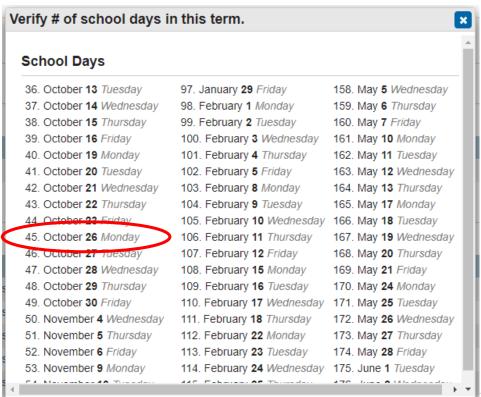
Presenter: Zenobia Ealy

Cantey EDU

10/26/2020

- Check Calendar Date in PowerSchool
- Make sure all student that are no longer at your school are withdrawn from school.
- Make sure all active students are enrolled in PowerSchool.
- Use the EFA Query to review student EFA/EIA values, making changes if needed.
- All students should have a EFA code
- If a student has an IEP, make sure their highest weighted defined disability in Enrich is selected as the EFA Primary field.
- Average Daily Membership (ADM)
- Run the School Enrollment Audit and correct any error for the current year.
- Work with SPED & ELL Coordinators to make sure students EFA and LEP codes are coded correctly.
- Prep and run reports to make any needed changes to your funding reports.

- Check Calendar and make sure the 45<sup>th</sup> day inside of PowerSchool falls on the correct day.
- On the Start Page click **Term:** in the upper right-hand corner of the pager > then click the **green check mark** that appears > then verify the number of insession days in the calendar and what day the 45<sup>th</sup> falls on.



#### 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 <sup>1</sup>	1.74
OH	Orthopedic Impairment <sup>2</sup>	2.04
SP	Speech/Language Impairment	1.90
TM	Mental Disability –Moderate <sup>3</sup>	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

<sup>&</sup>lt;sup>1</sup> Includes DD and OHI

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

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

<sup>&</sup>lt;sup>2</sup> Includes TBI

<sup>&</sup>lt;sup>3</sup> Includes PMD

#### **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.

#### VOC (grades 9-12) Funding

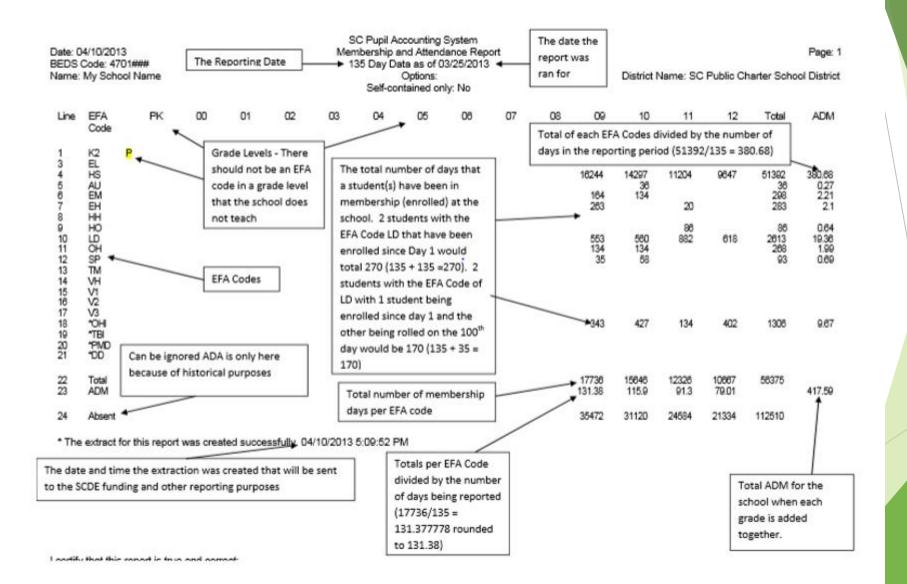
Specific Criteria for Career and Technology Education (CATE)

- 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. 2020-21 SCDE ACTIVITY CODING MANUAL <a href="https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2020-21/">https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2020-21/</a>
- 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 should be certified in the subject matter.

Running EFA (Membership Funding) State Legacy Reports: When you are ready to extract and select the funding that will be sent to the SCDE.

