

October 2019 PS Admin Webinar

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AGENDA

- ▶ EOCEP Precode Data
- ▶ Dropout Data
- ▶ Incident Management
- ▶ QDC1
- ▶ 45th Day Funding - EFA & AOW
- ▶ PowerSchool Maintenance

EOCEP Precode Data

PowerSchool Fields Used For EOC Precode

Display Name	PS Field Name
School Number	SchoolID
NA	District
School Name	School Name
Grade Level	Grade_Level
True Grade	S_SC_STU_X.TrueGrade
State ID	State_StudentNumber
Student Number	Student_Number
Name	Last_Name
Name	First_Name
Name	Middle_Name
Gen (Jr., III, etc.)	S_SC_STU_X.StudentGeneration
DOB	DOB

PowerSchool Fields Used For EOC Precode

Display Name	PS Field Name
Gender	Gender
Ethnicity	FedEthnicity
Race	Racecode not in B, W, I, A, P
EFA Code Entry	EFA Primary-EFA10
Deaf-Blindness	S_SC_STU_X.DeafBlindInd
Multiple Disabilities	S_SC_STU_X.MultiDisablInd
504 Plan	S_SC_STU_X.Plan504Code
Instructional Setting	S_SC_STU_X.InstrSetting
Gifted & Talented Status	S_SC_STU_X.GT_Qualified
Migrant	S_SC_STU_X.Migrant
Engl Prof	S_SC_STU_X.Engl_Prof
Alternate Assessment	AtlAssess - S_SC_STU_X.AltAssess....

PowerSchool Fields Used For EOC Precode

PS Display Name	Precode Field	PS Display Name	Precode Field
ELA Custom Materials	S_SC_STU_X.CustomELACde	Entry Date	EnterDate
Math Custom Materials	MathS_SC_STU_X.CustomMathCde	*****	Course Information
Science Custom Materials	S_SC_STU_X.CustomSciCde		
Soc Stu Custom Materials	S_SC_STU_X.CustomSocStuCde		
ELA Oral/Signed Admin	S_SC_STU_X.OralELA		
Math Oral/Signed Admin	S_SC_STU_X.OralMath		
Science Oral/Signed Admin	S_SC_STU_X.OralScience		
Social Studies Oral/Signed Admin	S_SC_STU_X.OralSocStudies		
Middle/High EOCEP Paper-Algebra	EOCEPPaperEnglish - S_SC_STU_X.EOCEPPaperEla		
Middle/High EOCEP Paper-Math	S_SC_STU_X.EOCEPPaperMath		
Middle/High EOCEP Paper-Biology	S_SC_STU_X.EOCEPPaperScience		
Middle/High EOCEP Paper-USHC	EOCEPPaperUSHC		

Course Information Collected

- ▶ Section ID
- ▶ Term ID
- ▶ Tested School ID
- ▶ Start Date
- ▶ End Date
- ▶ Teacher Number
- ▶ Teacher Certificate Number
- ▶ Teacher Last, First, Middle Name
- ▶ VSP Teacher Name
- ▶ VSP Certificate Number

Course Codes

Only courses that appear in the following table will be precoded.

Course Code	Course
Standard	
4114	Algebra I
4117	Intermediate Algebra
3024	English 1*
3025	English 2
3221	Biology 1
3320	U.S. History and the Constitution
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB U.S. History

Course Codes

Only courses that appear in the following table will be precoded.

Course Code	Course
Standard	
Codes for Students Enrolled in Traditional Credit-Bearing Courses	Note: These new EOCEP codes for students not enrolled in traditional credit-bearing courses have the same structure as standard codes. The first four numbers must be used. The 5 th and 6 th characters are district-defined. The 7 th and 8 th characters MUST be coded with two zeros.
4850_ _00	English 1 (4850)*
4857_ _00	English 2 (4857)
4851_ _00	Algebra 1 (4851)
4852_ _00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal

***IMPORTANT NOTE ENGLISH 1:** Students enrolled in a course beginning with 3024 or 4850 (i.e., English 1 students) will only be precoded for if their 9GR (Ninth Grade Code) is less than 20. Students enrolled in these courses with a 9GR code of 20 or greater will be excluded from EOCEP precoding for the English 1 test.*

Course Codes That Will Not Be Precoded

The following codes have been discontinued and are no longer included in precoding:

- 4111
- 3142
- 3227
- 3011
- 336C

Precoding Accommodations

- ▶ Not providing accommodations or providing additional accommodations not defined in the student plan jeopardizes the validity of a student test score. SC State Board of Education (24 SC Code Ann. Regs. 43-100) considers this a breach of professional ethics. As such, these actions are viewed as security violations that could result in criminal prosecution and/or disciplinary action to an educator's certificate.
- ▶ In the event of a testing violation, the DTC must report in accordance with the Test Administration Manual (TAM).
- ▶ Also the school must hold IEP/504 team meeting to review the test violation

Tips for Preventing Violations

- ▶ Collaboration between STC, Special Education, Coordinators/504 Coordinators, and PS Admin
- ▶ Early Planning
- ▶ Organized system & process in place
- ▶ Be aware of your school testing calendar

Dropout Data

Dropout Data

► School Year

- October 1, 2018–September 30, 2019

This means, for example, that a student who dropped out of school in March of 2019 then returned in August of 2019, but dropped out again on September 21, 2019, will be reported in the 2018-19 count.

