April 2021 PS Admin Monthly Webinar (CIE)

Agenda

- QDC3
- Individual Graduation Plan (IGP)
- Attendance in PowerSchool
- Incident Management
- 135th Funding
- CATE
- Read to Succeed
- SNT
- End of Year Preparation
- Pre-Register Students for New Year
- Transcript

QDC3

- QDC3 School Deadline: **April 23, 2021 (Next Friday)**
  - Incident Management
  - Individual Graduation Plans (IGP)
  - State data collection from PowerSchool
  - Student Information System Data Entry Manual 21.02.01: https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/
- Remember to correct validation errors under:
  - Level Data State Validation – located in PowerSchool
  - SAS Portal / Data Quality Reports (DQR) – located on the SCDE website New Member Center

Data Validation Process & Report Schedule

The following schedule indicates when PowerSchool data collected via the Enrich Data Collection tool will be processed and validation reports will be available.

Data Validation and Report	Data Arrival Time @ SCDE	Data Validation Processing Time	Reports Available
Teacher	Before 9:00 am	@ 9:00 am	10:00 am – 1:00 pm
	9:00am – 1:00 pm	@ 1:00 pm	2:00 pm – 9:00 am next day
	After 1:00 pm	@ 9:00 am next business day	10:00 am next business day
Activity/Course Code	Before 9:00 am	@ 9:00 am	10:30 am – 1:00 pm
	9:00am – 1:00 pm	@ 1:00 pm	2:30 pm – 9:00 am next day
	After 1:00 pm	@ 9:00 am next business day	10:30 am next business day
Student	Before 9:00 am	@ 9:00 am	11:15 am – 1:00 pm
	9:00am – 1:00 pm	@ 1:00 pm	3:15 pm – 9:00 am next day
	After 1:00 pm	@ 9:00 am next business day	11:15 am next business day
SUNS State Id	Before 9:00 am	@ 9:00 am	11:30 am – 1:00 pm
	9:00am – 1:00 pm	@ 1:00 pm	3:30 pm – 9:00 am next day
	After 1:00 pm	@ 9:00 am next business day	11:30 am next business day

Individual Graduation Plan (IGP)

- District Deadline for IGP is **June 25, 2021**.

- Grades 8th – 12

- You should have 100% percent completion in PowerSchool by the deadline

- Cantey must add Majors into PowerSchool for your individual schools

- You must make the Course Catalog active in PowerScheduler to select courses under the IGP Success Planner.

- You must have Next School Indicator populated. Next School Indicator is located on the Scheduling Setup page.

- IGP Success Planner for Guidance Personnel - http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf

- Level Data RealTime Reports – IGP Data Analysis

Attendance in PowerSchool

Per the SCDE:

- ➢ **Elementary School (Grades K – 5)** – can take daily attendance or meeting attendance. This is the decision of the school. *Exception: Charter schools who charter states 6th grade is elementary.*

- ➢ **Middle School (Grades 6 – 8)** – can only take meeting attendance.

- ➢ **High School (Grades 9 – 12)** – can only take meeting attendance.

- ➢ **Kindergarten – 12th Grade Schools** – Grades K – 5 *(including the exception above)* can be set up to take daily or meeting attendance. Grades 6 – 12 (middle school/high school) can only take meeting attendance.

- ➢ Schools are not allowed to take meeting and daily attendance for middle school and high school student. Only meeting attendance.

▶ Students MUST be scheduled in a class.

▶ Attendance set up at the school level must follow SCDE guidelines

▶ Attendance should be taken in PowerSchool for every student active at the school. By default, all students are "PRESENT" until an attendance code is entered.

