# November 2020 PS Admin Webinar

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# AGENDA

- Precode
- 45th Day Funding
- Transcript
- DOTS
- Class Size
- IGP

# Precode – Why?

Pre-code is assessment-related student information available for testing contractors to:

- pre-populate online testing systems,
- pre-assign answer documents and test booklets, and
- generate scannable documents/labels.

Prevents the testing coordinator from being required to manually code online sessions and paper documents for related assessments.

Pre-code manual is found [here](). Identifies all fields required for precoding for each assessment.

# Precode

| Assessment | Grades Impacted | Precode Deadline |
|---|---|---|
| End-of-Course Exam | 9-12 (some 8th grades if offered) | Fall/Winter: Phase 1: October 13 Final: October 22 Spring: Phase 1: January 11 Final: February 22 |
| Performance Task Assessments | 2nd (Identified 3rd, 4th, & 5th) | January 11 |
| ACCESS for ELLs | K-12 Identified ELL Students | November 6 |
| SC-ALT | 3-8 Identified Students | November 6 |
| SC Ready & SC PASS | 3-8 | First Pull: January 11 Final Pull: February 22 |
| Ready to Work | 9GR19 & 9GR18 Retakes | November 23 |

# Precode

Communication is important when it comes to precoding.

Make sure you work with the following individuals to ensure proper precoding:

- ELL Director/Coordinator
- Testing Coordinator
- SPED Director/Coordinator

# Precode

- 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

# Precode

**SC-ALT:**

**Alternate Assessment Test Administrator First Name / Last Name Fields:**

- Blank– (Default)

- The first and last name of the test administrator for the alternate assessment should be entered into this field.

- The Alternate Assessment Test Administrator Name fields are used to record the SC-Alt test administrator.  If these fields are left blank, the Home Room field will be used.

- For students who do not test in an alternate assessment, this field should be left blank.

- Other Alternate Assessment Tested School ID - **Leave this field blank if the student is tested at the school they are enrolled at in PowerSchool.**

# Precode

| Alternate Assessment | ☐ | Alternate Assessment Test Administrator | |
|---|---|---|---|
| Other Alternate Assessment Tested School ID | | First Name | Last Name |

# Precode

**ACCESS for ELL**

▶ South Carolina uses ACCESS for ELLs as the annual English language proficiency (ELP) assessment to monitor the English proficiency level of multilingual learners (MLLs).

▶ ACCESS for ELLs is administered as an online assessment beginning with the 2020-2021

▶ Identify students for the ELP Assessment by coding the English Proficiency Level field in PowerSchool (s_sc_stu_x.Engl_Prof) with values of "1", "2", "3", "4", "5", "6.0", "AW", "A1", "A2", or "A3" by November 24th each year.

▶ Students who previously met the exit criteria and are coded as "M1", "M2", "M3", "M4", or "8 Former EL" do not take the annual ELP assessment.

▶ Students who did not qualify for English language acquisition services from their initial screener are coded as "8 Never EL" and do not take the annual ELP assessment.

# Precode

▶ Students taking the Alternate ACCESS for ELLs should have the Alternate Assessment field checked on the Precode page in PowerSchool and a Tier selection of "Tier A" or "Tier B/C." The default will be "Tier A" if nothing is selected.

▶ Who takes ACCESS - All students in grades K-12 who are determined to have limited English proficiency - based upon the completion of a Home Language Survey and the initial assessment of their English proficiency - must take ACCESS for ELLs® or Alternate ACCESS each spring. This includes those students whose parents have waived direct ESOL services.

▶ Students with limited English proficiency must continue to take ACCESS until they meet the requirements for full English proficiency as established by the Office of Federal and State Accountability.