► Grade level

- 7th grade to 12th grade

► 2019 Dropout Policies and Procedures Manual -

<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2019-dropout-policies-and-procedures-manual/>

Dropout Data

- ▶ When to Code a Dropout Student:
 - Students who enroll in Job Corp
 - Students who transfer out of state without a record request
 - Students who transfer out of state when status is unknown
 - Students who are emancipated by the courts and who are not enrolled in school

Dropout Data

- ▶ When to Code a Dropout Student:
 - Students who do not complete the GED or high school Diploma
 - Students who are in Adult Correctional facilities
 - Students who have reached the age of 21
 - Students who are expelled who did not return

Dropout Data

- ▶ Students who should not be included in dropout data file:
 - Graduates
 - GED Completers
 - Students who receive a special education credentials
 - Students who transfer out of state/in state/in district and a records request is received
 - Students enrolled at DJJ
 - Students who are home schooled

Dropout Data

- ▶ Students who should not be included in dropout data file:
 - Exchange students
 - Students who are not in school due to temporary or long-term illness
 - Students who are enrolled in a charter schools/Alternative School program
 - Students who are enrolled in a virtual charter school
 - Students who receive homebound instruction

Dropout Data

Accurate coding of a Dropout

- W36 + dropout reason + dropout date
 - Withdrawal code + dropout reason + dropout date
- Functions > Transfer Student Out

Who will be transferred out

Transfer comment

Dropout

Date of transfer

(should be the day after the student's last day in class)

10/17/2019



Exit code

W36 (Dropout)

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

✓ No attendance records found on or after 10/17/2019.

Dropout Data

- ▶ State/Province - SC > South Carolina Student Information > Dropout Reason & Dropout Date


Dropout Reason	<div><div></div><div></div><div></div></div>
Dropout Date	<div><div>MM/DD/YYYY</div><div></div><div></div></div>

Dropout Data

► Accurate coding of a Dropout

- No show dropout + dropout reason + dropout date. *Note: This is a student that has not re-enrolled for the current school year and whose educational status was unknown.*

► Functions > Transfer Student Out

Transfer comment	<input type="text" value="No Show, school unknown"/>
Date of transfer (should be the day after the student's last day in class)	<input type="text" value="8/19/2019"/>  *
Exit code	<input type="text" value="NS (No-Show/Never Enrolled)"/>

Dropout Data

- ▶ State/Province - SC > South Carolina Student Information > Dropout Reason, Dropout Date & No Show Reason

Dropout Reason

20 - Status Unknown



Dropout Date

8/19/2019



No Show Reason

N11 - Transfer/Out-of-District



Dropout Data

Display Name	PS Field Name
Last, First Middle	Last_Name, First_Name Middle_Name
Grade Level	Grade_Level
Student Number	Student_Number
State ID	State_StudentNumber
Ethnicity	Ethnicity
Gender	Gender
DOB	DOB
Lunch status	LunchStatus
English Prof	S_SC_STU_X.Engl_Prof
Migrant (<i>if applicable</i>)	S_SC_STU_X.Migrant
Primary Night Time Residence (<i>if applicable</i>)	S_SC_STU_X.Night_Residence

Dropout Data

Display Name	PS Field Name
EFA Primary	EFA Primary
Exit Code	ExitCode
Dropout Reason	S_SC_STU_X.Dropout_Reason
Dropout Date	S_SC_STU_X.Dropout_Date

It is important that each school keep records that document the verification of a student's status. Since a student who drops out during a particular school year is not reported as a dropout until the fall of the following school year, careful records must be maintained so that an accurate count can be obtained.

Incident Management

Incident Management

- ▶ All discipline and truancy data must be reported in Incident Management System for the 2019-20 school year.
- ▶ If you are not able to view or enter incidents please email me to make sure you have the correct security permissions.
- ▶ Other Security Groups that can view, create or edit incidents are:
 - Building Administrator (1)
 - Office Staff (2)
 - Counselors (3)
 - Registrar (4)
 - Building Admin with Grading Access (5)
 - Principal (10)

Incident Management

- ▶ Data from Incident Management will be used to compile the state and federal reports listed above, it is critical that all data entered be reviewed and verified for accuracy.
- ▶ Two ways to create, view or edit an incident in Incident Management:
 - Start Page > Special Functions > Incident Management
 - Select a student > Incident

Incident Management

Required Fields for Coding:

- ▶ Participants
 - ▶ Offender
 - ▶ Victims- Bullying-Level Physical Injury
- ▶ Behavior Codes
- ▶ Action Codes
 - ▶ Removal Type
 - ▶ Action Date Range
 - ▶ Duration Code
- ▶ Object Codes
- ▶ Subcodes dropdown
- ▶ Incident Elements
- ▶ Actions
 - ▶ Record the Type of Removals
 - ▶ Record Subcodes for Type of Removal
 - ▶ Provide the Duration of the Removal
 - ▶ Must be Associated with the Behavior

Incident Management

- ▶ It is important that all discipline and truancy data are coded in Incident Management.
- ▶ Reporting incidents occurring on school grounds/events/transportation involving students, staff*, non-school personnel*
- ▶ Truancy - All schools are required to report truant students. Students ages 6 to 17 who are identified as truant must be coded in Incident Management. For a student to be coded as truant they must be absent (unexcused) for the entire day. If a student comes to school that day and they do not meet the instructional seat time to be calculated as present, this will not count towards a truant absentee.
- ▶ Suspension is not to be counted as an unlawful absence for Truancy purposes.
- ▶ SC 41 School Detail Report is used to identify students who are truant and will be used by the SCDE.
- ▶ Review reports weekly to identify truants.
- ▶ Tardies are not considered Truancy. The tardy code of 180 should be used for excessive tardies.

Incident Management

- ▶ When a student is coded as 151 Truant an Intervention Plan should be developed.
- ▶ If a student reaches the level of Habitual Truant, an intervention plan must occur before the student is referred to family court. (Examples: Alternative School Program Referral, Truancy Court, Truancy Diversion Program, Other intervention)
- ▶ Do not code students as truant until school policy for student's parent notes has expired.
- ▶ Truancy should be coded as an incident for the individual student. (not as a group)
- ▶ There is SCDE Truancy documentation posted on the Charter Institute at Erskine website. <https://erskinecharters.org/powerschool/>
- ▶ ***Level Data State Validation** - On the Incident Management tab on the second page "Invalid Incident Type for Truant Behavior" the Error Count is wrong at this time. This is a known issue that Cantey is working on resolving. Until issue is resolved please ignore the Error Count listed. We will email you once the issue is resolved.
- ▶ Cantey will be conducting data analysis and email PS Admins pertaining to Truant Incidents.
- ▶ Make sure to follow the law and SCDE procedures when a student is identified as being truant.