▶ Remember if a student is virtually present for instructional lessons you should enter the attendance code **(SC-VTP Virtual Present Code)** for the student's attendance. *Note: Has a direct impact to P-EBT*

Attendance in PowerSchool

- 10-Days Consecutive Absent Days: Per the SCDE Pupil Accounting manual "A pupil shall be dropped from membership on the day when the number of unlawful days absent exceeds ten (10) consecutive days (the 11th day) or when the pupil leaves school because of transfer, death, expulsion, graduation, legal withdrawal, or for any other reason." On the 11th day a student must be transferred out of PowerSchool.

- Level Data Real Time Reports and State Validation

- SC37 Chronic Absenteeism Update Process

- SC38 Chronic Absenteeism School Report

- SC Truancy Update Process

- SC41 Truancy School Detail Report

- SC46 Daily Attendance Report

- SC48 Daily Attendance Validation Report

- SC47 Meeting Attendance Report

Incident Management

- Enter Discipline Incidents

- Enter Truancy Incidents

    - Attendance MUST match the school total count number on the SC41 Truancy School Detail Report

    - When a student is coded as [151 Truant] an Intervention Plan must be developed.

- Use Quick Incident

    - Remember to go back and add Participant Attributes (Student & School Acronym)

- 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/

135th Day Funding

- Check Calendar and make sure the 135th day in PowerSchool falls on the correct day.

- Make sure all students that are no longer at your school are withdrawn from school.

- Make sure any student with 10 consecutive absences are withdrawn on the 11th day.

- Make sure all active students are enrolled in PowerSchool.

- All students should have a EFA code

- Funding is based on Average Daily Membership (ADM)

- Work with SPED & ELL Coordinators to make sure students with a disability EFA code and LEP code are coded correctly.

- Review classes on the All Enrollments page and make sure they are enrolled in a CATE courses. CATE courses starts with "5" or "6". EFA Primary: **VOC – Vocational (Gr9-12).**

- Correct any error listed on the Level Data State Validation pages. The tabs that impact funding is the **Demographic, Reports/Lists, Enrollment, ESOL, EFA/EIA, Enrich Special Ed.**

135th Day Funding

Create an Extract of the SC06 Membership and Attendance Report and the SC28 Add-On Weightings Report to select **membership and add on weighting funding.**

Run Refresh Premier Attendance Views Data in order for membership, absences, and ADM to calculate correctly on the report. Run for all students at the school.

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 135th 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

135th Day Funding

4. **SC06 Membership and Attendance Report** – Make sure Principal or designee sign this report.

5. 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 135th day.

Possible Negative Impact on Funding:

- ▶ **Make sure all students have the same FTEID for the current school year. This can be viewed by using Quick Export.**

- ▶ **Make sure No-Show students Exit Code is (NS). These are students that never attended your school during the current year. They should have no attendance records and their Entry Date and Exit Date will be the same date.**

- ▶ **Make sure you are reviewing all supportive reports to look for anomalies: SC04 Daily Activities Log, SC05 Daily Activities Summary Log, SC07 Membership and Attendance Worksheet Report, SC08 Master Classification List**

- ▶ **Check the Conversion Attendance time.**

135th Day Funding

6. *System Reports > State tab > scroll to the bottom of page and click **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**. You should not make a change to your selection after the SCDE has finalized funding and the 135-day deadline has passed **(After April 30, 2021).***

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

45 Day Membership and Attendance Extract

Date/Time Created

⦿ Oct 21, 2020 11:40:17 AM

135 Day Membership and Attendance Extract

Date/Time Created

⦿ Mar 9, 2021 4:10:29 PM

The extract date and time stamp that was created for the 135th day will be listed here. **Select the correct date and time,** especially if you have multiple extract date and time stamps**.**

135th Day Funding

▶ **SC09 Membership & Attendance from Extract** – Confirm EFA membership funding was selected for the SCDE. Ensure the 'Y' is displayed beside the extract you want SCDE to use to calculate your funding