# Precode

**2020-2021 English Language Proficiency (ELP) Codes**
**ELP Assessment Scores**

| English Proficiency Level | Criteria | ELP Assessment Required |
|---|---|---|
| 1 – Entering | Student scored **1.0-1.9 (Entering)** on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.<br>or<br>Combined Listening and Speaking score of ≤ 26 on K W-APT first semester of Kindergarten.<br>or<br>Combined Listening and Speaking score of ≤ 26, **OR** a reading score of ≤ 13, **OR** a writing score of ≤ 16 on K W-APT second semester Kindergarten through first semester 1st grade. | Yes |
| 2 – Emerging | Student scored **2.0–2.9 (Emerging)** on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. | Yes |
| 3 - Developing | Student scored **3.0-3.9 (Developing)** on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. | Yes |
| 4 - Expanding | Student scored **4.0-4.9 (Expanding)** on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. Student may not have an overall score that is ≥ 4.4 **and/or** does not have ≥ 4.0 in all domains. | Yes |
| 5 - Bridging | Student scored **5.0-5.9 (Bridging)** on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4, the student does not have ≥ 4.0 in all domains. | Yes |
| 6.0 - Reaching | Student scored **6.0 (Reaching)** on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4, the student does not have ≥ 4.0 in all domains. | Yes |

# Precode

**ELP Assessment Score - Alternate ACCESS for ELLs**

| English Proficiency Level | Criteria | ELP Assessment Required |
|---|---|---|
| A1 - Initiating | Student scored A1 (Initiating) on Alternate ACCESS for ELLs. | Yes |
| A2 - Exploring | Student scored A2 (Exploring) on Alternate ACCESS for ELLs | Yes |
| A3 - Engaging | Student scored A3 (Engaging) on Alternate ACCESS for ELLs. | Yes |

**Post-Exit Monitoring & Additional Required Coding**

| English Proficiency Level | Criteria | ELP Assessment Required |
|---|---|---|
| M1 - 1st Year Monitor | Overall composite score of $\geq 4.4$ **AND** $\geq 4.0$ in all domains on ACCESS for ELLs. **This is the 1st year of monitoring.** <br> or <br> Combined Listening and Speaking score of $\geq 27$ on K W-APT first semester of Kindergarten **OR** $\geq 4.4$ oral composite **AND** $\geq 4.0$ Listening **AND** Speaking on WIDA MODEL for Kindergarten. **This is the 1st year of monitoring.** <br> or <br> P1 or higher on Alternate ACCESS for ELLs. **This is the 1st year of monitoring.** | No |

# Precode

**Ready to Work (R2W)**

- Students whose 9GR indicates the third year of high school are included in the spring Precode file provided to the testing company. The data are used to populate student demographic information for the online testing system / paper answer documents.

- The Career Readiness Grade 12 checkbox must be checked for 12th graders taking this test.

- Use the Career Readiness Accommodations and/or the Career Readiness Oral Accommodations field(s) to select accommodations. Use the Career Readiness Paper checkbox for students who should test with paper.

# Precode

| | |
|---|---|
| Career Readiness Grade 12 | ☐ |
| Career Readiness Paper | ☐ |
| Career Readiness Accommodations | NA - Not applicable ⌄ |
| Career Readiness Oral Accommodations | NA - Not applicable ⌄ |

# 45th Day Funding

- Keep checking the SCDE Membership Counts and Student Accountability Counts (Only for schools that serve PK3 & PK4). This page does not update in real-time. It updates twice a day so in the morning check after 11 AM and in the afternoon check after 2 PM.

- Membership Count - https://ed.sc.gov/finance/financial-services/student-data/membership-counts/

- Student Accountability Count - https://ed.sc.gov/finance/financial-services/student-data/student-accountability-counts/

- If SC06 Membership and Attendance Report or/and the SC28 Add-On Weightings Report are not displaying on the SCDE Finance pages that could mean funding has not been selected properly.

- Remember for SC06 Membership and Attendance Report you must select the Date/Time Stamp and click Submit.

- As of now Academic Assistance on the SC28 Add-On Weightings Report - To continue to fund at levels to support academic assistance services, the SCDE will determine the percentage of students who were eligible for the add-on weight based on the 2018-19 school year and adjust the WPUs for 2020- 21 by that percentage.

# Transcripts

▶ Make sure you have access to a transcript and can print transcript when needed.

▶ Data is pulled from historical grades.

