

March 2020 PS Admin Webinar

Zenobia

AGENDA

- ▶ 135th Day Funding
- ▶ Attendance
- ▶ Incident Management
- ▶ QDC3 Data Collection
- ▶ 2020-2021 Master Schedules

135th Day Funding - Membership

- ▶ With COVID-19 still going on guidance from the SCDE and government is still changing daily so please continue to check emails for any new updates or changes.
- ▶ 135th day data is collected for the sole purpose of student funding.
- ▶ District Deadlines HAVE CHANGED:
 - ▶ Schools first funding selections for Membership and Add-On Weighting MUST be completed by **Monday, April 6, 2020 by COB**. This is ALL SCHOOLS in the district.
 - ▶ Second and LAST DEADLINE date for Membership and Add-On Weighting is Tuesday, **April 14, 2020**.
 - ▶ In between the first deadline and the second/last deadline Cantey and the district will review the ADM numbers for schools 135th Day funding . If any questions arise or any issue come up, the school will be contacted and advised on what needs to be corrected in PowerSchool.
- ▶ PS Admins will be advised to make sure to correct errors listed under the “EFA/EIA” and “Enrich Special Ed” tabs on the Level Data Validation pages, unless instructed by Cantey/District to ignore. *There are known issues that are being worked on and discussed and they will not count against the school if known and identified by Cantey.*

135th Day Funding - Membership

Acceptable EFA Codes & Weightings

EFA Code	Description	Weight
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
AU	Autism	2.57
EM	Mental Disability - Mild	1.74
EH	Emotional Disability	2.04
HH	Deaf/Hard Hearing	2.57
HO	Homebound	1.00
LD	Specific Learning Disability ¹	1.74
OH	Orthopedic Impairment ²	2.04
SP	Speech/Language Impairment	1.90
TM	Mental Disability –Moderate ³	2.04
VH	Visual Impairment	2.57
VOC	Vocational (Grades 9 - 12)	1.29
*OHI	Other Health Impairment	1.74
*DD	Developmental Delay	1.74
*PMD	Mental Disability - Severe	2.04
*TBI	Traumatic Brain Injury	2.04

¹ Includes DD and OHI

² Includes TBI

³ Includes PMD

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

135th Day Funding - Membership

Running, Creating an Extract and Selecting Membership Reports:

- ▶ First run **Refresh Premier Attendance Views Data**. You must run the **Refresh Premier Attendance Views Data** first for membership, absences, and ADM to calculate correctly on the report. It must be ran for all students at the school. On the Start Page click **Special Functions** > click **Attendance Functions** > click **Refresh Premier Attendance Views Data** *Note: You can only run at the school level.*
- ▶ Second run legacy EFA/EIA Membership reports. Start Page > System Reports > State tab > Under Legacy Reports header:
 - ❑ Run SC01 Data Verification. You must keep running and correcting this report until the report returns zero errors. Click SC01 EFA/EIA Data Verification Report and for Select Data to Process select 'All EFA/EIA Data' and run (click Submit). Then run SC01 EFA/EIA Data Verification Report and for Select Data to Process select 'Membership and Attendance Extract' and run (click Submit).
 - ❑ Once SC01 Data Verification is **Error Free** you can then run reports SC02-SC09. Note: After you run SC01-SC09 report archive/save & store (hard copy or electronically). Multiple staff members should know where these reports are stored.

135th Day Funding - Membership

- ❑ Run SC06 Membership and Attendance Report. Click SC06 Membership and Attendance Report and only enter '135' in the Day field. The Output Type select:
 - Report Only(default) - Run anytime. Run to check numbers. Running this does not create an extract.
 - Report and Extract - Selecting this means you are ready to select your schools funding, and this will create an Extract report. PS time stamps the date and time of this report.
- ❑ Once the SC06 Membership and Attendance Report completes, review the report and verify that the ADM number for your schools 135th Day is correct.