Truant

Truant

- ▶ A child ages 6 to 17 years meets the definition of a truant when the child
 - ▶ Has 3 consecutive unlawful absences or a total of 5 unlawful absences.
 - ▶ An Attendance Intervention Plan should be developed

PowerSchool Coding

151 Truant

- ▶ Intervention Plan (Required)
- ▶ Withdrawn Prior to Intervention (only use if student is inactive)
- ▶ Additional Documentation
 - ▶ Call to parent
 - ▶ Letter to Parent
 - ▶ Home visit

Students who are 6-11 years old can only be coded as Truant.

Habitual Truant

Habitual Truant

- ▶ A child ages 12 to 17 years meets the definition of an habitual truant when the child
 - ▶ Has reached the level of truant,
 - ▶ Fails to comply with the intervention plan developed by the school, child, and parent/guardian, and
 - ▶ Accumulates 2 or more additional unexcused absences.

Proviso 1.A.76 Alternative Commitment to Truancy must be considered before referring a student to Family court

Power School Coding

- ▶ 152 Habitual Truant
 - ▶ Truancy Diversion Program
 - ▶ Alternative School Program Referral
 - ▶ Referred to Family Court
 - ▶ Court Order to Attend
 - ▶ Students who are 12-17 years old can be coded Truant, Habitual Truant and Chronic Truant.

Chronic Truant

Chronic Truant

- ▶ A child ages 12 to 17 years meets the definition of a chronic truant when the child
 - ▶ Has been through the intervention process,
 - ▶ Has reached the level of habitual truant,
 - ▶ Has been referred to family court and placed on an order to attend school, and
 - ▶ Continues to accumulate additional unexcused absences.

PowerSchool Coding

- ▶ 153 Chronic Truant
 - ▶ Violation of Court Order
 - ▶ Students who are 12-17 years old can be coded Truant, Habitual Truant and Chronic Truant.

Incident Management - Truancy

- ▶ Switch to “Create Detailed Incident”
- ▶ Incident Type-Truancy
- ▶ Incident Date-Reflects the dates on which the student accumulated enough unexcused/unlawful absences to cause him/her to become truant
- ▶ Time Frame- During School Hours
- ▶ During School Hours- DCL During Class
- ▶ Title-Truancy
- ▶ Location-Classroom
- ▶ Truancy Duration-Time frame for in which the intervention plan is in place


Incident Management - Truancy


▼ Incident Description

Incident Type

Truancy^ ▼

Incident Date

10/16/2019 

Time:  12:36 PM

Time Frame

During School Hours^ ▼

DCL-During Class^ ▼

Time Frame Comment

512 characters left

Title

Truancy

Description

Example: Student has 3 consecutive truancy

Location

Classroom^ ▼

Incident Management - Truancy

- ▶ Offender-Name of student who is truant
- ▶ Behavior-(151 Truant, 152 Habitual Truant, 153 Chronic Truant)
- ▶ Action code-
 - ▶ Intervention Plan
 - ▶ ALT-Referred to Alternative School Program,
 - ▶ Referral
 - ▶ Truancy Diversion Program
 - ▶ Truancy Contract
 - ▶ Family Court Referral, Violation of Court Order

Incident Management - Truancy

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

↳ [1] 151 Truant^

↳ Intervention Plan^

Incident Elements

Type	Description		
Behavior 🖐	[1] 151 Truant^	✎	🚫

Incident Management

- ▶ All discipline incidents should be coded.
- ▶ All incidents coded must have an offender associated with the incident.
- ▶ All incidents coded must have a behavior associated with the offender.
- ▶ All incidents coded must have an action associated with the behavior.
- ▶ All removals must be coded with removal type, subcode if applicable, and duration.
- ▶ All SUX-Pending Expulsion should be resolved before the 180th day reporting (Expulsion, Alternative School, OSS, Overturn Expulsion or other outcome).
- ▶ Do not use students names in the title or StateID.
- ▶ At this time six schools in the district have zero incidents (truancy or discipline) for the school year.
- ▶ Review the SCDE Documentation section on the <https://erskinecharters.org/powerschool/>

QDC1

QDC1

- ▶ **Deadline: November 3, 2019**
- ▶ **QDC1 and 45th day funding** are two different collections. 45th day data is collected for the sole purpose of student funding and QDC1 is data collection to meet state and federal requirements.
- ▶ *Select student > State/Province - SC > South Carolina State Information > StateID and state reporting pages*
- ▶ Every student needs a stateID in PS.
- ▶ Demographics - basics
- ▶ Contacts - Contact 1 **REQUIRED**; Contact 2. Please remember data is entered manually. Also remember that if a student has an IEP who ever is entered in the Contacts 1 and Contacts 2 will be included and notified of any IEP meeting.
- ▶ Early Childhood - schools with Pre-K and Kindergarten students
- ▶ Homeless Student Information - populate the Primary Night Time Residence (At the time of the initial identification of homelessness) and Unaccompanied youth if applicable to student's

QDC1

Display Name

- ▶ Name (last)
- ▶ Name (first)
- ▶ Name (middle)
- ▶ Street
- ▶ City
- ▶ State
- ▶ Zip
- ▶ Mailing Street
- ▶ Mailing City
- ▶ Mailing State
- ▶ Mailing Zip

Internal Field Name

Last_Name
First_Name
Middle_Name
Street
City
State
Zip
Mailing_Street
Mailing_City
Mailing_State
Mailing_Zip

Display Name

- ▶ DOB
- ▶ Ethnicity
- ▶ Race
- ▶ Gender
- ▶ Grade Level
- ▶ Student Number
- ▶ Gen (Jr., III, etc.)