SC09 Mem & Att from Extract Report

Report Name	SC09 Mem & Att from Extract
Version	1.4
Description	This report option allows for the creation of the Membership and Attendance 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, the Self-contained indicator, and the Date/time the report extract was created.
Comments	
Processing Options	In Background Now ▾
Specific Date/Time	MM/DD/YYYY 📅 / 🕐
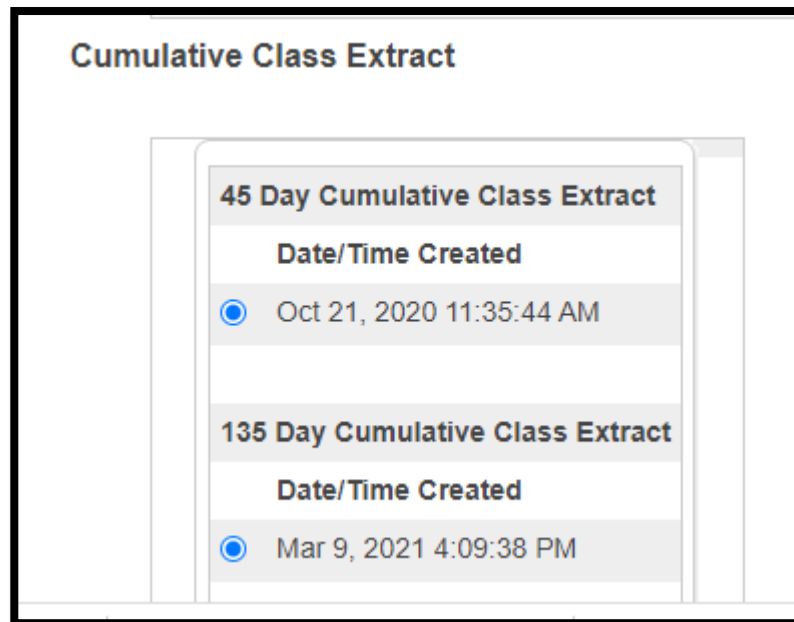
Please select one or more report extracts for printing and click Submit.

School Name	Day Number	Date Time Created	Selected for Funding	Self Contained
Calhoun Falls Charter School	045	2020-10-27 12:14:27 PM	Y	N
Calhoun Falls Charter School	135	2021-03-29 02:59:12 PM	Y	N

135th Day Funding

- **SC02 Cumulative Class Report –** Only schools with PK3 and PK4 students enrolled in PowerSchool will have student counts.

- Make sure to have the principal or designee sign if your school has PK3 and PK4 students.

- If you do not have any PK3 and/or PK4 students enrolled in your school this report will be blank.

Date: 03/09/2021
BEDS Code: 4801
Name: |

SC Student Accountability System
Cumulative Class Report
135 Day Data as of 3/9/2021

Page: 1

District Name: The Charter Institute at Erskine

Line	EIA Code	PK3	PK4	00	01	02	03	04	05	06	07	08	09	10	11	12
1	EC3	8														
2	EC4		15													
3																
4																
5																
e.																
32	Total	8	15													

135th Day Funding

- *System Reports > State tab > scroll to the bottom of page and click **Select EFA/EIA Funding Extract**. Once you create an extract it will be time stamped here and you will need to **select the date and time stamp under 135 Day Cumulative Class Extract 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 135-day deadline has passed, which is after April 30, 2021.

Cumulative Class Extract

45 Day Cumulative Class Extract

Date/Time Created

⦿ Oct 21, 2020 11:35:44 AM

135 Day Cumulative Class Extract

Date/Time Created

⦿ Mar 9, 2021 4:09:38 PM

135th Day Funding

- **SC09 Cum Class from Extract** - EIA funding was selected for the SCDE. Ensure the 'Y' is displayed beside the extract that you want SCDE to use to calculate your funding.

SC09 Cum Class from Extract Report

Report Name	SC09 Cum Class from Extract
Version	1.4
Description	This report option allows for the creation of the Cumulative Class 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 re state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/time the report extract was created.
Comments	
Processing Options	In Background Now ⌄
Specific Date/Time	MM/DD/YYYY ▦ / ◷

Please select one or more report extracts for printing and click Submit.

