January 2020 PS Admin Monthly Webinar

Agenda

- Accountability
- Precode
- QDC2
- Diploma Order
- Early Graduates
- CATE – February Collection
- End of Term
- PS and SPED Training Webinar
- SCDE Upcoming PowerScheduler Training

Accountability

Precode

- Precode Print Data, SC Ready, SCPASS, EOCEP, Ready to Work (R2W) – **Deadline is January 16, 2020 at 8:30PM (Tonight).** This is the last time the automated system will upload data to the SCDE for the district.

- Make sure that you work with your school's SPED Coordinator and Testing Coordinator.

- Search and select student > State/Province – SC > Precode

- Work with your SPED Coordinator to correctly identify and populate IEP students that need assessment accommodation, Alternate Assessment (SC-Alt) information, Deaf-Blindness, Multiple Disabilities and/or Needs Braille entered on the Precode page.

- Paper Testing – Critical during this phase

- Schools that have notified the district that they will distribute paper testing was given a deadline of yesterday by the district to have specific fields checked on the Precode page in PowerSchool.

- SORT: Either populate Sort ID field on the Precode page or you MUST populate Homeroom on the Modify Info page.

Precode

▶ EOCEP Paper Testing – High Schools

▶ Sort for EOCEP paper materials are sorted alphabetically within each class.

▶ Teacher e-mail addresses are also collected, but will be used in precode only if required by the contractor.

▶ These fields are ignored for any student who is not enrolled in a course that indicates EOCEP testing.

▶ **Course Information Collected**
   o Section ID
   o Term ID
   o Tested School ID
   o Start Date
   o End Date
   o Teacher Number
   o Teacher Certificate Number
   o Teacher Last, First, Middle Name
   o VSP Teacher Name
   o VSP Certificate Number

Precode

▶ Teacher information is collected when a teacher is the teacher of record for a class beginning with:

Course Code	Course
Standard	
4114	Algebra 1
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 US History
Codes for Students Not 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 5th and 6th characters are district-defined. The 7th and 8th 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 accountability requirements.

*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 of 20 or greater will be excluded from EOCEP precoding for the English 1 test.

Precode

- SC Ready/SCPASS Paper Testing - Grade range is between 3rd – 8th

- Any student coded as Alternate Assessment = Y will be excluded from the grades 3-8 precoding.

- If a student was erroneously coded as Alternate Assessment = Y in Print Phase but is coded as Alternate Assessment = N in Update Phase, the student will count as a new student.

- It is critical precode fields have correct information during print phase because paper-and-pencil materials will be printed and shipped using data provided.
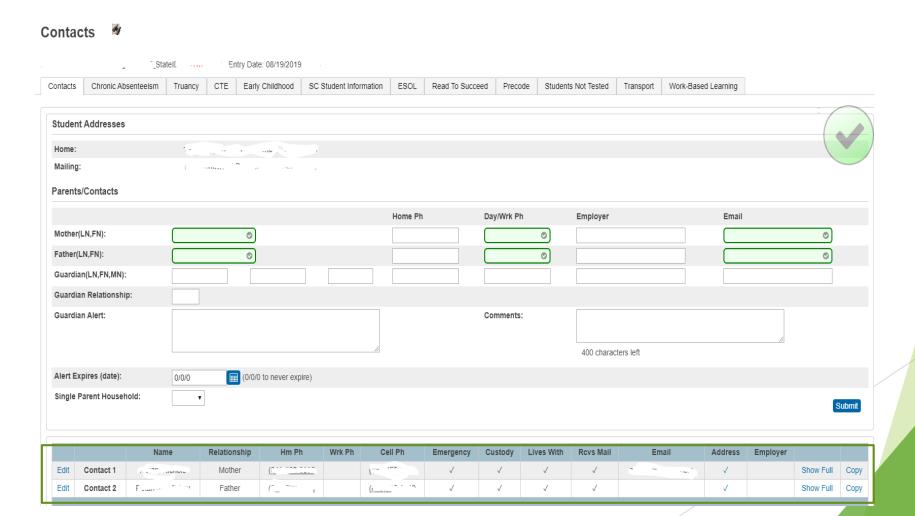
- Sort:
  - Students will be grouped for online administration according to the values in the Materials Sort fields (ELA Sort ID, Math Sort ID, Science Sort ID, Social Studied Sort ID) on the precode page.
  - If the Sort fields are left blank the pull will automatically use the selected Homeroom teacher. Search and select a student > Modify Info > Home Room

Precode

▶ Teacher information is collected when a teacher is the teacher of record for a class beginning with one of the following course codes:

- course codes used for home room (0896, 0897);

- course codes used for ELA teacher of record in grades 3-8 (1001, 2001, 1010, 2012, 2010);

- course codes used for Math teacher of record in grades 3-8 (1110, 2110, 2112);

- course codes used for Science teacher of record in grades 4, 6, and 8 (1201, 2201, 2221, 2251); or

- course codes used for Social Studies teacher of record in grades 5 and 7 (1301, 2301, 2310, 2320).

