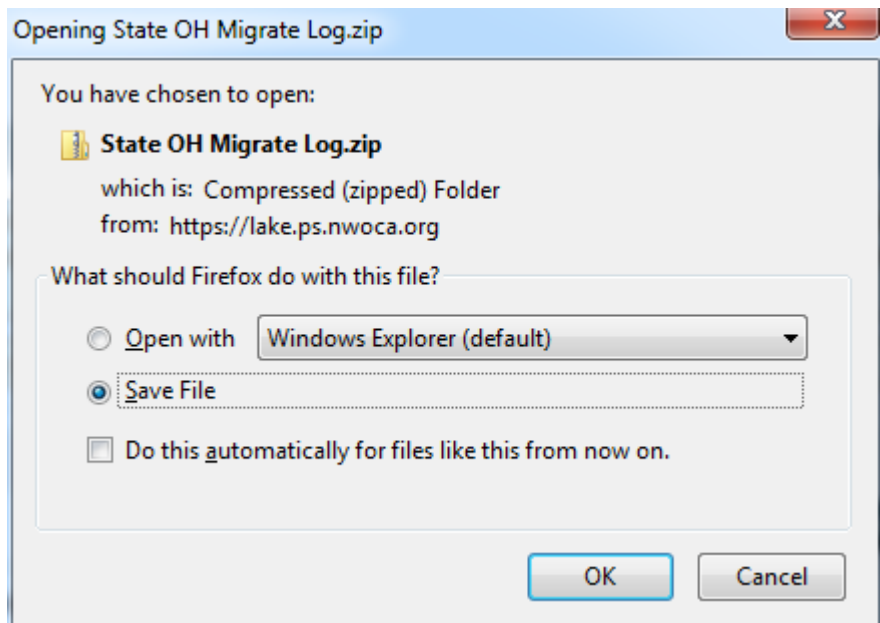| Created | Job Name | Started | Ended | Status |
|---|---|---|---|---|
| 08/25/2015 | Custom Field Migration Report | 08/25/2015 11:24 AM | 08/25/2015 11:24 AM | Completed View |

Click View to see the report:

# Core Custom Field Validation Report-Results
# Log Records
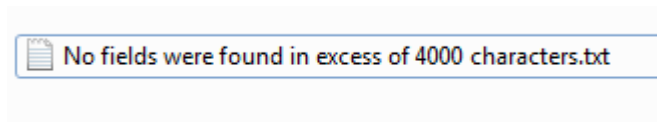# Number of records failing validation: 0
# Number of records which have been checked: 3,871

Since we had no errors, our report looks OK and we can proceed.

Step 1-4 from above click the get data button – this will check your data in your fields for excessive data in a field – it will ask you to save a zip file to your computer for you to review.

Opening State OH Migrate Log.zip

You have chosen to open:

📁 **State OH Migrate Log.zip**

which is: Compressed (zipped) Folder
from: https://lake.ps.nwoca.org

What should Firefox do with this file?

○ Open with   Windows Explorer (default) ▼
◉ Save File

☐ Do this automatically for files like this from now on.

OK      Cancel

📁 State OH Migrate Log(1).zip

Open the zip then review what it found:

📄 No fields were found in excess of 4000 characters.txt

Now you are onto step two – migrate fields

(if by now you have navigated away from the migration page – you can navigate back to it and click the migration readiness check on step one  (from the important note on page one) then click on the Next button to proceed to step two)

## Custom Field Data Migration

> ▸ Step 1:  Choose Custom Field Set
>
> ▾ Step 2:  Migrate Fields
>
> ⚠ Warning: Backup your data before proceeding.
>
> **If you have run the migration report, run the migration readiness check, and corrected any data issues, you can migrate your data.**   [Migrate Fields]

Click the migrate fields button.  Once that is done running you should see:

> ▾ Step 3:  **Migration Summary**
>
> Custom Field Migration Summary:
>
> ⚠  Restart the ReportWorks Services in order for these changes to take effect in ReportWorks.
>
> ✔  2,966 Records migrated
>
> ✔  11 Custom fields migrated

Click the next button and you are done with that one set of fields – continue with the rest.

Once you are done migrating the fields  -please request that we restart your reportworks services by entering in a helpdesk ticket or sending an email to mail_staff_stu@nwoca.org