- 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 for membership, absences, and ADM to calculate correctly on the report.
- 2. After the Refresh Premier Attendance Views Data function completes. 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.
  - I. Start Page > System Reports > click the State tab > report is listed under Legacy Report head 'SC01 Data Verification'. Separately run Membership and Attendance Extract (SC06) and Cumulative Class Extract (SC02 *if applicable*).
  - II. SC01 MUST be error free before running any reports and selecting an extract for 45<sup>th</sup> day. Once SC01 Data Verification is Error Free you can then run reports SC02-SC09
- 3. Run SC01-SC09 report archive/save & store (hard copy or electronically). Note: Multiple staff members should know where these reports are stored

- 4. 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.
- 5. SC06 Membership and Attendance Report
  - □ Day: enter 45
  - Self Contained Only: No (default)
  - Output Type: Report and Extract



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 45<sup>th</sup> day.

- 6. 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
  - ➤ You should not make a change to your selection after the SCDE has finalized funding and the 45-day deadline has passed.

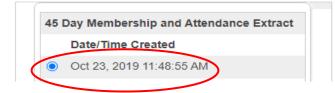
#### Select EFA/EIA Funding Extract

This page lists the 45 day and 135 day Membership and Attendance and Cumulative Class 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 selection should not be made after the state data collection has ended.

If no extracts are displayed, be sure a school is selected

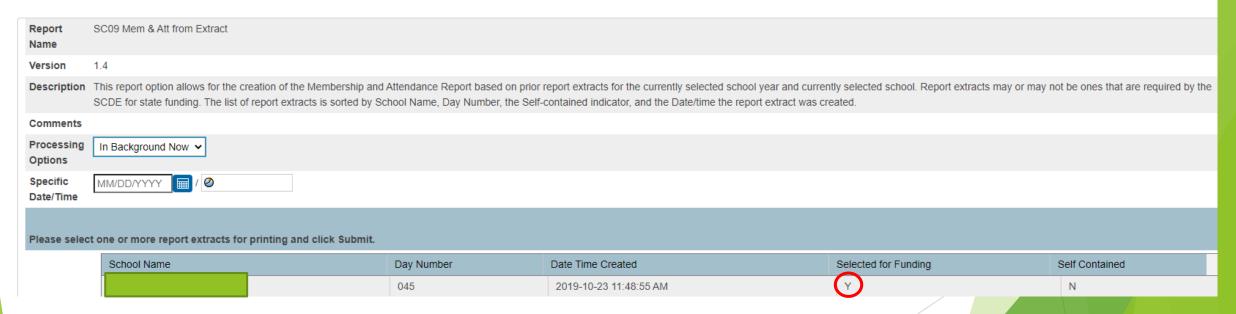
#### Membership and Attendance



➤ SCO9 Membership & Attendance from Extract - SCO9 Membership & Attendance from Extract allows users to select a previously generated report extract for reprinting the SCO6 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.

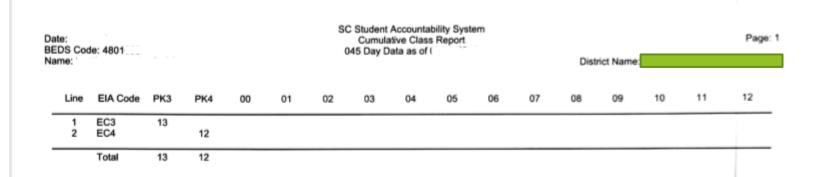
Note: After you have selected an extract for funding, go to the Mem & Att Report from Extract to ensure the 'Y' is displayed beside the extract you want SCDE to use to calculate your funding