▶ Career Readiness (Ready to Work) – Grade 11 Testing

- Act 94 requires that beginning in 2017-18, "all students must be offered a college entrance assessment that is from a provider secured by the department." The SCDE is working with both ACT, Inc. and College Board to provide additional information to assist districts/schools in administering The ACT® and SAT® assessments.

Precode

- Alternate Assessment (SC-Alt)

  - Work with your schools SPED Coordinator to populate these fields correctly in PS.

    - Alternate Assessment

    - Alternate Assessment Test Administrator – First Name and Last Name

    - Other Alternate Assessment Tested School ID – if applicable to student

  - When do students move from grade 3-8 Alternate Assessments to high school Alternate Assessments?

    - The first year students receive instruction at the ninth-grade level (ninth-grade standards) indicates the first year of high school for these students. At this point, students join a high school cohort and are tested by course codes (English, Algebra, Biology, and US History and the Constitution).

QDC2

- **Deadline for last upload for will be on February 6, 2020 at 8:30PM.**
- Data that needs to be populated:
- ➢ Sections
  - o SCDE is now auditing class enrollment sizes.
  - o Class size must not exceed the maximum of 35 students.
  - o The above-stated maximums do not apply in the following circumstances: a. A maximum of 40 students per period with a total teaching load of 240 students daily is permitted for physical education teachers. If physical education and health are taught on alternate days to the same class, the 40-student maximum and 240-student totals are also permitted for health. When health is taught as a separate subject, the teaching load is a maximum of 35 students per period and a total of 150 students per day.
  - o We are trying to get clarification for virtual schools from the SCDE.
- ➢ Teachers Information
- ➢ Activity Course Codes
- ➢ Demographics

QDC2

> SC Contacts page (State/Province – SC > Contacts) – Data is collected from this page only. Contacts 1 is mandatory and Contact 2 is mandatory is applicable to the student.

QDC2

Note: No SC data is pulled from PS contacts page.

QDC2

- Chronic Absenteeism
    1. Attendance must be set up correctly at the school level
    2. Enter student attendance daily
    3. Run SC37 Chronic Absenteeism Update Process to update and flag CA students
    4. Run SC38 Chronic Absenteeism School Report to view a list of students flagged as CA

- Truancy
    1. Attendance must be set up correctly at the school level
    2. Enter student attendance daily
    3. Run SC Truancy Update Process to update and flag Truant students
    4. Run SC40 Truancy Report by Student to view a list of students flagged as Truant
    5. Run SC41 Truancy School Detail Report to view a list of student flagged at the school level.
    6. Make sure truancy is being documented and an Intervention Plan is put in place.
    7. Make sure a Truancy incident is created for each trigger, if applicable.
    8. Make sure the number of Truancy incidents match the same number of students flagged on the SC41 Truancy School Detail Report.

QDC2

➢ CTE (CATE)

➢ Early Childhood – MUST be populated Pre-K and Kindergarten Student

  o New requirements for the 2019-2020 school year are made to the SC Early Childhood tab page. Changes include *(implemented in last state reporting update)*:

    o The wording of Prior Care list choices are modified

    o Prior Program Type field is removed from the page for all Prior Care choices

    o Prior Care of "P - Public" has Prior Provider choices of "S-Head Start" and "K - PK Public School"

    o Prior Care of "R - Private" does not require or allow the choice of Prior Provider

    o Prior Care of "I - Informal" has Prior Provider choices of "REL - Relative" and "NREL - Non-Relative

QDC2

➢ South Carolina Student Information – Populate all applicable fields on the page that pertains to the student.

o Change to English Prof: *(implemented in last state reporting update)*

Old English Prof Values	New English Prof Values
Select One	Select One
1 – Pre-functional	1 – Entering
2 – Beginner	2 – Emerging
3 – Intermediate	3 – Developing
4 – Advanced	4 – Expanding
5 – Initially Proficient	5 – Bridging
6.0 – Initially Proficient	6.0 – Reaching
8 – English Speaker I	8 – English Speaker
9 – English Speaker II	9 – Native Speaker
A1 – Initiating	A1 – Initiating
A2 – Exploring	A2 – Exploring
A3 – Engaging	A3 – Engaging
CM – Composite Missing 1 or more	CM – Composite Missing 1 or more
P1 – 1st Year Exited	P1 – 1st Year Monitor
P2 – 2nd Year Exited	P2 – 2nd Year Monitor
P3 – 3rd Year Exited	P3 – 3rd Year Monitor

