



PowerSchool Group LLC
 150 Parkshore Dr., Folsom, CA 95630
 Quote #: Q-805748 - 1
 Quote Expiration Date: 30-AUG-2023

Sales Quote - This Is Not An Invoice

Prepared By:	Lauren Pierson	Customer Contact:	Yen Le
Customer Name:	Chualar Union Elementary School District	Title:	Business Manager
Enrollment:	305	Address:	24285 Lincoln St PO Box 188
Contract Term:	34 Months	City:	Chualar
Start Date:	1-SEP-2023	State/Province:	California
End Date:	30-JUN-2026	Zip Code:	93925-0188
		Country:	United States
		Phone #:	831-383-9645

Product Description	Quantity	Unit	Extended Price
Initial Term 1-SEP-2023 - 30-JUN-2024			
License and Subscription Fees			
PowerSchool SIS Hosted Subscription	305.00	Students	USD 2,907.10
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 332.24
PD+ Subscription	305.00	Students	USD 1,399.56
Universal Rostering LMS Lite Integration	305.00	Students	USD 253.33
License and Subscription Totals:			USD 4,892.23

Professional Services and Setup Fees			
PowerSchool SIS Deployment - Guided	1.00	Each	USD 10,769.50
Professional Services and Setup Fee Totals:			USD 10,769.50

Training Services			
SIS Per Person Per Day Training/Certification Remote	9.00	Each	USD 2,907.00
Training Services Total:			USD 2,907.00

Subscription Period Total	
Total Discount	USD 3,613.72
Initial Term	1-SEP-2023 - 30-JUN-2024
Amount To Be Invoiced	USD 18,568.73

Annual Ongoing Fees as of 1-JUL-2024 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool SIS Hosted Subscription	305.00	Students	USD 3,500.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00

PD+ Subscription	305.00	Students	USD 1,685.00
Universal Rostering LMS Lite Integration	305.00	Students	USD 305.00

Annual Ongoing Fees Total: **USD 5,890.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Notwithstanding anything to the contrary in the Main Services Agreement, if Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at:

https://www.powerschool.com/MSA_Feb2022/

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 16-AUG-2023

Chualar Union Elementary School District

Signature:

Printed Name:

Title:

Date:

*****Sales Quote - This Is Not an Invoice*****

Statement of Work

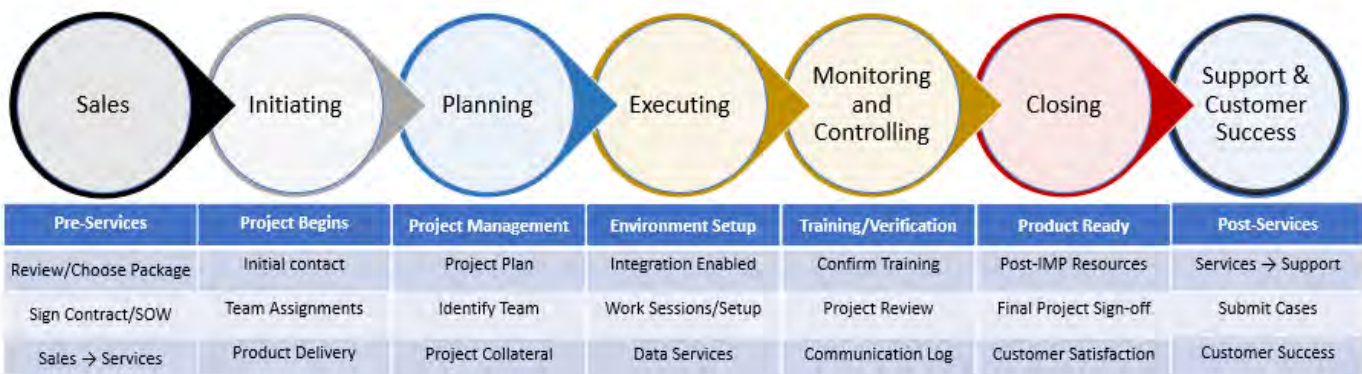
Purpose of Document

The purpose of this Statement of Work (“SOW”) between the PowerSchool entity in accompanying quote (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