Internal Field Name

DOB
FedEthnicity
RaceCode
Gender
Grade_Level
Student_Number
StudentGeneration

QDC1

South Carolina Student Information

Display Name	Internal Field Name
English Prof*	Engl_Prof
Primary Language*	primarylanguage
Birth Country*	Student_BirthCntry
Language for Oral Communication*	Oral_Communic_Lang
US Sch Entry Date*	USSchEntryDate
Language for Written Communication*	Written_Communic_Lang
1st Lang Spoken*	First_Lang_Spoken
Home Lang*	HomeLang
LEP Initial Test -- Date of Initial Test*	Init_TestDate
LEP Initial Test -- Type of Test*	Init_TestType
LEP Initial Test -- Score on Initial Test*	Init_TestScore

Instructional Setting*	InstrSetting
True Grade*	truegrade
CEIS	CEIS_Ind
504 Plan	Plan504Code
504 Eligible (Without a Plan)	504Elig_NoPlanInd
Medicaid No*	MedicaidID
Medicaid Consent Date	Medicaid_Consent
Medicaid Eligible Date	MedicaidEligible_Date

Ninth Grade Code (9GR)*	NinthGradeCode
Diploma Type* (for Transcript)	Diploma_Type
Diploma Ordered*	DiplomaOrdCode
Award Ordered*	AwardOrdCode
Diploma Earned*	DiplomaEarnedCode
Award Earned	AwardEarnCode
Graduation Date*	GradDate
Graduated School Nb*	Graduated_SchoolID
Graduated School Name*	Graduated_SchoolName

Dropout Reason*	Dropout_Reason
Adult Ed Entry Date	Adulted_entrydate
Adult Ed Exit Date	Adulted_exitdate
Dropout Date*	Dropout_Date
Date GED Earned (Year)*	YRGED_Earned
Adult Ed Graduation Date	AdultEd_GradDate
No Show Reason*	NoShow_Reason
Moved To District*	Moved_To_District
Moved To School*	Moved_To_School
Retained Reason*	RetainReasonCode

QDC1

South Carolina Student Information

Migrant*	Migrant
Foster Home*	Foster_Home
School of Residence	SchoolRes
Parent Military Status*	ParentsMilitaryStatus
G&T Qualified	GT_Qualified

Transportation Mode AM* PK4 only	Trans_Mode_AM
Transportation Mode PM* PK4 only	Trans_Mode_PM
Bus 1	BusInfo1
Bus 2	BusInfo2
CPR Opt-Out Date	Cpr_opt-out_date
AED Opt-Out Date	Aed_opt-out_date
CPR Completion Date	CPR_Completion_Date
AED Completion Date	AED_Completion_Date

QDC1

- ▶ **Coordinated Early Intervening Services (CEIS)** - Check this box to indicate that a student is receiving general education intervention services from a district for the current year. Please contact your school SPED coordinator to identify this type of student.
- ▶ **True Grade** - Some special programs to which students are assigned are offered at physical or virtual locations different from the student's home school; therefore, when grade levels for the other location cannot correctly indicate true grade level, select the value for the student's "True Grade" from the drop-down list. That is, populate the True Grade field ONLY for those students who are receiving special education services at a school location that does not include his or her grade level in the grade range for entry in the Grade Level field. Please contact your school SPED coordinator to identify this type of student.
- ▶ **Adult Ed Entry Date** - Adult Education entry date in this field to indicate the date on which the student entered an Adult Education program. Students who were enrolled in an adult education program and were being tracked by a district during the current school year must be coded in PowerSchool as either W38 (Adult Education Diploma Tracking) or W40 (Adult Education GED Tracking).

QDC1

- ▶ **Adult Ed Exit Date** - Adult Education exit date in this field to indicate the date on which the student exited the Adult Education program. Students who were enrolled in an adult education program and were being tracked by a district during the current school year must be coded in PowerSchool as either W38 (Adult Education Diploma Tracking) or W40 (Adult Education GED Tracking).
- ▶ **Adult Education Graduation Date** - Enter the Graduation Date (provided through the Adult Ed Program Office through which the student completed high school requirements for graduation). This field indicates that students who were enrolled in an adult education program and were being tracked (exit coded as W38) by a district during the current school year did, in fact, complete all requirements to receive their high school diploma through the Office of Adult Education.
- ▶ **Moved To District** - Whenever a student transfers out of your school this field must be populated. If you do not know where the student went and confirmed that the student enrolled in another school you must follow procedures for a dropout student.
- ▶ **Moved To School** - A value if provided must be selected.

QDC1

- ▶ **Migrant** - A migratory student is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work:
 - ▶ has moved from one school district to another; or
 - ▶ in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
 - ▶ resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
- ▶ Agricultural activity is defined as follows:
 - ▶ any activity directly related to the production or processing of crops, dairy products, poultry or livestock for initial commercial sale or personal subsistence;
 - ▶ any activity directly related to the cultivation or harvesting of trees; or
 - ▶ any activity directly related to fish farms.

QDC1

- ▶ **Foster Home** - Once a student is placed in foster care they will remain for the entire school year.
- ▶ **School of Residence:** Enter the 7 digit code (School Identification Number or SIDN) for the school to which the student would be assigned based on the home/street address (geocode). 2018-19 SIDN List:
<https://ed.sc.gov/districts-schools/state-accountability/feature-boxes/school-identification-numbers-sidn/2018-19-school-list-with-sidn/>

QDC1 - Precode

Level	PS Field Name	PS Location	Assessment Use
Student	Kindergarten – Previous Program (5K Only)	Information > State/Province-SC > Precode	5K
	Deaf-Blindness	Information > State/Province-SC > Precode	All
	Multiple Disabilities	Information > State/Province-SC > Precode	All
	Alternate Assessment	Information > State/Province-SC > Precode	All
	Other Alternate Assessment Tested School ID	Information > State/Province-SC > Precode	SC-Alt / NCSC
	Alternate Assessment Test Administrator – First Name	Information > State/Province-SC > Precode	SC-Alt / NCSC
	Alternate Assessment Test Administrator – Last Name	Information > State/Province-SC > Precode	SC-Alt / NCSC
	Needs Braille	Information > State/Province-SC > Precode	All
	ELA Custom Materials	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Math Custom Materials	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Science Custom Materials	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Social Studies Custom Materials	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	ELA Oral/Signed Admin	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Math Oral/Signed Admin	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Science Oral/Signed Admin	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Social Studies Oral/Signed Admin	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	ELA Sort ID	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Math Sort ID	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Science Sort ID	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Social Studies Sort ID	Information > State/Province-SC > Precode	SC READY, SCPASS, EOCEP
	Elem/Middle Paper - ELA	Information > State/Province-SC > Precode	SC READY & SCPASS
	Elem/Middle Paper - Math	Information > State/Province-SC > Precode	SC READY & SCPASS
	Elem/Middle Paper - Science	Information > State/Province-SC > Precode	SC READY & SCPASS
	Elem/Middle Paper - Social Studies	Information > State/Province-SC > Precode	SC READY & SCPASS