School Name	Day Number	Date Time Created	Selected for Funding
	045	2020-10-21 11:35:44 AM	Y
	135	2021-03-09 04:09:38 PM	Y

135th Day Funding – AOW

Add-On Weighting

▶ The Add-on Weightings are calculated as Average Daily Membership.

▶ **Academic Assistance (AA)** – In previous years and for next year the SCDE generates this file to be imported by the district. This year due to schools not taking assessments last year due to COVID-19 the SCDE so AA will not come from PowerSchool and the report will display 0.00. The SCDE will send the AA funding directly to the districts finance department.

▶ **High Achieving** – Gifted and Talented – Academic (GTA), Gifted and Talented – Artistic (GTR), Advanced Placement (AP), International Baccalaureate (IB).

▶ **LEP** - Limited English Proficiency ESL ("English Prof" field is located on the South Carolina Student Information page) value scores of 1-5, 6.0, A1, A2, A3.

▶ **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.

▶ **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**.

135th Day Funding – AOW

▶ 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)".

    ▶ Make sure the principal or designee sign this report.

▶ **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 the correct date and time stamp for the 135th day Add On Weighting Extract.

Note: A change to your selection should not be made after the state data collection has ended which is April 30, 2021.

135th Day Funding - AOW

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.
Version	1.0.2
Output File Name	SC29_AddOnWeightings_From_Extract
Category	Add-On Weightings
Published Date	12/11/2020 08:52 PM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) — Clear All
Available Reports*	- Day 45 - 11/03/2020 03:08:26 PM - Day 45 - 10/21/2020 11:42:18 AM Set For Funding - Day 135 - 03/09/2021 03:35:46 PM Set For Funding

Scheduling

135th Day Funding - AOW

Let's Work Smart (LWS) Submissions:

▶ LWS Submission will start 4/6/2021

▶ **Deadline Date in LWS Friday 4/16/2021**

▶ Upload all reports listed in the submission

▶ Principal or Principal Designee must sign these reports before you upload in LWS:

  ➢ SC02 Cumulative Class Report – needs to be signed by schools that teach PK3 & PK4.

  ➢ SC06 Membership and Attendance Report

  ➢ SC28 Add-On Weighting Report

SC02 Cumulative Class Report
SC03 Cumulative Class List
SC01 Data Validation
SC04 Daily Activities Log
SC05 Daily Activities Summary Log
SC06 Membership and Attendance Report
SC07 Membership and Attendance Worksheet Report
SC08 Master Classification List
SC09 Cum Class from Extract
SC09 Mem and Att from Extract
SC24 Add-On Weighting Update
SC27 Add-On Weighting List
SC28 Add-On Weighting Report
SC29 Add-On Weighting from Extract
SC31 High Achieving List
SC34 High Achieving Report

135ᵗʰ Day Funding

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

- SC Department of Education (SCDE) – Student Accountability Counts https://ed.sc.gov/finance/financial-services/student-data/student-accountability-counts/ (Only for PK3 & PK4)

- Funding data from PowerSchool will appear on this page starting April 12, 2021 – April 30, 2021

- Once the window is open schools will need to verify that the ADM listed on the website matches the ADM number their school signed off on for 135ᵗʰ Day.

135th Day Funding

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

▶ **Report Options:** School

▶ **District:** Charter Institute at Erskine

▶ **School:** select your school only and click the **View Report** button

Home / Finance / Financial Services / Student Data / Membership Counts

Membership Counts

Fiscal Year	Report Cycle	Status
2020-21	135-Day	**PRELIMINARY**

Report Options   **District**

○ School   Charter Institute at Erskine ▾
○ District
○ State   **School**

None selected ▾

[View Report]