#### SC09 Mem & Att from Extract Report



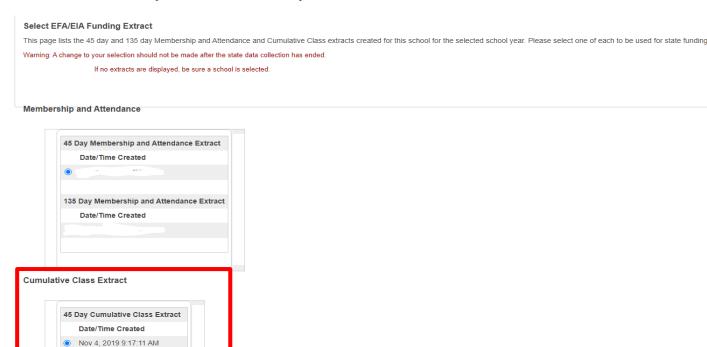
- ▶ SCO2 Cumulative Class Report (if applicable) The Cumulative Class Report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day. This is only ran if you're a school that teaches PK3 and PK4 students.
- ► 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 course code.
- 1. SC02 Cumulative Class Report
  - > Day: enter 45
  - Output Type: Report and Extract

SC02 Cumulative Class Report (if applicable)



Once an extract has been created review the total count 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 45<sup>th</sup> day.

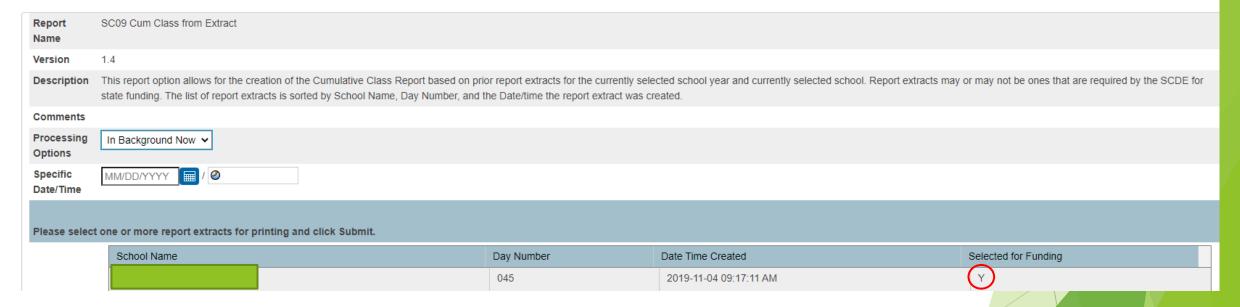
- 6. Select EFA/EIA Funding Extract Once you create an extract it will be time stamped here and you will need to select one of the selections and click SUBMIT.
  - ▶ SC02 Cumulative Class Report -> PreK 3 & 4 total count
  - You should not make a change to your selection after the SCDE has finalized funding and the 45-day deadline has passed.



▶ SCO9 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.

#### **SC09 Cum Class from Extract Report**



#### Add-On Weighting

- The Add-on Weightings are calculated as Average Daily Membership.
- Academic Assistance (AA) The SCDE generates this file to be imported. This year due to schools not taking assessments last year due to COVID-19 the SCDE has made some changes to how AA will be determined for districts this year. Discussions between LEA (district) and SCDE are still going on currently. TBD
- ► 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 of 1-5, 6.0, A1, A2, A3, CM, W). 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 SCDE 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.
- Whenever changes are made that effect any of the AOW criteria mentioned above you must run the SC24 Add-On Weightings Update.

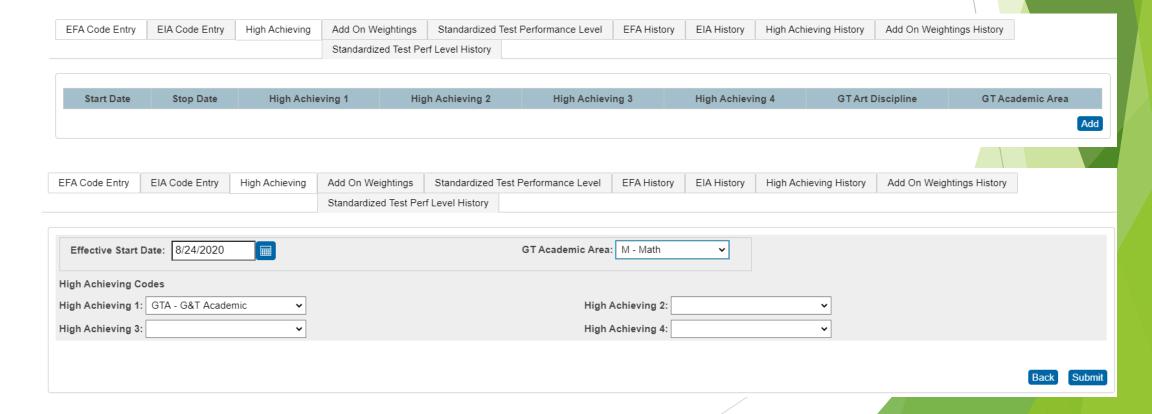
#### 45th Day Funding - EFA & AOW

► 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

#### 5 Day Count

- 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.
- Honors can be GT in high school. However, the teacher teaching the course must be GT certified or working on getting GT certified.



