TO   All LEA Transportation Directors

FROM   Kevin Harrison, Section Chief
Transportation Services

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TIMS Extract – Change of PowerSchool Export Method

Due to the shift away from the NC custom contacts page in PowerSchool, which contained parent and emergency contact information, **the traditional method of downloading the TIMS Extract is being disabled on Friday January 29th at the same time the NC custom contacts page is disabled**. Information about this process has been sent to local PowerSchool Coordinators, so your LEA should be aware of the changes that will need to be made by January 29th.

The new extract method is presently available across the state for use. Speak to the PowerSchool Coordinator for your LEA to determine your LEA's current status and to develop a plan moving forward. If your LEA has already migrated to using the new contacts page in PowerSchool, then the LEA may begin using the new extract method immediately.

Once the new contacts page is in full use in your LEA, the PowerSchool Coordinator or a PowerSchool user with access to the Data Export Manager will need to work together with Transportation Staff and potentially IT staff to establish how the extract will be retrieved by TIMS staff on a regular basis.

I. **New TIMS Extract Process and Setup Information**

Documentation: https://docs.google.com/document/d/1DbKCoihw-aKo-v11-VbZHYxS7hEfhutwmsQXoyLNCoM/view

Video Demo: https://www.youtube.com/watch?v=Jf20lBhy-M8

Though these are the actual steps for setup and manual download of the extract, there are several options for regularly acquiring the necessary student information based on what is deemed best by the PowerSchool Coordinator, Transportation Department, and local technology staff.

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Information and links will also be posted on the TIMS section of the NC Bus Safety website early this week.

Please pay close attention to the setup process, review the results, and always produce a backup prior to loading new student information. While this process has been tested in multiple LEAs and works when generated per the instructions, there are more steps in this process than before. Failure to follow the instructions can result in an incorrect file format and, if loaded in that incorrect format, necessitate restoring from a backup.

II. **Options for Generating and Retrieving the TIMS Extract Regularly**

A. **Preferred Option – Automated Generation**

PowerSchool Coordinators can use the Data Export Manager (DEM) to schedule the daily generation of the TIMS extract and work with Local IT Staff to have the TIMS extract transferred to the TIMS server or to a shared drive that is accessible to TIMS staff.

> **Note:** This option will allow the process to be hands-off once established. A TIMS operator would be able to access and use this regularly generated student data file as needed.

B. **Alternative - Manual Download by TIMS staff**

With sufficient PowerSchool access, a TIMS operator could use the Data Export Manager to generate the file on demand as desired.

> **Note:** Users will require a security role which enables them to access and use the PowerSchool Data Export Manager in order to manually generate the TIMS extract file via the documentation above.

C. **Non-Preferred Option – Manual Download by PS Coordinator**

A TIMS operator could contact a PowerSchool coordinator with DEM access each time the student information is needed and ask them to output and transmit the TIMS report.

> **Note:** Given that this type of process will likely result in significant extra work over time and thus reduce the likelihood of regular student data updates, this is not recommended but it is possible and may be the first step before one of the other methods can be established.

Questions should be directed to Kevin.Harrison@dpi.nc.gov or your TIMS Project Leaders at UNCC and NCSU.

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