

# PowerSchool SIS Implementation

## NINE-STEP GUIDE



Student Information System (SIS) migration is easy when you partner with PowerSchool. Our unique process has efficiently transitioned thousands of schools and districts from an existing SIS to the award-winning PowerSchool SIS.

Our secret? A dedicated PowerSchool Services team that personally guides you through nine steps—proven to deliver a smooth implementation and maximize staff adoption.



### 1 ... Configure your instance

You'll have a team of PowerSchool implementation staff working on your behalf, ready to configure your PowerSchool SIS to your school district's needs. You'll fill out a survey describing your needs and our team will configure it for you. We'll set up each item according to your needs including grade scales, GPA, attendance, and more.



### 2 ... Assemble your internal team

We recommend forming your own internal taskforce by identifying eight to 10 key stakeholders across your district to fill these roles:

- District Implementation Project Manager
- Data Analyst
- System Administrator
- Application Administrator
- Subject Matter Experts
- Training Coordinator
- Test Coordinator
- Help Desk



### 3 ... Determine hosting and hardware needs

If you need new hardware, we'll help you size and procure hardware at competitive prices. Then we'll help guide you through self-hosting setup or migration to our preferred option of cloud-hosting provided by [Microsoft Azure](#).



### 4 ... Review your SIS set up

We'll review your PowerSchool SIS set up to make sure everything is set up to your needs. We'll also look at security options and best practices for PowerSchool SIS, like security groups, common usage, and page permissions, and help you start prepping your data for step 6.



### 5 ... Integrate your existing software

Connect your existing edtech software to PowerSchool SIS. Along with our open APIs, review our [list of approved independent software vendors](#) who can help you integrate your applications to ensure that your district is running smoothly.



### 6 ... Convert data

Importing data into PowerSchool SIS is a critical step in a successful implementation. We'll provide you with easy-to-use templates to format your data along with step-by-step training on how to populate the information. We'll import the data and provide a review session for you to see the data in your system.



### 7 ... Communicate and roll out to schools

Provide your schools with messaging and resources to waterfall communications, such as a roll-out packet with emails, flyers, slide decks, talking points, and training opportunities.



### 8 ... Training and support

Initial product training is scheduled during or after the implementation process based on the people that you need trained, including school administrators and teachers. Product training includes options for virtual class sessions and self-paced course access. Once implemented, our technical support team will assist in refining your setup. In addition to anytime, anywhere access to your online help portal—PowerSchool Community—our Support team is available online and by phone. We also offer four annual PowerSchool University events for additional training and UCLA-accredited coursework.



### 9 ... Maintenance and compliance updates

Our team of dedicated experts will help you stay current on state and provincial reporting, and maintenance updates.

Learn how PowerSchool makes your edtech migration smooth and easy.

Visit [www.PowerSchool.com](http://www.PowerSchool.com) or call 1-877-873-1550