Student Information System Guided Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Send Welcome Email with Statement of Work
 - Identify PowerSchool Project Team
 - Project Manager
 - Implementation Specialist(s)
- Send Customer access to the following:
 - Project Plan

Completion Criteria

This activity will be considered complete when:

- Customer reviews Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
 - Guided Model is sixty (60) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Explain the implementation process
- Schedule and Deliver the Business Process Review and Report
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and Training Plan throughout the project to stay up to date
- Complete the PowerSchool Intake Survey based on information gathered from key stakeholders, and delivery the following:
 - Supporting documents as required (i.e. location, staff and student count, district info, etc.)
 - Extract and convert required data from Customer legacy system to PowerSchool provided templates and format (Data conversion services are available for additional purchase)
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed
- Manage customer business process change throughout the project
- Notify designated PS point of contact when Your Intake Survey is complete.

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- The Business Process Review is completed, and report is provided to the Customer

Student Information System Guided Statement of Work

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

Executing

Configuration Collection: Customer Critical Responsibilities

- Consult with customer stakeholders and provide answers to follow-up questions regarding configuration elements.
- Extract data from legacy system into PowerSchool provided templates
- Complete IPT Training
- Complete PD+ SIS implementation learning paths

Completion Criteria

This activity will be considered complete when:

- Configuration collection, associated documentation and data templates are complete and provided to PowerSchool.

System Settings

PowerSchool Configures Critical System Settings:

System-Level Settings	
Guided	Comment/Resources

Student Information System Guided Statement of Work

<p>Email Setup (video available)</p>	<p>Best Practice</p>	<p>Hosted Customer: The system will be set up to enable the automatic sending of system-generated emails. The customer will be responsible for setting up the specific From and Reply-to email addresses on the Email Setup screen.</p> <p>Non-Hosted Customers: The customer will be responsible for setting up their email service on the Email Setup screen.</p> <p>-setup"https://docs.powerschool.com/PSHSA/20.4/system-admin/system-settings/email-setup</p>
<p>Password Rules Management</p>	<p>Best Practice</p>	<p>By default, PowerSchool best practices will be set up. The customer can edit these rules on the Password Rules Management screen.</p> <p>Best Practice:</p> <ul style="list-style-type: none"> - 8 characters minimum - Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character, and 1 numeric character - Passwords expire every 60 days - Passwords can be reused every 5 cycles - Accounts will be locked after 5 incorrect attempts <p>https://docs.powerschool.com/PSHSA/20.4/security/password-rules-management</p>

Student Information System Guided Statement of Work

PowerSchool Configures District Settings District Info

District-Level Settings		
	Guided	Comment/Resources
District Info	Best Practice	<p>The district name, address, and ID will be set up for each school based on the information provided by the customer. Additional settings can be configured by the customer on the District Info screen.</p> <p>-https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/district-information</p>
Districts of Residence	State or System Defaults Only	<p>If districts of residences are defined by state reporting, they will be set up by default, otherwise they will be left blank, per best practice. Additional entries can be made by the customer on the Districts of Residence screen if they choose to use this feature.</p> <p>-residence" https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/districts-of-residence</p>
Years & Terms	Best Practice (Online Guide)	<p>As best practice, the current school year will be set up using default start and end dates</p> <p>Default Year: 20XX-20XX (7/1/20XX - 6/31/20XX)</p> <p>The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms</p>
Calendar Membership Types	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Calendar Membership Types screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - Holiday - In Session - Teacher in Services / Professional Development - Vacation - Weather <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar-membership-types</p>
Entry Codes (from state guidelines or config survey)	Best Practice Or State Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Entry Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - OE Original Entry - P Promoted - R Retained - RT Returning Student - G Graduated <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/entry-codes</p>

