August 2020 PS Admin Webinar

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Agenda

- ▶ 2020-2021 School Data Collection Deadlines
- 2020-2021 PS Admin Monthly Webinar Schedule
- ► Fall Precode for 20-21
- 5th Day Counts
- Current Year Dropout Data
- PS Hosting Conversion

August 2020:

4K and 5K Precode Data Collection (for districts starting August 17-31) Monday August 31, 2020

September 2020:

- Grade 2 Testing Precode Data (CogAT/IA) Thursday September 10, 2020
- *Precode Ready to Work 9GR 18 Initial Testing Thursday September 10, 2020
- Current Year Dropout Data Thursday September 24, 2020

October 2020:

- QDC 1(district's 45th day), EOCEP Precode Data, NAEP, IM, Dropout Phase 1 Phase October 29, 2020
- ▶ 45-day Funding Reports Phase 1 Phase October 29, 2020

November 2020:

- QDC 1(district's 45th day), EOCEP Precode Data, NAEP, IM, Dropout Phase 2 Friday, November 6, 2020
- ▶ 45-day Funding Reports Phase 2 Friday, November 6, 2020
- Early Validation for December Dropout/ Precode/ Access for ELLs, SC-Alt, SCNCSC, IM Friday, November 6, 2020

December 2020:

December Drop-Out Collection - Phase 1 Phase December 1, 2020 and Phase 2 December 10, 2020

January 2021:

- Precode Print Data, SC Ready, SCPASS, EOCEP, Ready to Work (R2W) January 11, 2021
- QDC 2/IM -- January 11, 2021 (subject to change)

February 2021:

Precode Update (SC Ready, SCPASS, EOCEP) - February 29, 2021

March 2021:

- QDC 3 (on district's 135th day), IM, IGP, Precode Updt (R2W) March 19, 2021
- 135-day Funding Reports (via Enrich Data Collection tool) Phase 1 March 31, 2021

<u>April 2021:</u>

- CTE Placement (prior year data) TBD April 12, 2021
- 135-day Funding Reports (via Enrich Data Collection tool) Phase 2 April 9,
 2021

TBD:

 QDC 4 (IM and IGP) - (Submit before completing the end of year rollover process) - TBD

May 2021:

First Days of Testing Data/Direct Cert - Monday May 24, 2021

June 2021:

- *Print Final Transcripts and Class Ranking June 15, 2021
- Graduate List Spring Graduates June 11, 2021
- Students Not Tested (All appropriate tests) June 11, 2021

2020-2021 PS Admin Monthly Webinar Schedule

Monthly PS Webinars

- Please remember these webinars are mandatory.
- If you will not be able to attend the webinar, please send me an email with the reason.
- This year The Institute will be receiving a list of attendees for each monthly webinar and the reason why a school participant could not attend the webinar.

- 4K and 5K Precode Data Collection (for districts starting August 17-31) -School Deadline: Monday August 31, 2020
- Grade 2 Testing Precode Data (CogAT/IA) School Deadline: Thursday September 10, 2020
- *Precode Ready to Work 9GR 18 Initial Testing School Deadline: Thursday September 10, 2020
- School Test Coordinators should work with the school's PS Admin.

- Correct student's name (Last Name, First Name, MI)
- ▶ DOB this is very important for CogAT because results are based on age. an incorrect birthdate could produce an incorrect score, which can adversely affect gifted-and-talented identification. Students are excluded from CogAT/IA precoding if they have grossly incorrect birthdates (i.e., birth year is 1900 or 2019).
- Gender
- Race one race must be checked.

- ▶ EFA Primary Code this field should not be blank. If the student has an IEP you should work with SPED coordinator at school to select the correct EFA disability code.
- ► Instructional Setting if a student has an IEP. Work with SPED coordinator at school to enter data.
- English Prof this cannot be blank.
- ► 1st Language Spoken
- Homeroom

- ➤ Schools must administer the career readiness assessments to all 11th grade students based on their 9GR date. Eleventh grade students are students in the third year of high school after their initial enrollment in the ninth grade. As these 9GR-18 students were not tested during their junior year due to school closure, they will be tested during fall of their senior year with materials that were delivered spring 2020 and have been kept secure.
- ► Ninth Grade Code = 18 (Ready to Work Initial Testing)
- S_SC_STU_X.NinthGradeCode

- ► Alternate Assessment enter data if this applies to the student. Work with SPED coordinator at school to enter data.
- ▶ Teacher Name
- ▶ Teacher Emails
- ► Teacher Educator ID you can either work with your Human Resource staff at the school or go to this link to find the teachers Educator
 - ID. https://ed.sc.gov/educators/teaching-in-south-carolina-current-south-carolina-teachers/view-certification-status/

- ▶ 2nd Grader Student's must be enrolled in a Homeroom course code that begin with 0896 or 0897 in PowerSchool before the deadline.
- ▶ 4K students must be enrolled in either a Half a Day course code starting with 1750, Full Day course code beginning with 1751, or a Homeroom course beginning with either 0896 or 0897.
- ▶ **5K students** must be enrolled in either a Half a Day course code starting with 1760, Full Day course code beginning with 1761, or a Homeroom course beginning with either 0896 or 0897.