135th Day Funding - Membership

How to calculate the Membership or Add-On Weighting Reports

Date: 04/10/2013
 BEDS Code: ###
 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 → 03/25/2013 ← The date the report was ran for

District Name: ' ' 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	AU																
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

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

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

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

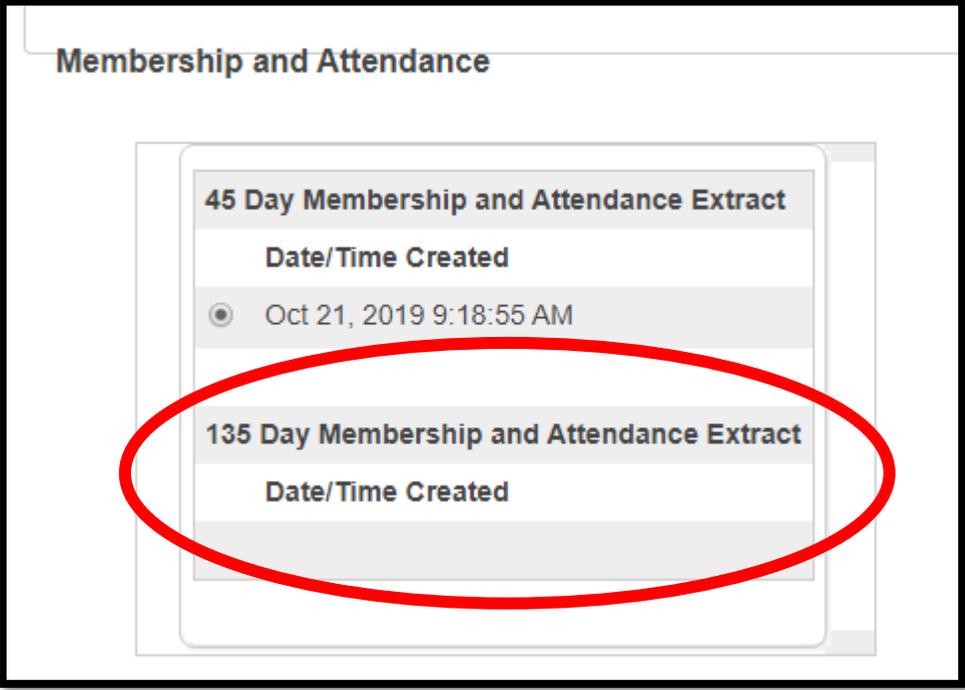
* The extract for this report was created successfully. 04/10/2013 5:09:52 PM

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

Locate that this report is true and correct.

135th Day Funding - Membership

- After you confirm the ADM is correct on the SC06 Membership and Attendance Report, you will now need to select that extract for funding. To do this while under the State tab scroll to the bottom of the page and click **'Select EFA/EIA Funding Extract'** then in the Membership and Attendance box under the 135 Day Membership and Attendance Extract header click the correct Date/Time Created option. Then click the Submit button (don't forget this part).



The screenshot shows a web interface titled "Membership and Attendance". It contains two main sections, each with a header and a "Date/Time Created" field. The first section is "45 Day Membership and Attendance Extract" with a radio button selected next to the date "Oct 21, 2019 9:18:55 AM". The second section is "135 Day Membership and Attendance Extract" with a radio button next to the "Date/Time Created" field. A red oval highlights the "135 Day Membership and Attendance Extract" section.

Membership and Attendance
45 Day Membership and Attendance Extract
Date/Time Created
<input checked="" type="radio"/> Oct 21, 2019 9:18:55 AM
135 Day Membership and Attendance Extract
Date/Time Created

135th Day Funding - Membership

- ❑ **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
- ❑ After the state data collection has ended for funding do not make any changes to your selection.

135th Day Funding - AOW

- **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 imports the file into PowerSchool.

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History	High Achieving History	Add On Weightings History	Standardized Test Perf Level History
Test Date	Grade	Elem/Middle School Performance Level ELA	Elem/Middle School Performance Level Math	High School Performance Level ELA	High School Performance Level Math				
05/01/2018	7	1 - Not Met	1 - Not Met						
05/02/2018	7	1 - Not Met	1 - Not Met						
05/02/2019	8	1 - Not Met	1 - Not Met						
05/03/2019	8	1 - Not Met	1 - Not Met						

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History	High Achieving History	Add On Weightings History	Standardized Test Perf Level History
Test Date	Grade	Elem/Middle School Performance Level ELA	Elem/Middle School Performance Level Math	High School Performance Level ELA	High School Performance Level Math				
05/01/2018	10			1 - Not Met					
05/02/2018	10			1 - Not Met					
05/02/2019	11				1 - Not Met				
05/03/2019	11				1 - Not Met				

135th Day Funding - AOW

- ▶ **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. PS Admin must manually add High Achieving to a student's account. Student Account > State/Province - SC > EFA/EIA Classification Information > High Achieving tab > Click Add button > Select the students "High Achieving #" values (its possible for a student to have more than one entered) Enter Effective Date and if GT enter the GT Academic Area field.