135th Day Funding

- You should see two sections. One for the SC06 Membership ADM and the other section should be the Add On Weighting (AOW) numbers.
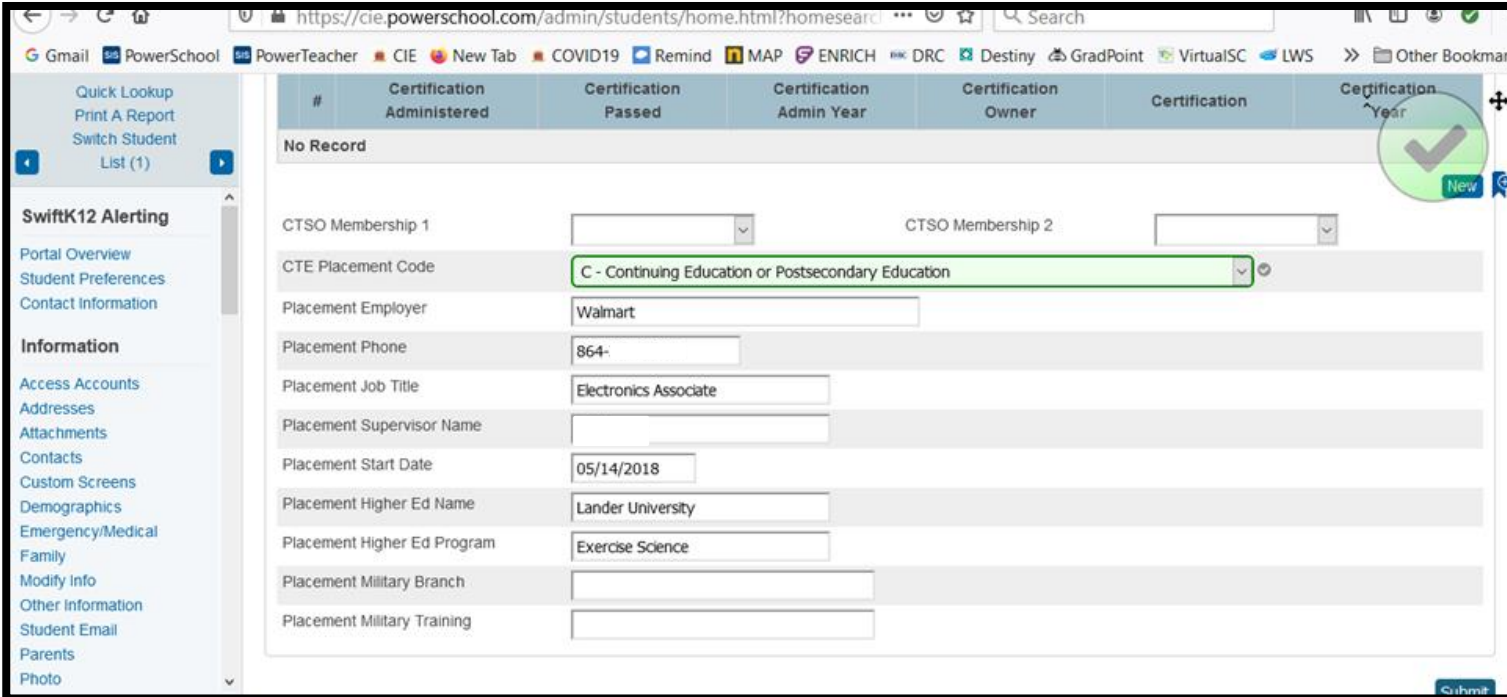
South Carolina Department of Education - Office of Finance
Membership Report 135 Day **PRELIMINARY**
Fiscal Year