  ▶ Only high school credit-bearing courses taken by the student should display on transcript

  ▶ Store Code: F1 - Grades

  ▶ Credit should only be stored under the F1 store code

  ▶ Credit Type: must have and start with "HS". Don't forget to separate by comma the Subject Area

| Code | Credit Type for Subject Area | Grade Levels* |
|------|------------------------------|---------------|
| A | English/Language Arts | 9-12, possibly 8 |
| C | Mathematics | 9-12, possibly 8 |
| E | Science | 9-12 |
| H | US History & Constitution | 9-12 |
| J | Economics | 9-12 |
| K | US Government | 9-12 |
| L | Other Social Studies | 9-12 |
| P | Physical Ed or Jr ROTC | 9-12 |
| R | Computer Science – Keyboard | 9-12, possibly 7, 8 |
| T | Foreign Language or CATE | 9-12, possibly 7, 8 |
| X | Electives | 9-12 |

# Transcripts

- Regulations 43-234: Defined Program, Grades 9 -12 and Graduation Requirements - https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/sbe-regulation-43-234-defined-program-grades-9-12-and-graduation-requirements1/

# DOTS

Diploma Order and Tracking System (DOTS)

- **Early Graduates (Winter Graduates)**

  In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:
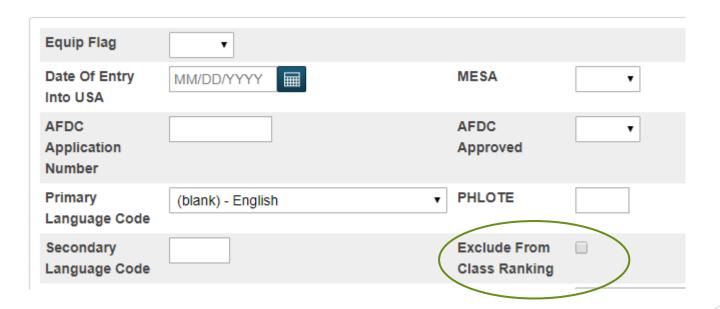
  1. Diploma Order Code must be **F – State of SC Diploma**

  2. Exit/Graduation date fields must be in the range currently being processed; the exact dates for each range will be posted in DOTS (for Winter Graduation, dates should be between August and January)

  3. Grade level must be 10, 11, 12, or 99

  4. Verify spelling of student's full name (First, Middle, Last).  If their name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS.

# DOTS

▶ **Early Graduates (Winter Graduates), Cont.**

5.  <u>Diploma Earned</u> Code must be an **F – State of SC Diploma**

6.  Refer to documentation on SCDE site for further information on DOTS: https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/

7. Exit Code - **EG – Early Graduate**

8. PowerSchool Procedures for Early Graduates - https://ed.sc.gov/districts-schools/student-intervention-services/education-and-economic-development-act-eeda/career-specialist-services/early-graduates-guide-18-19/

# DOTS

- Please remember Early Graduates must be excluded from Class Ranking. To do this in PowerSchool select the student then go to the Other Information page. Check **Exclude From Class Ranking** and save by clicking Submit.

- Search and Select Student > Other Information > **Exclude From Class Ranking**

# DOTS

▶ Once the student has graduated/met requirements (has demonstrated that all graduation requirements are completed at the end of the fall term.), principals will need to login to DOTS to certify their graduates.

▶ Users can choose to manually enter the student's name, grad date and honors code.

▶ Or users can choose to search the student database (PowerSchool) and build an order list for larger diploma orders, then adjust the student's name, grad date and honors code, as necessary.

▶ Make sure at least one staff member is set up in DOTS as "DOTS School Staff" and the principal or a principal designee has a "DOTS School Admin" role.

# Class Size

**DEFINED PROGRAM GRADES K-5 ( Regulation# 43-231):**

▶ The average pupil-teacher ratio in any school shall not exceed 28 to 1 based on average daily membership. The total number of teachers shall include all regular, special area, and resource teachers whose pupils are counted in the regular membership.

▶ Each district shall attain an average pupil-teacher ratio based on average daily membership in the basic skills of reading and mathematics in Grades 1-3 as 21 to 1.

▶ Teacher aides may be counted in computing the ratio at the rate of .5 per aide if they work under the supervision of a teacher and make up no more than 10 percent of the total staff. Excluded from the computation are the following:

  ▶ Teachers of self-contained special education classes and kindergarten, principals, assistant principals, library/media specialists, and guidance counselors.

# Class Size

**DEFINED PROGRAM GRADES K-5 ( Regulation# 43-231):**

- Pupils in self-contained special education classes and kindergarten.