Level	PS Field Name	PS Location	Assessment Use
	Middle/High EOCEP Paper – English	Information > State/Province-SC > Precode	EOCEP
	Middle/High EOCEP Paper – Algebra	Information > State/Province-SC > Precode	EOCEP
	Middle/High EOCEP Paper – Biology	Information > State/Province-SC > Precode	EOCEP
	Middle/High EOCEP Paper – USHC	Information > State/Province-SC > Precode	EOCEP
	Career Readiness Grade 12	Information > State/Province-SC > Precode	Not used this year
	Career Readiness Paper	Information > State/Province-SC > Precode	R2W
	Career Readiness Accommodations	Information > State/Province-SC > Precode	R2W
	Precode 1	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 2	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 3	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 4	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 5	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 6	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 7	Information > State/Province-SC > Precode	Emergency Fields*
	Precode 8	Information > State/Province-SC > Precode	Emergency Fields*

*In the event that such fields need to be used, the Office of Assessment will inform and instruct District Test Coordinators and Precode Coordinators.

QDC1 - Precode



Kindergarten - Previous Program (5K Only)		<div><div></div></div> ✓	
Deaf-Blindness		<input type="checkbox"/>	
Multiple Disabilities		<input type="checkbox"/>	

Alternate Assessment		<input type="checkbox"/>		Alternate Assessment Test Administrator	
Other Alternate Assessment Tested School ID		<input type="text"/>	First Name	<input type="text"/>	Last Name <input type="text"/>

Needs Braille	<div><div></div></div> ✓
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ELA Custom Materials	<div><div></div></div> ✓	ELA Oral/Signed Admin	<div><div></div></div> ✓
Math Custom Materials	<div><div></div></div> ✓	Math Oral/Signed Admin	<div><div></div></div> ✓
Science Custom Materials	<div><div></div></div> ✓	Science Oral/Signed Admin	<div><div></div></div> ✓
Social Studies Custom Materials	<div><div></div></div> ✓	Social Studies Oral/Signed Admin	<div><div></div></div> ✓

ELA Sort ID	<input type="text"/>	Elem/Middle Paper - ELA	<input type="checkbox"/>
Math Sort ID	<input type="text"/>	Elem/Middle Paper - Math	<input type="checkbox"/>
Science Sort ID	<input type="text"/>	Elem/Middle Paper - Science	<input type="checkbox"/>
Social Studies Sort ID	<input type="text"/>	Elem/Middle Paper - Social Studies	<input type="checkbox"/>

Middle/High EOCEP Paper - English	<input type="checkbox"/>	Career Readiness Grade 12	<input type="checkbox"/>
Middle/High EOCEP Paper - Algebra	<input type="checkbox"/>	Career Readiness Paper	<input type="checkbox"/>
Middle/High EOCEP Paper - Biology	<input type="checkbox"/>	Career Readiness Accommodations	NA - Not applicable
Middle/High EOCEP Paper - USHC	<input type="checkbox"/>		

Precode 1	<input type="text"/>	Precode 5	<input type="text"/>
Precode 2	<input type="text"/>	Precode 6	<input type="text"/>
Precode 3	<input type="text"/>	Precode 7	<input type="text"/>
Precode 4	<input type="text"/>	Precode 8	<input type="text"/>

QDC1

It's the schools designated personnel responsibility to read the manuals and ask questions for more clarity. Below are all the manuals and resources to assist PS Admins with correctly populating SC custom pages in PowerSchool for QDC1-QDC4 data collections.

- ▶ 2019-20 Precode Manual Version 2 (SCDE) - <https://ed.sc.gov/tests/tests-files/precode/2019-20-precode-manual-pdf-version/>
- ▶ Student Information System Data Entry Manual V19.09.0 (SCDE) - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-manuals/student-information-system-data-entry-manual-19-09-0/>
- ▶ [Early Childhood Registration Form 2019-2020](#)
- ▶ [Entering Early Childhood Data into PowerSchool](#)

45th Day Funding - EFA & AOW

45th Day Funding - EFA & AOW

- ▶ Verify that your school board approved 45th is reflected in the PowerSchool calendar, because you can only select an extract report based on the 45th day inside of PowerSchool.
- ▶ If your school closed any time this year, please make sure that you contact Diane and me to make sure your calendar is edited correctly. In some cases we may have to mass edit your student enrollment dates for school and/or sections.
- ▶ Two ways to view in-session days:
 - Start Page > School > Calendar Setup - you can view and edit in-sessions days
 - Click Term link in the upper right corner of the Start Page or top header of page > then when the check green check mark appear click the green check mark - you can only view in-session.
 - Minimum of 180 in-session days.
- ▶ At this point in the year when you enroll a student's into your school you will need to manually enter/create an EFA Primary Code. The effective start date must match the student's initial enrollment date for the current school.