District:
District

Base Category	PK	K	01	02	03	04	05	06	07	08	09	10	11	12	Total Days	ADM
High School	0	0	0	0	0	0	0	0	0	0	6,439	4,576	3,942	2,379	17,336	128.41
Learning Disabled	0	0	0	0	0	0	0	0	0	0	1,471	385	756	255	2,867	21.24
Emotionally Handicapped	0	0	0	0	0	0	0	0	0	0	156	35	0	0	191	1.41
Visually Handicapped	0	0	0	0	0	0	0	0	0	0	135	0	0	0	135	1.00
Autism	0	0	0	0	0	0	0	0	0	0	38	0	0	0	38	0.28
Hearing Handicapped	0	0	0	0	0	0	0	0	0	0	0	24	0	23	47	0.35
Speech Handicapped	0	0	0	0	0	0	0	0	0	0	99	66	0	0	165	1.22
Vocational	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0.01
Total Days	0	0	0	0	0	0	0	0	0	0	8,338	5,086	4,699	2,657	20,780	
ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.76	37.67	34.81	19.68		153.92

Add-On Category	PK	K	01	02	03	04	05	06	07	08	09	10	11	12	Total	
High Achieving Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Academic Assistance	0	0	0	0	0	0	0	0	0	0	3,318	1,954	945	166	6,383	47.28
Dual Enrollment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Limited English Proficiency	0	0	0	0	0	0	0	0	0	0	203	142	232	136	713	5.28
Pupils in Poverty	0	0	0	0	0	0	0	0	0	0	6,499	3,114	2,835	1,464	13,912	103.05
Total Days	0	0	0	0	0	0	0	0	0	0	10,020	5,210	4,012	1,766	21,008	

Print Date: 4/12/2019 3:07:59 PM

Page 1

CTE Placement (prior year data)

- Deadline is 4PM on April 15, 2021.

- School districts and career centers are required to survey their Career and Technical Education (CTE) completers ten months after graduation to determine their placement status with regard to employment, postsecondary education, military service, advanced training, national community service, or Peace Corps. Once determined, the placement status must then be entered on the CTE Page in PowerSchool

- This year's CTE Placement data collection is based on *CTE completers who graduated during the 2019-20 school year*.

- 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.

- In order to be available for placement, students must be program completers and must have graduated.

CTE Placement (prior year data)

▶ Start with the Field CTE Placement Code (This is a requirement for all students).

▶ The example below: shows a student who was both employed and attending college 10 months after graduation.

CTE Placement (prior year data)

▶ 2020–21 Career and Technical Education (CTE) Student Reporting Procedures Guide: https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2020-21-srpg/

▶ Pgs. 9-10 of the "2020-2021 CTE Student Reporting Procedures Guide" explain the fields you will use for the "Follow Up Report."

Read to Succeed

▶ **It is not the PS Admin to determine which students will have to participate in Read to Succeed. The school's PS Admin must set up the sections, enroll students, make sure attendance is taken.**

▶ *Act 284 of 2014* (Read to Succeed), mandatory retention is required at third grade for students who fail to demonstrate reading proficiency on SC READY Reading as indicated by scoring at the equivalent to Not Met 1 on the former Palmetto Assessment of State Standards (PASS). While a student may be exempt from the mandatory retention for good cause, they shall continue to receive instructional support, services, and reading interventions appropriate for their age and reading level.

▶ SC READY will be administered in spring 2021 and mandatory retention at third grade as required in Act 284 will be in effect.

▶ If a third-grade student does not complete SC READY, the school should use other available data, including interim assessment results, to determine which third grade students require additional interventions, including invitation to Summer Reading Camp (SRC). Schools are also reminded that retention decisions for third graders may be based on other factors beyond the Act 284 requirements, such as substantially below grade level performance in math or ELA on interim assessments.

Read to Succeed

▶ Schools are required to provide Summer Reading Camp (SRC) at the end of a student's third grade year for those students recommended for retention.

▶ Students in other grade levels, especially those identified as not progressing toward grade-level proficiency, should also be invited to attend SRC. S.C. Code Ann. §59-155-160(C)(2). *(PowerSchool optional)*

▶ The core goal of Read to Succeed is to increase the number of students statewide who can proficiently read and comprehend grade-level texts, particularly in the early grades.