#### 5 Day Count

- 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.

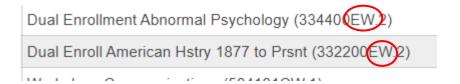




#### 5 Day Count

- > 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 5<sup>th</sup> 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 5<sup>th</sup> day count. Example: Dual Enrollment English Composition I (ENG 101) (ENG 111) 301500EW

#### Student Record > All Enrollments page

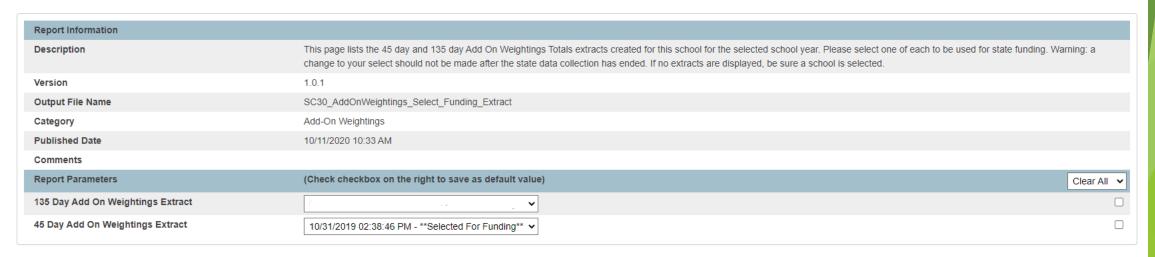


- 1. 1st run SC24 Add-On Weightings Update. Run this report to update any and all changes.
- 2. SC28 Add-On Weightings Report create extract for the 45th day.
  - I. As Of Day: Day 45 (date)
  - II. Create Extract: Yes
  - III. Submit
  - IV. Once the report completes review the ADM number. The calculation 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.

- 3. 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.

#### SC30 Add-On Weightings Select Funding Extract

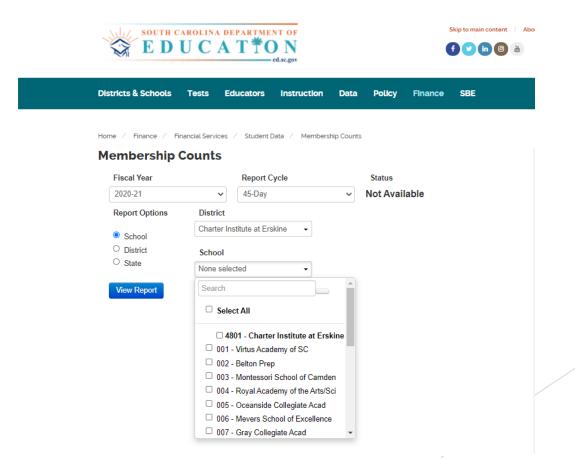


Confirm your school's AOW funding selection on the SC29 Add-On Weightings from Extract report.

#### **SC29 Add-On Weightings from Extract**

Report Information		
Description	This report option allows for the creation of the Add On Weightings Totals Report based on prior report extracts for the currently selected school year and currently selected school. 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.	S
Version	1.0.2	
Output File Name	SC29_AddOnWeightings_From_Extract	
Category	Add-On Weightings	
Published Date	10/11/2020 10:33 AM	
Comments		
Report Parameters	(Check checkbox on the right to save as default value)	.II <b>~</b>
Available Reports*	- Day 45 - 10/30/2019 04:03:55 PM - Day 45 - 10/31/2019 10:39:16 AM - Day 45 - 10/31/2019 04:25:11 PM - Day 45 - 10/31/2019 02:38:46 PM Set For Funding	

SC Department of Education (SCDE) - Membership Count https://ed.sc.gov/finance/financial-services/student-data/membershipcounts/



# Question ???