45th Day Funding - EFA & AOW

- ▶ All students should be coded with an EFA Code.
- ▶ State/Province - SC > EFA/EIA Classification > EFA Code Entry > to create/add a new EFA
- ▶ State/Province - SC > EFA/EIA Classification > EFA History > to edit, stop or remove an EFA code.
- ▶ The code selected for the EFA Primary is the code that is used for the EFA funding weight.
- ▶ Average Daily Membership (ADM) - The for each student classification is multiplied by the weighting factor for the respective classification to determine the weighted pupil units (WPU) for each classification. The aggregate number of days in membership divided by the number of days school is in session.
- ▶ Membership is defined as the number of pupils present plus the number of pupils absent. A pupil will be counted in membership on the first day of entrance in an instructional program as an original entry, a re-entry, or a transfer. (R43-172)

45th Day Funding - EFA & AOW

Code	Description	Weighting
K	Kindergarten	1.00
P	Primary (grades 1-3)	1.00
EL	Elementary (grades 4-8)	1.00
HS	High School (grades 9-12)	1.00
EM	Educable Mentally Handicapped	1.74
LD	Learning Disabled*	1.74
TM	Trainable Mentally Handicapped**	2.04
EH	Emotionally Handicapped	2.04
OH	Orthopedically Handicapped***	2.04
VH	Visually Handicapped	2.57
HH	Hearing Handicapped	2.57
AU	Autism	2.57
SP	Speech Handicapped	1.90
HO	Homebound	1.00
VOC	Vocational (grades 9-12)	1.29

Grade(s)	Default EFA Primary Code	Code
K	Kindergarten	K
1-3	Primary	P
4-8	Elementary	EL
9-12	High School	HS

- Includes Other Health Impaired (OHI/DD)
- ** Includes Profoundly Mentally Disabled (PMD)
- ***Includes Traumatic Brain Injury (TBI)

45th Day Funding - EFA & AOW

Vocational (grades 9-12) Funding

Specific Criteria for Career and Technology Education (CATE)

- ▶ A pupil must be assigned in grades 9-12 and maintain membership in at least 250 minutes of instructional time per week or its equivalent in an appropriate CATE program approved by the SCDE. (R43-172)
- ▶ A pupil must maintain membership in a minimum of 200 minutes of daily instructional time or its equivalent. (R43-172)
- ▶ Travel/transportation time to and from career centers cannot be counted as a career center class period.
- ▶ Must have a student enrolled in a SCDE approved activity course code, which is outlined in the most current manual. 2019-20 ACTIVITY CODING MANUAL - <https://erskinecharters.org/wp-content/uploads/2019/07/Course-Codes-19-20-Activity-Coding-System-Manual-2019-20-final.pdf>
- ▶ Courses with Local Board Approved (LBA) in the title are not valid CTE course codes for state and federal accountability and funding purposes.
- ▶ Teachers teaching these CATE (CTE) courses must be certified in the subject matter.

45th Day Funding - EFA & AOW

EFA Disability Codes

- ▶ Proviso 1.79. (SDE: Special Education Minutes Requirement) For the current fiscal year the required two-hundred fifty minutes of specialized instruction a student is required to receive in order to qualify for the special education weighting in the EFA is waived. A special education weighting may be applied for any public school child with an Individualized Education Program in effect, regardless of the number of minutes of instruction.
- ▶ If a student has a disability code as the EFA Primary code they must have the disability identified in their IEP through Enrich.
- ▶ Level Data State Validation - Start Page > click State Validation > click Enrich Special Ed tab > correct errors
- ▶ Enter as many EFA Codes needed for the student.

45th Day Funding - EFA & AOW

- ▶ EIA Code - An extracted only needs to be created and selected for funding for PK3 and PK4 grade levels.
- ▶ The EC3 or EC4 codes should be used for Pre-kindergarten students enrolled in either a full day or half day program.
- ▶ State/Province - SC > EFA/EIA Classification > EIA Code Entry
- ▶ If a student transfers out of your school and into another school within the district. Make sure you enter a **Stop Date** for the student's EFA classification, before transferring them out of your school to the other school within the district. Note: If this is not done properly in the past it would cause EFA codes errors on the SC01 report. And in the past the district office would have to resolve those issues.
- ▶ Run EFA/EIA Query - List students with No EFA code. List or/and export students and their EFA codes

45th Day Funding - EFA & AOW

Running EFA State Legacy Reports: When you are ready to extract and select the funding that will be sent to the SCDE. Run this first before re-running any reports when any changes are made for EFA funding.

1. Refresh Premier Attendance Views Data: Special Functions > Attendance Functions > Refresh Premier Attendance Views Data > All Students > leave every other selection on the default > Submit. *Note: Run Refresh Premier Attendance Views Data in order for membership, absences, and ADM to calculate correctly on the report.*

Refresh Attendance Views Data Report

Report Name	Refresh Attendance Views Data		
Version	2.0		
Description			
Comments			
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students		
Begin Date and Ending Date	08/21/2019		06/05/2020
Processing Options	In Background Now ▼		
Specific Date/Time	MM/DD/YYYY	/	
Data to be filled	(Check checkbox on the right to save as default value) Reset All ▼		
Report Output Locale	English ▼		<input type="checkbox"/>
Submit			

45th Day Funding - EFA & AOW




- ▶ After the Refresh Premier Attendance Views Data completes:
 1. Run the SC01 Data Verification report - This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for funding to send to the SCDE.
 - ▶ Start Page > System Reports > click the State tab > report is listed under Legacy Report head 'SC01 Data Verification'. Separately I run the All EFA/EIA Data & Membership and Attendance Extract and Cumulative Class Extract (*if applicable*).
 - ▶ SC01 MUST be error free before running any reports and selecting an extract for 45th day. Once SC01 Data Verification is Error Free you can then run reports SC02-SC09
 2. After you run SC01-SC09 report archive/save & store (hard copy or electronically). Note: Multiple staff members should know where these reports are stored
 3. **SC06 Membership and Attendance Report** - The Membership and Attendance Report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. An extract option is available and includes preparing data for 45 day.