▶ Jason has built your summer schools.

▶ PS Admins should have access to these Summer Schools in PowerSchool now.

Read to Succeed

Points to Consider:

▶ Which teachers will serve which students?

▶ What is the length of the program – start and end dates?

▶ What is the length of each day – start time and end times?

▶ Which days should be in-session days counting toward membership in the program?

▶ Regulations: Summer reading camps must be at least six weeks in duration with a minimum of four days of instruction per week and four hours of instruction per day, or the equivalent minimum hours of instruction in the summer.

▶ Do teachers know to take attendance? Tardies? Grades?

▶ Remote summer school reporting?

Read to Succeed

Status	Operation	Constraint
	Setup for taking attendance.	Follow the same guidelines as for the regular school year.
	Assign (affiliate) teachers to summer school using the Security Settings page.	Prior to the start of the summer school term. Give teacher access to Summer school
	Create sections in summer school.	After teachers are associated to the summer school. Course Code " 10240000"
	Remotely schedule students in sections at the summer school.	Process for scheduling and withdrawing are not the same as traditional school enrollment.
	Complete report generation in summer schools.	After end of summer school term. Read to Succeed Page in PS
	After camp ends make summer school teachers inactive (optional).	Remove permissions, as necessary.

Read to Succeed

School Level Overview:

- Define the years and terms
- Set attendance preferences
- Set FTE Codes
- Create Bell Schedule
- Create Attendance Conversions
- Verify Attendance Codes
- Create the Calendar
- Create Sections
- Assign teachers

- Enroll students
- Take attendance
- Read to Succeed Page

Create Years and Terms

› School -> Years and Terms -> New

All year terms for summer school will have an end date equal to or greater than August 2. This ensures the internal TermID is associated with the next school year.

The district has already set up the Years and Terms. Do not Edit.

Edit Term

Field	Value
Name of Term	2021-2022
Abbreviation	21-22 (example: 00-01)
First Day of Term	06/01/2021
Last Day of Term	09/30/2021
What portion of the school year does this term represent?	Full year ⌄
Suppress Classes For This Term From Parent/Student Users	☐
Import File Term #	

3100

Define Periods and Days

› School -> Years & Terms -> Year

Enter the number of periods and days according to your schedule.

Edit School Year

Option	Value	
Name of School Year	2021-2022	(example: 2000-2001)
Abbreviation	21-22	(example: 00-01)
First Day of School	06/01/2021	
Last Day of School	09/30/2021	
Periods	1 ⌄	
Days	1 ⌄	

Attendance Code Setup continued

> › School -> Attendance Codes -> Edit Attendance Codes

- ▶ Verify Attendance Codes Setup

- ▶ Follow these steps to verify or set up your codes:

- ▶ 1. On the start page, choose School from the main menu. The School Setup page appears.

- ▶ 2. Under Attendance, click Attendance Codes and the Attendance Codes page appears.

- ▶ 3. Verify setup for each of the above Attendance Codes, particular noting whether or not the teacher selects the reason for the student's tardy or absence:

Edit Attendance Code

Label	Value
Code	SC-EX
Description	Excused
Presence Status	○ Present ● Absent
Code Categories	☑ Excused (Excused) ☐ Unexcused (Unexcused) ☐ Out of School Suspension (Out of School Suspension) ☐ Tardy (Tardy)
Points	0
Teacher can assign	No ▾
This attendance code is considered in ADA calculations	☑
This attendance code counts towards membership	☑

General Attendance Preferences

› School -> Preferences

► Attendance preferences are school and year specific.

► Navigate to the attendance preferences page and follow the setup guidelines as defined in the setup manual.

FTE Code

› School -> Full-Time Equivalencies (FTE)

▶ Full-time equivalencies (FTEs) determine the attendance value a student receives for instructional time and impact attendance and membership reports.

▶ The FTE code "Full Time" is required for all students.