The screenshot shows a software interface with a navigation bar at the top containing the following tabs: EFA Code Entry, EIA Code Entry, High Achieving, Add On Weightings, Standardized Test Performance Level, EFA History, EIA History, High Achieving History, and Add On Weightings. The main content area is a form with the following fields:

- Effective Start Date:** A text input field containing "8/19/2019" and a calendar icon.
- GT Academic Area:** A dropdown menu currently showing "M - Math".
- High Achieving Codes:** A section containing four dropdown menus:
 - High Achieving 1:** Currently set to "GTA - G&T Academic".
 - High Achieving 2:** An empty dropdown menu.
 - High Achieving 3:** An empty dropdown menu.
 - High Achieving 4:** An empty dropdown menu.

135th Day Funding - AOW

- ▶ **LEP** - Limited English Proficiency ESL (“English Prof” field is located on the South Carolina Student Information page) 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 ASAP to indicate proficiency levels of the English language. Student Account > State/Province - SC > South Carolina Student Information

English Prof	1 - Entering
Birth Country	Select One
U.S. School Entry Date	MM/DD/YYYY
1st Lang Spoken	CNT - Cantonese
Primary Language	CNT - Cantonese
Home Lang	CNT - Cantonese

135th Day Funding - AOW

- ▶ **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. This is flagged when a student is enrolled in a section that has an "E" in the seventh character.

Entered	Exited	Term	Exp	Course
08/20/2019	06/06/2020	19-20	1(A)	Wildlife Mgmt (567400CW.01)
08/20/2019	01/15/2020	S1	2(A)	Dual Enroll. Probability and Statistics (414300EW.01)
01/15/2020	06/06/2020	S2	2(A)	Dual Enrollment College Algebra (MAT 110 (413300EW.01)
08/20/2019	06/06/2020	19-20	3(A)	Dual Enrollment Teacher Cadet Program (373500EW.01)

135th Day Funding - AOW

- ▶ **Poverty** - Pupils in Poverty (PIP). Which is defined using Directly Certified, Direct Certification Extended, SNAP/TANF, runaway. This information is imported into PowerSchool by the district and no changes can be made. Also this information is encrypted for student security. ***Homeless, *Migrant, *Foster.*Bold identifies the PS Admins, or a school staff is responsible for entering these values into PowerSchool.**

Primary Night Time Residence (At the time of the initial identification of homelessness)	S-Shelters, transitional housing
--	----------------------------------

Migrant*	<input checked="" type="checkbox"/> *An SEA reviewed and approved Certificate of Eligibility is required for Migrant students. See PowerSchool Data Collection Manual with Specific Fields Defined.
----------	---

Foster Home	Y - Yes ▼
-------------	-----------

135th Day Funding - AOW

Running, Creating an Extract and Selecting Add-On Weighting Reports:

- ▶ Run Reports: Start Page > System Reports > State tab > Under Add-On Weightings header
 - ❑ First run **SC24 Add-On Weightings Update**. Run this report to update all changes made. Anytime you make a change to a field that impacts AOW run this report.
 - ❑ **SC28 Add-On Weightings Report** - create extract for the 135th day. Select “Day 135 - (MM/DD/YYYY)”.
 - No - Run anytime. Run to check numbers. Running this does not create an extract.
 - Yes - Selecting this means you are ready to select your schools funding, and this will create an Extract report. PS time stamps the date and time of this report.
 - ❑ **SC30 Add-On Weightings Select Funding Extract** - This page lists 135th day Add-On Weightings Totals extracts created for this school for the selected school year. Please select one to be used for state funding. After you select one do not forget to click **Submit**.
- Note:** A change to your selection should NOT be made after the state funding data collection has ended.
- ❑ **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.