QDC2

- ESOL
- Precode
- Work-based Learning - Sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, *or simulated environments* at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.
- Homeless Student Information
- Attendance – Enter Meeting or Daily attendance daily
- Historical Grades – F1 (final grades) for S1 term or possible Q2 term
- Incidents (Discipline and Truancy)
- Lunch – Only Lunch Status (only select Free, Reduced, Full Pay)
- All Enrollments / Modify Schedule

QDC2

- Special Programs
  - Montessori
  - Homebound
- Transfer Info
  - Entry Date
  - Exit Date
  - Exit Code
  - FTE
  - Grade Level
  - District of Residence
- Scheduling Setup
  - Next Year Grade
  - Year of Graduation
  - Next School Indicator

QDC2

- Running, Reviewing and Correcting Validation Reports
  - SCDE Member Center – DQR
  - Level Data State Validation Reports

Diploma Order

➢ Enrich collects diploma data from PS each night and sends that data around 9:00pm to the SCDE.

➢ Make sure someone (2) at your schools are given the DOTS School Admin and DOTS School Staff role in SCDE Member Center.

➢ DIPLOMA ORDER AND TRACKING SYSTEM (DOTS): https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/

➢ For a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

  o Diploma Order Code must be an F.

  o Exit/Graduation date fields (two separate fields) must be in the range currently being processed; the exact dates for each range will be posted in DOTS.

  o Winter Graduation: August through January

  o Spring Graduation: January through May/June

  o Grade Level must be 10, 11, 12, or 99.

Early Graduates

➤ Please reach out to Cantey with any questions.

➤ The grade level for a student who requests to graduate early must be changed to senior status (grade 12) during the term he/she is expected to complete the requirements.

➤ The date of graduation and last date of enrollment may be as early as the date on which the school determined the student has met the requirements, but no later than the last day of the semester in which the student is actively enrolled in a course.

➤ Exit Code: Select **EG (Early Graduate)**

➤ Graduates who complete requirements at the end of the fall, winter, or summer term will not be included in the class count for class rank calculations for SC scholarship purposes. Therefore, PS administrators will need to verify that the PS box for "Exclude students" is accurately checked for these students who will not graduate with their class. (Student page > Other Information > "check" Exclude From Class Ranking)

➤ Make sure Class Rank Methods is set up properly. (Start Page > School > Class Rank > Class Rank Methods)

Diploma Order

➢ Set up "Recalculation Frequency" - (Start Page > School > Class Rank > Recalculation Frequency)

➢ Print a Final Transcript

CATE Assessment Student Rosters

➢ February Data Collection – CATE Assessment Student Rosters – Window February 3 – 9, 2020 @ 9:30 pm

➢ 2019–20 Career and Technical Education (CTE) Student Reporting Procedures Guide - https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cate-data-collection-and-reporting/2019-20-student-reporting-procedures-guide/

End of Term

1. Review grading terms and dates - *School > Final Grade/Reporting Term Setup*
2. Set deadlines
   a) Notify school staff about grading deadlines
   b) Verify grades for accuracy
   c) Review Section Readiness report
3. Store Grades
   - PERMANENTLY STORE GRADES FOR Q2, S1, AND F1 - https://secureservercdn.net/198.71.233.254/fzo.146.myftpupload.com/wp-content/uploads/2019/12/Permanently-Store-Grades-for-S1_Q2_F1.pdf
   - How to Permanently Store Grades - PowerSorce ID: 7833
   - How to Permanently Store Grades (MP4 video) - PowerSorce ID: 79822
   - How to Permanently Store Grades for a single section - PowerSorce ID: 67018
4. Print Report Cards
   - Report Card Resources - PowerSorce ID: 53588
   - Report Card Creation Checklist - PowerSorce ID: 68784
   - Printing Report Cards for Students Who Transferred Out - PowerSorce ID: 7404

End of Term

5. Setup and Calculate Honor Roll *(optional)*

   ▶ Tutorial: Honor Roll Setup - PowerSorce ID: 55385

   ▶ Setting Up Honor Roll Based on Current Grades - PowerSorce ID: 7825

   ▶ Setting Up Honor Roll Based on Stored Grades - PowerSorce ID: 8051

   ▶ Setting Up Honor Roll Based on Letter Grades, Not GPA - PowerSorce ID: 7178

   ▶ **After you setup honor roll at your school contact your district office admin and ask them to run the Calculate Honor Roll function. This process will generate Honor Roll records for students and store them on in a table. This must be executed first before a school can run their Honor Rolls Report.**

   ▶ Running the Honor Roll Report - PowerSorce ID: 5837

   ▶ DAT tag for Honor Rolls - PowerSorce ID: 6442

The End