Hierarchy	4K	5K
1	1750 (Half Day)	1760 (Half Day)
2	1751 (Full Day)	1761 (Full Day)
3	0896 (Homeroom)	
4	0897 (Homeroom)	

Examples are:

- o If the student is in only one of the above courses, the teacher information will be from that course.
- o If a 4K student is in a 1750 and a 0896 course, the teacher information will be from the 1750 course.
- o If a 5K student is in a 1761 and a 0897 course, the teacher information will be from the 1761 course.
- A student can only in be in one course type (half vs. full):
 - o If a student is in a half day and a full day course, the teacher information will be from the half day course.
 - o If a student is in all of the courses, the teacher information will be from the half day course.

PS Field Names:

- Student name [Last_Name, First_Name]
- ▶ Student date of birth (DOB). This is important for 4K/5K as it will be used to match to 90th day demographic data collected later in the year. **[DOB]**
- Student State ID [State_StudentNumber]
 - ► The State ID should be generated in PowerSchool for new students. Please contact your PowerSchool support if the State ID is not autopopulating.
- Student gender [Gender]
- Teacher Name [Last_Name, First_Name]
- Teacher Email [Email_Addr]
- ► Teacher Educator ID [Tchr_ID] https://ed.sc.gov/educators/teaching-in-south-carolina-teachers/view-certification-status/

Course Codes in PowerSchool:

- ▶ 17500000 Half-Day PK
- ▶ 17600000 Half-Day K
- ▶ 17510000 Full-Day PK
- ▶ 17610000 Full-Day K
- ▶ 17610100 Kindergarten Full-day

Pages:

- Student Demographics Select a student > Demographics
- ► Teacher Information Select a teacher > Information
- SC Student Information Select a student > State/Province - SC > South Carolina Student Information
- Precode Select a student > State/Province SC > Precode

Deadline to have data in PowerSchool: COB Friday, September 4, 2020.

Deadline for school Friday, September 4, 2020

Title I - Data:

- Student Name
- School Name
- Lunch Status Free (F)/Reduced (R)/Paid (P)
- District of Residence
- DOB
- Grade Level
- Homeless/Foster/Migrant Status
- Race search racecode not in W,B,I,A,P
- Gender

Funding Snapshots:

- All data fields mentioned in previous slides
- Student Number
- State ID
- Ethnicity
- Federal Ethnicity
- Entry Date
- Entry Code
 - > E (Eligible for State Funding) used for student who home residence is in SC and are legal age
 - EEI (Ineligible for State Funding) student home is in another state other than SC and are not of legal age

- All student must have a value for EFA Primary the SC01 Data Verification will identify students with No or incorrect Primary EFA code. Start running this today and correcting errors.
- Students with VOC EFA Primary Code
 - > Students must be scheduled in an approved CATE course code
 - > 5th day data collection will be impacted when a school is claiming VOC EFA Primary codes and the students are not scheduled in a SCDE approved CATE course codes section. Schools will not be allowed to claim VOC as a EFA Primary if the student is not scheduled in a SCDE approved CATE section and SCDE requirements are not meet.
 - Teachers being certified to teach VOC will be monitored this year. Non-Certified teachers teaching VOC classes may have a negative impact on a school's 75/25 Teacher Certification regulation. SC Code of Law <u>59-40-50 (5)</u>
- Run SC01 and make sure its error free.
- School will run SC06 and SC28 for the schools for 5th day and will upload the results to schools in Let's Work Smart (LWS) with the Principal. Once the reports are signed, they must be uploaded into LWS. **Deadline to have reports signed and uploaded in LWS is Friday, September 4, 2020.**
- ► 2020-21 ACTIVITY CODING MANUAL (most current) https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2020-21/

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
НО	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