135th Day Funding - AOW

How to calculate the Membership or Add-On Weighting Reports

Add-On Weighting Classification	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
Academic Assistance	0	0	0	0	1098	1342	1781							4221	34.60
Dual Credit	0	0	0	0	0	0	0							0	0.00
High Achieving	0	0	0	0	0	0	0							0	0.00
LEP	0	0	0	0	0	0	0							0	0.00
Poverty	1546	1945	1830	2072	2195	1464	1255							12307	100.88
Totals	1546	1945	1830	2072	3293	2806	3036	0	0	0	0	0	0	16528	135.48
ADM	12.67	15.94	15.00	16.98	26.99	23.00	24.89	0.00	0.00	0.00	0.00	0.00	0.00	135.48	

Total of each AOW code divided by the number of days in the reporting period.

These are the total number of days that student(s) flagged with the AOW classification has been in membership (enrolled) at the school.

Total number of membership days per AOW code

Totals per AOW code divided by the number of days being reported. (rounded)

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

135th Day Funding

- ▶ After your school has selected the extract funding reports, the administrator/principal must sign and upload the sign copy in LWS.
 - ❑ SC28 Add-On Weightings Report
 - ❑ SC06 Membership and Attendance Report

Attendance

- ▶ During this time go back into PowerSchool and make sure all student attendance is update to date.
- ▶ Clean Up Attendance
- ▶ Daily Attendance - Elementary Schools
- ▶ Meeting Attendance - Elementary Schools, Middle Schools, High Schools, K - 12 grades, K - 8 grades, 6 - 12 grades
- ▶ Make sure you manually update and run Chronic Absenteeism & Truancy Reports
 - ❑ System Reports > State tab > SC37 Chronic Absenteeism Update Process - this updates the student data on the chronic absenteeism table.
 - ❑ System Reports > State tab > SC38 Chronic Absenteeism School Report - this is a school report that list students that have been flagged as chronically absent.
 - ❑ System Reports > State tab > SC Truancy Update Process - this updates student full day truancy data
 - ❑ System Reports > State tab > SC40 Truancy Report by Student (reports student individually) and/or SC41 Truancy School Detail Report (reports students at school level)

Incident Management

- ▶ Update Incident Management
- ▶ Enter Discipline Incidents
- ▶ Enter Truancy Incidents
 - ❑ Attendance MUST match the number of Truancy incidents
- ▶ SCDE Coding Truancy Incident Guide - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide1/>
- ▶ SCDE Coding Behavior Incident Guide - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-behavior-incident-guide/>
- ▶ SCDE Incident Management Guide 2019 - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-guide-2019/>

QDC3 Data Collection

- ▶ Select student > State/Province - SC > South Carolina State Information > State ID and state reporting pages
- ▶ Contacts - Contact 1 REQUIRED; Contact 2
- ▶ 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
- ▶ Demographics - basics
- ▶ Precode
- ▶ CATE - Student placement follow-up report; make sure all CATE course codes are using UPPERCASE letters for academic and unit tag; Ensure that the correct placement code has been entered in the CATE Placement field for each prior-year completer when doing student placement follow-up.
- ▶ SCDE 2019-20 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/>

QDC3 Data Collection

- ▶ SCDE PowerSchool CATE Page Changes - <https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cate-data-collection-and-reporting/powerschool-cate-page-changes/>
- ▶ Student Information System Data Entry Manual 20.02.00 - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/>

2020-2021 Master Schedules

- ▶ Here is the link on The Erskine Institute website (located at the bottom of the PowerSchool page): [SCDE ACTIVITY CODING SYSTEM MANUAL 2020-21 \(SUBJECT TO CHANGE\)](#)
- ▶ Start getting your school board to approve Local Board Approved activity course codes for the 2020-2021 school year. Remember that if an activity course code is not already approved and listed in the SCDE manual for 20-21 we will need documentation/board minutes your board approved the course code before we can add it into PowerSchool.
- ▶ Start talking with the staff to see how you will be implementing the schedule into PowerSchool.
 - ▶ Will you build the schedule on the Live Side?
 - ▶ Will you use PowerScheduler?
 - ▶ If you are using PowerScheduler have you already started? If not, you are already behind in schedule.
 - ▶ If your school will be using PowerScheduler and rolling that schedule over into the new 20-21 school year send me and Michael an email immediately.

2020-2021 Master Schedules

- ▶ If you have questions about building a schedule in PowerSchool please email Michael and Me.

The End