Student Information System Guided Statement of Work

Exit Codes (from state guidelines or config survey)	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Exit Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - EX Expulsion - EG Early Graduate - TD Transfer in District - TO Transfer Out of State - TS Transfer in State - GR Graduated - PR Promoted - RE Retained - DE Death <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/student-and-staff/exit-codes</p>
Scheduling/Reporting Ethnicity Codes or Federal Ethnicity and Race Settings	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, default values will be set up and can be adjusted by the customer on the Scheduling/Reporting Ethnicity Codes screen.</p> <p>Default Values:</p> <ul style="list-style-type: none"> - A Asian - B African-American - C Caucasian - H Hispanic - I American Indian - O Other - P Pacific Islander <p>https://docs.powerschool.com/PSHSA/20.4/federal-ethnicity-and-race-management/federal-ethnicity-and-race-management-setup/scheduling-reporting-ethnicity-codes</p>
State Special Programs (core module only)	State or System Defaults Only	<p>If required for state compliance, the required values will be entered by default. If not required, the customer can set up their own programs on the Special Programs screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/special-programs/special-program-setup</p>
Grade Scales	Best Practice	<p>The system will be configured with several grade scales to choose from. Customers can edit the default grade scales or create their own on the Grade Scales screen.</p> <p>Default Grade Scales:</p> <ul style="list-style-type: none"> - 100 Point Scale - A, B, C, D, F - Default (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/grade-scales</p>
GPA Calculations (system defaults)	Best Practice (Configuration Session)	<p>The system will be configured with several GPA Calculations to choose from. Customers can edit the default calculations or create their own on the GPA Calculations screen.</p>

Student Information System Guided Statement of Work

		<p>Default GPA Calculations:</p> <ul style="list-style-type: none"> - Added Value - Simple - Simple Percent - Weighted - Weighted <u>Percent</u> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-calculations</p>
Schools/School Info (config survey)	Best Practice	<p>School names, school numbers (ID's), and addresses will be set up based on the information provided during the sales process. School numbers (ID's) cannot be changed, so it is very important that these are correct prior to beginning the implementation process.</p> <p>Additional information (principal names, phone numbers, state-required fields, etc.) can be entered by the customer on the Schools/School Info screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/school-and-district/school-information</p>
Log Types/SubTypes (state codes only)	State or System Defaults Only	<p>If required by state compliance, the required log types will be set up. Otherwise, default log types will be set up and can be adjusted by the customer on the Log Types screen.</p> <p>Default Log Types:</p> <ul style="list-style-type: none"> - Discipline - Health - Counselor - Attendance - Parent Contact - Grade Change <p>https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-types</p>
Log Entry Fields	State or System Defaults Only	<p>If required by state compliance, the required fields will be set up. Otherwise, log entry fields and codes can be adjusted by the customer on the Log Entry Fields screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/log-entries/log-entries-setup/log-entry-fields</p>
Test Scores (ACT, SAT, PSAT defaults only)	Best Practice (Configuration Session)	<p>The following tests and subscores will be set up by default. These tests can be deleted by the customer if they do not apply and additional tests and subscores can be configured by the customer on the Tests screen.</p> <p>Default Tests:</p> <p>ACT (Subscores: Composite, Math, Reading, Science, Social Studies, Writing)</p> <p>SAT (Subscores: Total, EBRW, Math)</p> <p>PSAT (Subscores: Total, Math, Reading, Writing)</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/tests</p>

Student Information System Guided Statement of Work

Standards Configuration	N/A	Comprehensive Tier Only: The process for creating and configuring standards will be reviewed during a configuration session. After the session, the customer will be required to enter and configure their standards.
Graduation Planner	N/A	Comprehensive Tier Only: The process for configuration the graduation planner tool will be reviewed during a configuration session. After the session, the customer will be required to complete the set up based on their specific graduation requirements.
Immunizations (state immunizations/vaccines only)	State Defaults Only	<p>If required by state compliance, the required state immunizations will be set up by default.</p> <p>All other immunizations can be configured by the customer on the Health -> Immunizations screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/health-management/health-setup/vaccines</p>
Incident Management (only if required by state reporting)	State Defaults Only	<p>Incident Management is only included if the module is required for state compliance, in which case, the state defaults will be set up.</p> <p>If not required by state compliance, the customer can configure this module post-implementation, but it is not considered in-scope for basic or standard tiered implementations.</p> <p>https://docs.powerschool.com/PSHSA/20.4/incident-management</p>