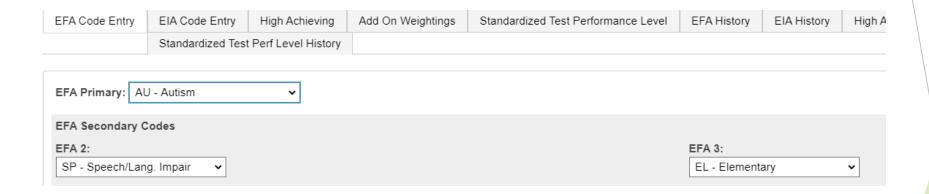
¹ Includes DD and OHI

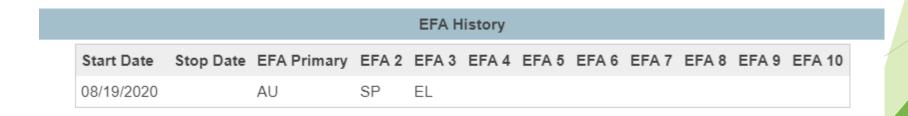
² Includes TBI

³ Includes PMD

- At the beginning of the school year and before school starts the district office will run the EFA Initializations function. This should only be done once and at the beginning of the school year.
- ► EFA/EIA Initialization Processes for SC which will set the default primary code and effective start date for each K-12 student enrolled at the time the initialization is run.
- For students enrolled after the EFA/EIA initialization has been run, an initial EFA code and effective start date must be entered manually. The effective start date must match the student's initial enrollment date for the current school.
- Make any edits to Start Date and Stop Date on the EFA History tab.
- ▶ REMEMBER: If a student transfers from your school during the school year you must enter a Stop Date for their EFA at your school and especially before transferring them to another school within the district.
- ▶ If student has multiple disabilities code them under EFA Code 2 10

- Students with an IEP already in Enrich should have a Disability code for the EFA Primary.
- State/Province SC > EFA/EIA Classification Information > EFA Code Entry tab





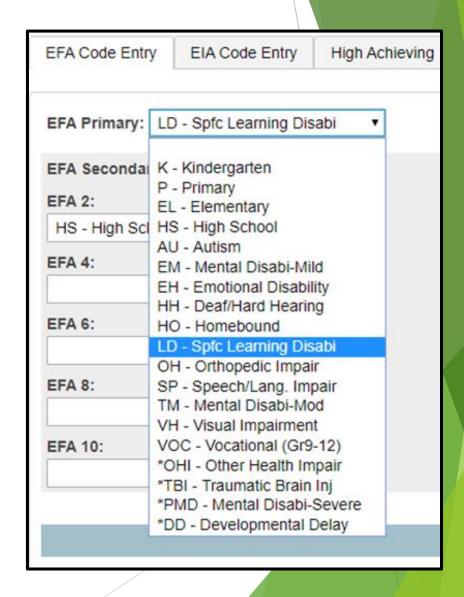
- Also Instructional Setting should reflect a student with an IEP. If a student has an IEP, they should have a value of SE, SR, SP
- ▶ If a student does not have an IEP in Enrich, then the Instructional Setting should be (blank) Regular Ed Full Yr
- State/Province SC > South Carolina Student Information > Instructional Setting
- Level Data State Validation > EFA Special Ed tab > fix errors flagged/located



EFA Disability Coding

There are 13 EFA disability codes listed in PowerSchool. On the next slide is a chart of how the PowerSchool EFA disability code correspond with a student's identified disability

Note: Students coded with one of the Exceptional Program values in the EFA Primary field must have an Individualized Education Plan (IEP) and be at least 5 years old before September 2nd of the current school year (with an exception for 4 year olds receiving visual- and/or hearing-related services). PreK3 students are not eligible for Exceptional Program funding.



EFA Disability Coding

- * This guide will be posted on our website to show the correlation between disability categories and the EFA codes for students listed in PowerSchool.
- * Always Code the Heavier weight as the primary disability in PowerSchool.
- * This information should only be coded when the SPED coordinator AND PowerSchool coordinator are working closely together.