45th Day Funding - EFA & AOW

► SC06 Membership and Attendance Report

- Day: enter 45
- Self Contained Only: No (*default*)
- Output Type: Report and Extract

SC06 Membership and Attendance Report

Report Name	SC06 Membership and Attendance		
Version	3.12		
Description	This report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.		
Comments			
Processing Options	In Background Now ▼		
Specific Date/Time	MM/DD/YYYY  / 		
Data to be filled	(Check checkbox on the right to save as default value) Reset All ▼		
*Enter Date or Day Number to run this report.			
Date	MM/DD/YYYY 	<input type="checkbox"/>	
Day	45	<input type="checkbox"/>	
Self-contained only	No ▼	<input type="checkbox"/>	
Output Type	Report and Extract ▼	<input type="checkbox"/>	
			Submit

45th Day Funding - EFA & AOW

Date: 04/10/2013
BEDS Code: 4701###
Name: My School Name

SC Pupil Accounting System
Membership and Attendance Report
135 Day Data as of 03/25/2013
Options:
Self-contained only: No

The Reporting Date → The date the report was ran for

District Name: SC Public Charter School District

Page: 1

Line	EFA Code	PK	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
1	K2	P															
3	EL																
4	HS																
5	AJ																
6	EM																
7	EH																
8	HH																
9	HO																
10	LD																
11	OH																
12	SP																
13	TM																
14	VH																
15	V1																
16	V2																
17	V3																
18	*OH																
19	*TBI																
20	*PMD																
21	*DD																
22	Total																
23	ADM																
24	Absent																

Grade Levels - There should not be an EFA code in a grade level that the school does not teach

EFA Codes

Can be ignored ADA is only here because of historical purposes

The total number of days that a student(s) have been in membership (enrolled) at the school. 2 students with the EFA Code LD that have been enrolled since Day 1 would total 270 (135 + 135 = 270). 2 students with the EFA Code of LD with 1 student being enrolled since day 1 and the other being rolled on the 100th day would be 170 (135 + 35 = 170)

Total number of membership days per EFA code

Totals per EFA Code divided by the number of days being reported (17736/135 = 131.377778 rounded to 131.38)

Total of each EFA Codes divided by the number of days in the reporting period (51392/135 = 380.68)

Total ADM for the school when each grade is added together.

* The extract for this report was created successfully. 04/10/2013 5:09:52 PM


The date and time the extraction was created that will be sent to the SCDE funding and other reporting purposes

I certify that this report is true and correct.

45th Day Funding - EFA & AOW

4. **SC02 Cumulative Class Report (*if applicable*)** - The Cumulative Class Report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day. This is only ran if you're a school that teaches PK3 and PK4 students.

- ▶ SC02 Cumulative Class Report
 - Day: enter 45
 - Output Type: Report and Extract

Date	<input type="text" value="MM/DD/YYYY"/> 
Day	<input type="text" value="45"/>
Output Type	<input type="text" value="Report and Extract"/> ▼

45th Day Funding - EFA & AOW

- ▶ Once an extract has been created review the ADM number. If the number is not correct make the needed changes in PowerSchool. If the number is correct select the funding that you want the SCDE to use for your schools 45th day.
- 5. Select EFA/EIA Funding Extract - Once you create an extract it will be time stamped here and you will need to select one of the selections and click SUBMIT.
 - ▶ SC06 Membership and Attendance Report -> Membership and Attendance
 - ▶ SC02 Cumulative Class Report -> Cumulative Class Extract
 - ▶ You should not make a change to your selection after the SCDE has finalized funding and the 45 day deadline has passed.

45th Day Funding - EFA & AOW

- ▶ **SC09 Membership & Attendance from Extract** - SC09 Membership & Attendance from Extract allows users to select a previously generated report extract for reprinting the SC06 Membership & Attendance Report for the currently selected school year and the currently selected school. The report will be the data that was generated when the extract was originally created. The report will include the date/time each extract was created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, the Self-contained indicator, and the Date/Time the report extract was created.

Note: After you have selected an extract for funding, go to the Mem & Att Report from Extract to ensure the 'Y' is displayed beside the extract you want SCDE to use to calculate your funding

45th Day Funding - EFA & AOW

- ▶ **SC09 Cum Class from Extract** - The Cum Class from Extract allows for the creation of the Cumulative Class Report based on prior report extracts for the currently selected school year and currently selected school. The report will be the data that was generated when the extract was originally created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/Time the report extract was created.

Note: After you have selected an extract for funding, go to the Cum Class Report from Extract. You will look on this page to ensure the 'Y' is displayed beside the extract that you want SCDE to use to calculate your funding.

45th Day Funding - EFA & AOW

Add-On Weighting

- ▶ The Add-on Weightings are calculated as Average Daily Membership (ADM) - total number of days served divided by the Day Number selected when running the report, such as the 45th day.
- ▶ Academic Assistance [Standardized Test Performance Level] - students who score as Not Met/fail/low (a value of '1' which means "Not Met" or "Below Basic") on selected standardized state test. This file is imported into PowerSchool. The SCDE generates this file to be imported. The district admin will notify you when the file has been imported into PowerSchool. Note: You may want to wait until this file is imported into PowerSchool before running your 45th day Add on Weighing reports so you do not have to run them multiple times.
- ▶ High Achieving - Gifted and Talented - Academic (GTA), Gifted and Talented - Artistic (GTR), Advanced Placement (AP), International Baccalaureate (IB). GTA/GTR students must be STATE-IDENTIFIED ~and~ SERVED in a GT/Honors Program. Use the first day of the school year as the effective start date. Grades 3 - 12 for GTA & GTR. Grades 9 - 12 for AP & IB

45th Day Funding - EFA & AOW

- ▶ LEP - Limited English Proficiency ESL value scores of 1-5, 6.0, W, X. Each new LEP student must be evaluated within the first 10 days of school. All proficiency codes must be entered into PS for LEP students within the first 45 days of each school year to indicate proficiency levels of the English language.
- ▶ Dual Credit - Student must be enrolled at least 30 days in an approved Dual Enrollment course where 'E' is the 7th character of the Course Number
- ▶ Poverty - Pupils in Poverty (PIP). Which is defined using Directly Certified, Direct Certification Extended, SNAP/TANF, **Homeless**, **Migrant**, Runaway, **Foster**. [table name].[field name]: S_SC_STU_X.Migrant; S_SC_STU_X.Night_Residence; S_SC_STU_X.Foster_Home. The Social Economic Indicator (SEI) file will have to be made available by the SCDE. Once this file is available the SCDE will notify the districts so they can then import the files into their PS database. We are waiting on that file at this time, but will notify you once imported into PS.
- ▶ Start Page > System Reports > State tab > click SC24 Add-On Weightings Update. Whenever changes are made that effect any of the AOW criteria's mentioned above you must run the SC24 Add-On Weightings Update.