PowerSchool Configures School Settings

School-Level Settings Must be setup after server is installed		
	Standard	Comment/Resources
Years & Terms (from config template)	Best Practice (Online Guide)	<p>The current school year will be set up by default using default start and end dates</p> <p>Default Year: 20XX-20XX (8/1/20XX - 6/31/20XX)</p> <p>The dates can be adjusted by the customer and additional years can be added on the Years & Terms screen. The customer is also responsible for configuring additional scheduling terms (examples: semesters, quarters, trimesters) on the Years and Terms screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/years-and-terms</p>
Days (from config template)	Best Practice (Online Guide)	<p>By default, 1 cycle day will be set up for each school (Day A).</p> <p>Default Day: Day A (A)</p> <p>If additional cycle days are required, the customer can add additional days on the Years and Terms screen and configure/name the days on the Days screen.</p>

Student Information System Guided Statement of Work

		https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/school-parameters#id-.SchoolParametersv19.0.0-EditDays
Periods (from config template)	Best Practice (Online Guide)	<p>By default, the following periods will be set up for each school. The customer can rename, delete, and add additional periods using the Periods screen.</p> <p>Default Periods: ATT (Attendance) E (Elementary) P1 (Period 1) P2 (Period 2) P3 (Period 3) P4 (Period 4) P5 (Period 5) P6 (Period 6) P7 (Period 7)</p> <p>https://docs.powerschool.com/PSHSA/20.4/scheduling/scheduling-setup/periods</p>
Final Grade Setup (from config template)	Best Practice (Online Guide)	<p>By default, the following grading terms will be set up for each school. The customer can then adjust the terms and dates using the Final Grade/Reporting Terms screen.</p> <p>Default Terms: Y1 (8/1/20XX - 6/31/20XX) S1 (8/1/20XX - 12/31/20XX) S2 (1/1/20XX - 6/31/20XX) Q1 (8/1/20XX - 9/30/20XX) Q2 (10/1/20XX - 12/31/20XX) Q3 (1/1/20XX - 3/31/20XX) Q4 (4/1/20XX - 6/31/20XX)</p> <p>https://docs.powerschool.com/PSHSA/20.4/summer-school-setup/summer-school-setup/final-grade-reporting-term-setup</p>
Attendance Conversion (video available)	Best Practice (Online Guide)	<p>By default, the following attendance conversions will be set up for each school. If a different conversion is required, the customer can adjust these on the Attendance Conversions screen.</p> <p>Default Attendance Conversions: Elementary Schools = Code-to-Day conversion - Day Value of 0 for the codes: UA, EA, OSS - Day Value of 1 for the codes: Present, UT, ET, ISS, FT</p> <p>Middle/High Schools = Period-to-Day conversion (change to percent-to-time) - 0% -> 0 - 25% -> .25 - 50% -> .5 - 75% -> 1</p>

Student Information System Guided Statement of Work

		https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-conversions
		<p>By default, the following bell schedule will be created for each school. The customer can then adjust the periods and start/end times to match their operations. The customer can also create additional bell schedules, as needed (ex. late start, early dismissal, etc.).</p> <p>Default Bell Schedule: Name: Regular Day ATT: 7:45 AM - 8:00 AM E: 8:00 AM - 3:00 PM P1: 8:00 AM - 9:00 AM P2: 9:00 AM - 10:00 AM P3: 10:00 AM - 11:00 AM P4: 11:00 AM - 12:00 PM P5: 12:00 PM - 1:00 PM P6: 1:00 PM - 2:00 PM P7: 2:00 PM - 3:00 PM</p>
Bell Schedules (from config template)	Best Practice (Online Guide)	https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar#id-.Calendarv19.0.0-SetUpBellSchedules
Calendar Setup (customer sets holidays, etc.)	Best Practice (Online Guide)	<p>By default, the calendar for each school will be set so Monday-Friday are in-session. The customer will be responsible for adjusting the calendars for holidays, in-service days, etc.</p> <p>https://docs.powerschool.com/PSHSA/20.4/system-admin/scheduling/calendar</p>
Current Grade Display (first term from final grade setup)	Best Practice (Online Guide)	<p>By default, the Q1 (quarter 1) term will be set. The customer can change this setting on the Current Grade Display screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/current-grade-display</p>
Attendance Preferences	Best Practice (Online Guide)	<p>By default, Meeting Attendance will be enabled for each school (e.g. period attendance - allowing teachers to take attendance). Daily attendance and other attendance settings can be configured by the customer on the Preferences screen.</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-preferences</p>
Attendance Code Categories (Unexcused, Excused, Tardy)	Best Practice (Online Guide)	<p>By default, the following attendance code categories will be set up for each school. These are required for system reports to function, but the customer can add additional categories using the Attendance Code Categories screen.</p> <p>Default Attendance Code Categories: Unexcused Excused Tardy</p> <p>https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-code-categories</p>
Attendance Codes (from config template)	Best Practice	<p>By default, the following attendance codes will be set up for each school. These codes can be adjusted by the customer and</p>