Disability Area According to the IEP	EFA Code in Powerschool	
Autism	AU- Autism	
Deaf and Hard of Hearing	HH- Deaf Hard Hearing	
Deaf-Blindness	Code both: HH- Deaf Hard Hearing VH-Visual Impairment *equal weight	
Developmental Delay	DD- Developmental Delay	
Emotional Disability	EH-Emotional Disability	
Intellectual Disability 1. Mild 2. Moderate	EM- Mild EM- Moderate	
Intellectual Disability 3. Severe	PMD- Severe	
Multiple Disabilities	Code what areas make up the multiple disabilities SPED coordinator checks paperwork in Enrich and notifies PS Coordinator	
Orthopedic Impairment	OH- Orthopedic Impairment	
Other Health Impairment	OHI- Other Health Impairment	
Specific Learning Disability	SLD- Learning Disability	
Speech Language Impairment	SP- Speech Lang. Impairment	
Traumatic Brain Injury	TBI- Traumatic Brain Injury	
Visual Impairment	VH-Visual Impairment	

- SC28 Add-On Weightings Report (Keep In Mind):
 - Academic Assistance will not be calculated as this is uploaded at the district office, once the SCDE gives districts access to the file. The SCDE only sends out these files during the 45th and 135th funding.
 - Dual Credit -Approved Dual Enrollment course where 'E' is the 7th character of the Course Number. If student is enrolled in an identified Dual Credit course they will be calculated as of the 5th day.
 - > High Achieving student has been identified as GTA, GTR, AP, IB
 - ▶ LEP English Prof field value is 1-5, 6.0, A1, A2, A3, CM, W
 - Poverty No uploads have been sent out from the SCDE since the 135th day so the counts may only reflect up until last years 135th day or if you are a new school you may not have any counts. PS Admins are responsible for populating these fields if they apply to the student: Foster Home, Migrant, Primary Night Time Residence (At the time of the initial identification of homelessness)
 - Academic Assistance and Poverty calculation are the calculations that may not be fully accurate until the 45th Day funding uploads.

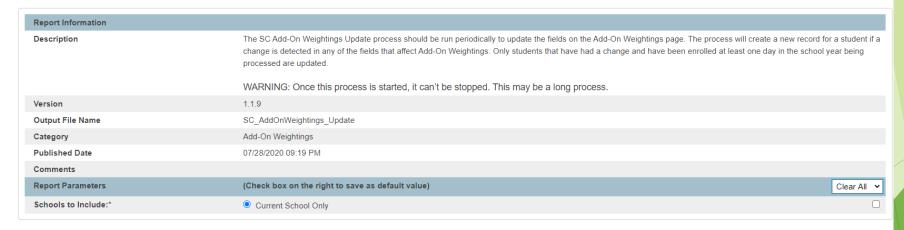
- Before finalizing your school's 5th Day Count before running the SC01 and SC06 you must 1st run Refresh Premier Attendance Views Data.
- Start Page > Special Function > Attendance Functions > Refresh Premier Attendance Views Data

Refresh Attendance Views Data Report

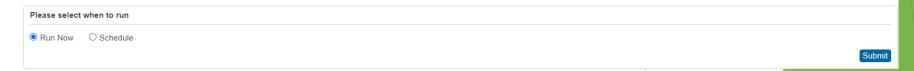
Report Name	Refresh Attendance Views Data	
Version	2.0	
Description		
Comments		
Students to Include	The selected 678 students only All students	
Begin Date and Ending Date	08/19/2019 (6/05/2020)	
Processing Options	In Background Now 🕶	
Specific Date/Time	MM/DD/YYYY ☐ / ❷	
Data to be filled		(Check checkbox on the right to save as default value) Reset All 🕶
Report Output Locale	English 🕶	
		Submit

- ▶ Before finalizing your school's 5th Day Count before running the SC28 you must 1st run SC24 Add-On Weightings Update.
- Start Page > System Reports > State Reporting tab > SC24 Add-On Weightings Update

SC24 Add-On Weightings Update



Scheduling



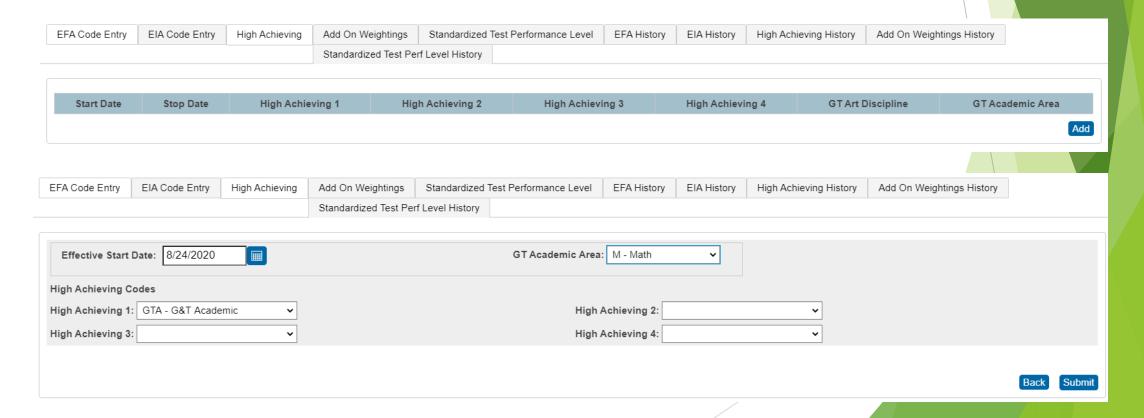
- SC28 Add-On Weightings Report (Keep In Mind):
 - > Dual Credit -Approved Dual Enrollment course where 'E' is the 7th character of the Course Number. If student is enrolled in an identified Dual Credit course they will be calculated as of the 5th day.
 - If a student is not enrolled an SCDE approved Activity Course code for Dual Credit by the school deadline it will not be counted in the 5th day count. *Example: Dual Enrollment English Composition I (ENG 101) (ENG 111) 301500EW*