- Maximum class size shall not exceed the following:

  - a. Grades K-3      30:1

  - b. Grades 4-5      30:1 (English/language arts and mathematics)

  -                              35:1 (other subjects)

  -                              40:1 (physical education and music [FN*])

- [FN*] Exception: When band, chorus, and orchestra require rehearsals of the entire membership, any number is acceptable if adequate space is available.

- HTML Link: https://ed.sc.gov/index.cfm?LinkServID=600A9A82-F9EC-1DCA-88BDAF20428CA255

# Class Size

**DEFINED PROGRAM GRADES 6-8 (Regulation # 43-232):**

- The maximum teacher load shall not exceed 150 students daily. Maximum class size shall not exceed the following:

  - Grade 6          30:1 (English/language arts and math)

  -                   35:1 (other subjects)

  - Grades 7–8       35:1 (all academic and exploratory subjects)

  - No class shall exceed 35 students in membership.

- Exceptions:

  - 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 total is 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.

# Class Size

**DEFINED PROGRAM GRADES 6-8 (Regulation # 43-232):**

▶ Music teachers may teach a maximum of 240 pupils daily. No class shall exceed 40 students in membership. Exception: When band, chorus, and orchestra require rehearsals of the entire membership, any number is acceptable if adequate space is available.

▶ When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load shall be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example: 3 classes of math of 30 each = 90 + 2 classes of P.E. of 40 each = 80. Teacher is not overloaded but teaches maximum allowable.)

▶ Maximum teacher load requirements and individual class size limits are the same for mini courses as any other classes.

▶ HTML Link: https://ed.sc.gov/index.cfm?LinkServID=5FF25362-F5C8-29C3-F6843BC097C273FA

# Class Size

**DEFINED PROGRAM, GRADES 9-12 (Regulation # 43-234):**

▶ The teacher load must not exceed the maximum of 150 students daily. Class size must not exceed the maximum of 35 students.

▶ The above-stated maximums do not apply in the following circumstances:

　▶ 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.

　▶ Music teachers may teach a maximum of 240 pupils daily. No class may exceed 40 students in membership. However, when band, chorus, or orchestra require rehearsals of the entire membership, any number of students is acceptable if adequate space is available.

　▶ When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load will be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example, 3 classes of math of 30 each = 90 + 2 classes of physical education of 40 each = 80. In this example, the teacher is not overloaded but teaches maximum allowable.)

　▶ Maximum teacher load requirements and individual class size limits are the same for minicourses as for any other classes.

　▶ HTML Link: https://ed.sc.gov/index.cfm?LinkServID=605ECD73-ACD2-2226-D69DE28436D6BBB0

# IGP

- Individual Graduation Plan (IGP)

- Starts in grades 8th – 12

- Courses are based on student's Next School field being populated with the correct data.

- For seniors with Next School as Graduated Students, you must change the Next School back to your school's name when working on the IGP and when the IGP is completed/locked change the Next School field back to Graduated Students.

- Courses must have HS populated in the credit type field to display.

- Let us know if you are still having issues with your school name displaying under Step 2.

# IGP

- IGP Success Planner for Curriculum Manager (School IGP Setup) – http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-CurrManagers.pdf

- IGP Success Planner for Guidance Personnel (Create the individual student IGP for the year) - http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf

- Cantey must add Majors into PowerSchool for your individual schools and edit or add the Courses to the majors.

    - We will provide a template so you will have to select:

        - Cluster – this is defined by the SCDE

        - Major – School is responsible for naming the major

        - CIP Code - this is defined by the SCDE

        - Course Number – courses that will align with the major

# IGP

- How to get Course Catalog to appear under IGP – set up course catalog in PowerScheduler. (*Note: this has been done by Cantey EDU*)

  - Create Year and Terms for up coming year. Just need the year term for this setup. (*Note: This does not apply if school will be using PowerScheduler*)

  - Then go PowerScheduler

  - Click **Auto Scheduler Setup** – go through wizard

  - Create a **Course Catalog and make it active under the Active Scenario**

# IGP

- Create a New IGP
  - Search and select a student
  - Click **IGP Success Planner**
  - Click **Create New IGP**
  - **Be sure that the school year is set to the current year**
- Make sure you use the reports on the **SCDE** report tab to help you clean up data for IGP

# Any Questions???