Student Information System Guided Statement of Work

	(Online Guide)	<p>additional codes can be added (with the exception of Present (Blank), which is required for the system to function).</p> <p>Default Attendance Codes: <u>Code Name</u> Blank Present UA Unexcused Absent EA Excused Absent UT Unexcused Tardy ET Excused Tardy FT Field Trip OSS Out of School Suspension ISS In School Suspension https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/attendance-codes</p>
Full-Time Equivalencies (FTE) (video for editing default)	Best Practice (Online Guide)	<p>By default, the following FTE will be set up for all schools. The customer can edit this FTE or add additional FTE's as needed (ex. Part Time) on the Full-Time Equivalencies screen.</p> <p>Default FTE: FTE Name: Full Time Conversion Method: Code-to-Day (for elementary schools) Conversion Method: Percent Time-to-Day (for middle/high/combination) https://docs.powerschool.com/PSHSA/20.4/attendance/attendance-setup/full-time-equivalencies</p>
Sub Sign-In Settings (implementation setup page)	Best Practice (Online Guide)	<p>By default, the Sub Sign-in Password for all schools will be set to: subattendance (with current date enabled)</p> <p>Default Sub Sign-In Password: ##subattendance (Example password for a sub signing in on October 11 to take attendance: 11subattendance)</p> <p>The customer can then edit this setting on the Sub Sign-In screen. https://docs.powerschool.com/PSHSA/20.4/security/security-setup/substitute-sign-in-settings</p>
Class Rank (implementation setup page)	N/A	Comprehensive Tier Only: The set up of Class Rank will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
Honor Roll (implementation setup page)	N/A	Comprehensive Tier Only: The set up of Honor Roll will be reviewed during a configuration session. After the session, the customer will be responsible for completing the set up based on their requirements.
GPA Student Screens (implementation setup page)	N/A	Comprehensive Tier Only: Defaults will be set up for each school based on PowerSchool best practices. Then, during a configuration session, the set up of GPA Student Screens will be reviewed. After the session, the customer will be responsible for completing the set up based on their requirements.

Student Information System Guided Statement of Work

		<p>Default: Weighted GPA Simple GPA Total Credit Hours Earned</p> <p>https://docs.powerschool.com/PSHSA/20.4/grading/grading-setup/gpa-student-screens</p>
--	--	---

Completion Criteria

This activity will be considered complete when:

- The Guided PowerSchool configuration elements have been configured and reviewed for system, district, and school setup.
- Customer sign off on configuration phase.

Student Information System Guided Statement of Work

Data Migration

PowerSchool Reviews and Consults Customer How to Import Files

During PowerSchool implementation, PowerSchool will work with the customer on the following initial data items:

Data Imports Templates and instructions will be provided to customers. They will own the process of collecting, importing, and validating their data.		
	Guided	Comment/Resources
		During the import template overview, an implementation specialist will review the import templates with the customer and demonstrate how to perform the imports using Quick Import (core data) and Data Import Manager (contact data). After the session, it is the customer's responsibility to generate import files with their data, to the exact specifications outlined in the import templates, import the data into PowerSchool, and resolve any errors they encounter due to the condition of their data. Additional import support can be purchased in the form of KTO hours. Import Templates: https://support.powerschool.com/dir/8625
Student Demographics (active students only)	Demonstration Session	Import/Export Guide: https://support.powerschool.com/article/74793
Student Compliance Tables	Documentation Only	
Staff (active staff/teachers)	Demonstration Session	
Staff Compliance Tables	Documentation Only	
Courses (active courses)	Demonstration Session	
Course Compliance Tables	Documentation Only	
Rooms	Documentation Only	
Sections (active school year only)	Demonstration Session	
Section Compliance Tables	Documentation Only	
Section Enrollments (active school year only)	Demonstration Session	
Section Enrollment Compliance Tables	Documentation Only	

Student Information System Guided Statement of Work

Historical Grades (up to five years for active students)	Demonstration Session	
Historical Grades Compliance Tables	Documentation Only	
Re-enrollments (active students)	Demonstration Session	
Re-enrollments Compliance Tables	Documentation Only	
Additional Compliance Tables	Documentation Only	
Test Scores (ACT/SAT/PSAT only)	Demonstration Session	
District Learning Standards/Outcomes	Documentation Only	
Historical Logs (up to five log types)	Demonstration Session	
Comment Bank	Demonstration Session	
Incidents (active students) (only if required by state compliance)	Documentation Only	
Immunization (active students) (only if required by state compliance)	Demonstration Session	
Student Contacts	Demonstration Session	See import templates for a list of required and recommended fields: https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Student-Contacts-Import-Template-v12-1-1/ta-p/83916

Customer Critical Responsibilities

- Extract and convert required data from customer legacy system to PowerSchool provided templates and format (*Data conversion services are available for additional purchase.*)
- Customer imports data into PowerSchool using PowerSchool import tools
- **Data Validation** - Once data is imported into PowerSchool, the PowerSchool implementation specialist will provide documentation and best practice for validating data in PowerSchool using reporting and visual methods. The customer will have final responsibility for the validation and confirmation of accuracy of their data.
- Validate data in PowerSchool and obtain concurrence from key school stakeholders.

Completion Criteria

This activity will be considered complete upon:

- Customer has imported all provided data
- Customer validates new data in PowerSchool
- Customer signs off on data phase

Security Setup

PowerSchool Implementation Responsibilities

- Conduct a security functionality and review meeting
- Make best practice recommendations on common security group usage
- Provide an overview of page permission functionality
- Review how to manage User Access and Co-Teaching roles
- Review field level security
- Review Data Validation Rule Status

Customer Critical Responsibilities

- Attend knowledge transfer meeting of security functionality.
- Review security user guides and training.
- Evaluate the hierarchy and functional roles for administrative staff.
 - Align administrative staff to the correct security group and role utilizing best practice recommendations and security documentation.

Completion Criteria

This activity will be considered complete when:

- The security functionality and options review meeting are complete.

Closing

PowerSchool Implementation Responsibilities

Customer Session		
	Guided	Comment/Resources
Pre-Configuration Consultation (items needed)	1	
Gap Analysis	Not Included	
System & District Configuration Consultation	1	
School-Level Configuration Consultation - Elementary (template schools)	1	
School-Level Configuration Consultation - Middle School (template schools)	1	
School-Level Configuration Consultation - High School	1	
Security Configuration Consultation	1	
Graduation Planner Consultation	Not Included	
School-Level Configuration Copy (copy to other schools & how to adjust configuration exceptions)	Not Included	
Import Template Consultation	2	
Import Session #1 (review quick import tool & validation)	2	
Import Session #2 (review data import manager & validation)	2	
Reports Consultation (review existing report templates available)	1	
Additional Consultation Hours (can be purchased)	Not Included	Can be used for additional consultation on district-level or school-level configuration or data import verification and validation.

PowerSchool Implementation Responsibilities

- Review and track project deliverables.
- Introduce customer to support contact methods.
- Provide final project sign off to customer.

Customer Critical Responsibilities

- Review completed project deliverables prior to implementation completion.
- Understand that support will become primary contact for customer.

Completion Criteria

This activity will be considered complete when PowerSchool:

- Delivers documented final PowerSchool project deliverables.
- Delivery of final deliverable signoff documentation.