Student Record > All Enrollments page

Dual Enrollment Abnormal Psychology (334400EW.2)

Dual Enroll American Hstry 1877 to Prsnt (332200EW.2)

- SC28 Add-On Weightings Report (Keep In Mind):
 - > High Achieving student has been identified as GTA, GTR, AP, IB
 - PS Admin will have to manually add this into PowerSchool.
 - > Student must be identified through state guidelines and testing.
 - State/Province SC > EFA/EIA Classification Information > High Achieving > Click the Add button



- SC28 Add-On Weightings Report (Keep In Mind):
 - > LEP English Prof field value is 1-5, 6.0, A1, A2, A3, CM, W
 - > English Prof cannot be blank. This field must have a value selected.
 - State/Province SC > South Carolina Student Information > English Prof





▶ Data Validation Reports - Remember that these reports are to assist you with finding empty or incorrect data values.

District Validation Errors Identified:

- SUNS/State ID (Blank) [State_StudentNumber] = 610
- Race (Blank) [racecode not in W,B,I,A,P] = 335
- Gender (Blank) = 2
- ▶ DOB (Blank) = 0
- Lunch Status (Blank) = 1287
- ► Ethnicity [FedEthnicity] make sure "No" or "Yes" is selected students
- Scheduling/Reporting Ethnicity [Ethnicity] (Blank) = 35
- Grade Level make sure student Grade Level are correct it can impact school's negatively when it pertains to assessments and data reporting.
- Entry Code (Blank) = 66

Remember if you are missing one of these field values or do not have it formatted correctly the student State ID will not sync over to PowerSchool.

- Student Number: PowerSchool Student Number
- Last Name, First Name, Middle Name: Birth Certificate/Legal Name. Note: Middle Name is only applicable
- ► **Gender:** Male (M) or Female (F)
- Ethnicity: Hispanic/Latino (Y/N)
- Race Code: American Indian or Alaska Native (I); Asian (A); Black or African American (B); Native Hawaiian or Other Pacific Islander (P); White (W)
- Scheduling/Reporting Ethnicity

- DOB: MUST be in the MM/DD/YYYY format
- Grade_Level
- Enroll_Status: Student must be active, pre_enrolled students do not get their id assign until the day they become actively enrolled
- District of Residence: MUST be students home address for district of residence.
 - https://www.greatschools.org/sch ool-district-boundaries-map/
 - https://nces.ed.gov/ccd/districtse
 arch/

Current Year Dropout Data

Current Year Dropout Data

Dropout: The State Board of Education defines dropout as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.

- Current Year Dropout Data (School Deadline) Thursday, September 24, 2020
- Dropout data should be reported for grade levels seven through twelve (7-12).
- ► 2019 Dropout Policies and Procedures Manual: https://ed.sc.gov/districts-schools/school-safety/discipline-relatedreports/dropout-data/2019-dropout-policies-and-procedures-manual/
- ▶ The dropout date must fall between October 1, 2019 September 30, 2020.

Current Year Dropout Data

- grade level [Grade_Level]
- full legal name [Last_Name, First_Name]
- student's number [Student_Number]
- State ID number
 [State_StudentNumber]
- Ethnicity [FedEthnicity]
- gender [Gender]
- date of birth [DOB]
- Free / Reduced Lunch [LunchStatus]

- English proficiency [Engl_Prof]
- migrant status [Migrant]
- Homeless [Night_Residence]
- EFA codes
- exit code [ExitCode]
- dropout reason code
 [Dropout_Reason]
- dropout date [Dropout_Date]

PowerSchool Hosting Conversion DATES: September 9 - 10

Any Questions???