45th Day Funding - EFA & AOW

- ▶ 1st run - SC24 Add-On Weightings Update. Run this report to update any and all changes.
- ▶ **SC28 Add-On Weightings Report** - create extract for the 45th day.
 - As Of Day: Day 45 - (date)
 - Create Extract: Yes
 - Submit
 - Once the report completes review the ADM number. The calculation used in the SC06 report is also used in this report. If the ADM number is not correct make the needed changes in PowerSchool. If the number is correct select the funding that you want the SCDE to use for your schools 45th day.
- ▶ **SC30 Add-On Weightings Select Funding Extract** - This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. **Please select one of each to be used for state funding.**
 - Click Submit once you have made a selection.

Note: A change to your selection should not be made after the state data collection has ended.

45th Day Funding - EFA & AOW

SC28 Add-On Weightings Report

Report Information

Description	The SC Add-On Weightings Report totals all Add On Weighting classification occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing date for 45 day and 135 day state reporting.
Version	1.1.0
Output File Name	SC28_AddOnWeightings_Report
Category	Add-On Weightings
Published Date	10/10/2019 11:37 PM

Comments

Report Parameters (Check checkbox on the right to save as default value) Clear All ▾

As Of Day - (Date)* Day 45 - (09/19/2019) ▾ ☐

Create Extract* ☒ Yes ☐ No ☐

Scheduling

Please select when to run

☒ Run Now ☐ Schedule

Submit

45th Day Funding - EFA & AOW

SC30 Add-On Weightings Select Funding Extract

Report Information	
Description	This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each to be used for state funding. Warning: a change to your select should not be made after the state data collection has ended. If no extracts are displayed, be sure a school is selected.
Version	1.0.1
Output File Name	SC30_AddOnWeightings_Select_Funding_Extract
Category	Add-On Weightings
Published Date	10/10/2019 11:37 PM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) Clear All ▾
135 Day Add On Weightings Extract	<div><div>▾</div><div><input type="checkbox"/></div></div>
45 Day Add On Weightings Extract	<div><div>10/17/2019 08:37:43 AM ▾</div><div><input type="checkbox"/></div></div>

Scheduling

Please select when to run
<input checked="" type="radio"/> Run Now <input type="radio"/> Schedule
Submit

Note: This is an extract time and date stamp only. The funding has not been selected yet so the selected funding message is not in this screenshot.

45th Day Funding - EFA & AOW

- **SC28 Add-On Weightings Report & SC30 Add-On Weightings Select Funding Extract** - Print and archive/save this report (hard copy / electronically). Make sure that multiple staff members know where these two reports are located.

Add-On Weightings	Weight
Academic Assistance	.15
Dual Credit	.15
High Achieving (to include GT Academic, GT Artistic, IB and AP)	.15
Limited English Proficiency	.20
Pupils in Poverty	.20

45th Day Funding - EFA & AOW

- ▶ Reports will be uploaded in Let's Work Smart (LWS). I will have you upload the reports separately into LWS.
 - SC06 Membership and Attendance Report
 - SC02 Cumulative Class Report (*if applicable to school*)
 - SC28 Add-On Weightings Report
- ▶ For all schools except Legion Collegiate Academy, the reports above will need to be uploaded into LWS by November 1, 2019 COB. This first phase of the deadline **MUST** be met per the district. Throughout the following week the data will be reviewed and confirmed with the schools. If the school identifies changes that will need to be made they will need to email me ASAP.
- ▶ All reports and confirmation forms/letters will be uploaded in LWS. Schools will be responsible with meeting the designated deadlines in LWS. If there is an issue logging into LWS or uploading the reports please email me ASAP.

45th Day Funding - EFA & AOW

- ▶ SCDE Membership Count Website:
<https://ed.sc.gov/finance/financial-services/student-data/membership-counts/>
- ▶ <https://ed.sc.gov> > click **Finance** > click **Financial Services**
> Student Data sections click **Membership Count**:
 - **Fiscal Year: 2019-20**
 - **Report Cycle: 45-Day**
 - **Report Type: Charter**
 - **Report Options: School**
 - **District: 4801 - Charter Institute at Erskine**
 - **School: Select ONLY your school**
 - **Click View Report**

45th Day Funding - EFA & AOW

ed.sc.gov/finance/financial-services/student-data/membership-counts/



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Membership Counts

Fiscal Year

2019-20 ▼

Report Cycle

45-Day ▼

Status

Not Available

Report Type

- ☐ Districts
- ☐ Agencies
- ☒ Charter

Report Options

- ☒ School
- ☐ District
- ☐ State

District

4801 - Charter Institute at Erskine

School

None selected ▼

[View Report](#)

45th Day Funding - EFA & AOW

- ▶ At this time the reports are not available, but once they are you will receive an email from Cantey.
- ▶ Once Cantey notifies you that the SCDE Membership Count page is displaying schools selected ADM funding numbers, you will need to go to the page and verify that the correct ADM numbers are being recognized by the SCDE for your schools funding.
- ▶ If you have selected your EFA and AOW funding in PowerSchool to be reported to the SCDE and the data has been uploaded through Enrich, but your funding is not displaying on the website email Cantey so we can look into why the SCDE page is not reflecting the correct funding reports.
- ▶ This is the school's responsibility to verify the funding reports are displaying the correct ADM numbers.
 - SC06 Membership and Attendance Report
 - SC28 Add-On Weightings Report
- ▶ All schools should have their reports finalized and uploaded in LWS on November 8, 2019.
- ▶ Cantey and Finance will go over the reports and finalize the 45th counts.

The End