▶ The default Attendance conversion is "TimeDay" for all "Full Time" FTEs

Full-Time Equivalencies (FTE)

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

New

Note: This list of Attendance Conversions applies to Test Elementary School 1 during the 2019-2020 school year only.
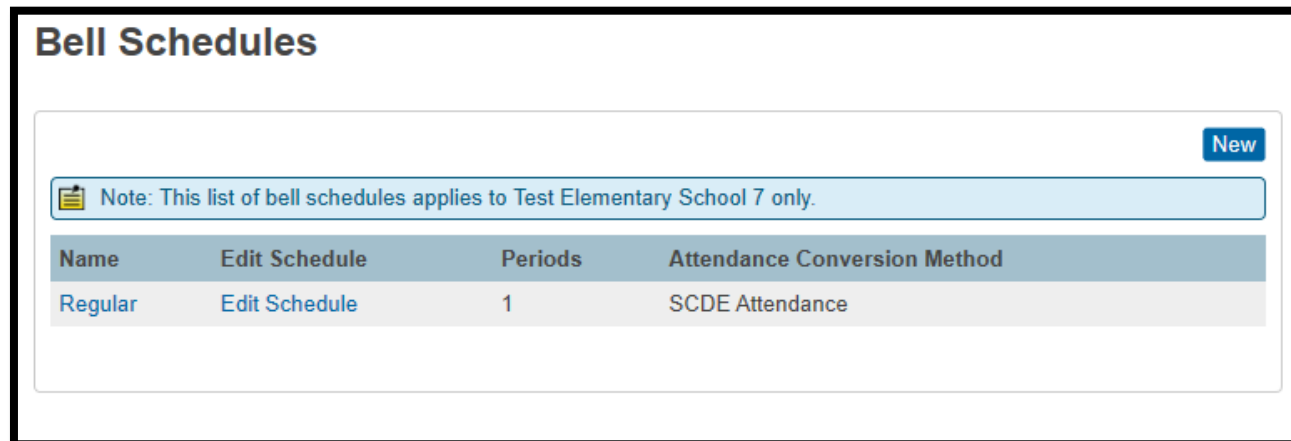
Adding Attendance Conversions

› School -> Attendance Conversions

▶ Attendance conversions are school and year specific.

▶ Navigate to the attendance conversions page and follow the setup guidelines as defined in the setup manual.

▶ Period, Code, and Time should be defined for each "Full Time" SCDE Attendance Conversion

Setting up the Bell Schedule

› School -> Bell Schedules

▶ Bell Schedules are school and year specific. Setup bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days.

▶ Navigate to the Bell Schedules page and create bell schedules as needed for the summer school.

▶ 1 period is recommended

Bell Schedule Items

› School -> Bell Schedules -> Edit Schedule

▶ Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

Adding Period Items to Attendance Conversion

› School -> Attendance Conversions -> Period

▶ Add period items to the attendance conversion to properly calculate daily attendance.

Verifying Code Items to Attendance Conversions

› School -> Attendance Conversions -> Code

▸ Code Items should be added/verified on the attendance conversion for proper calculations.

▸ Refer to the attendance setup manual if needed.

Code-To-Day Attendance Conversion "Default" for FTE "Full Time"

Copy From Other Conversion Table ...

📋 Note: This list of Attendance Conversions applies to Test Elementary School 7 only.

Code	Day Attendance Value	Comments
(Present)	1	
SC-UNEX (Unexcused/Unverified)	0	
SC-EX (Excused)	0	
SC-PA (Principal Approved)	0	
SC-MED (Medical)	0	

Setting up the Calendar

› School -> Calendar Setup

▶ Determine the start and end dates for the summer school.

▶ Specify the Day, bell schedule, In-Session, Membership Value for each day.

▶ Identify summer camp in-session days here

Assign Teachers to Summer School

▶ Once staff decisions have been made, assign teachers access to the summer school.

Adding the Course Activity Code to Summer School Course List

Start Page > School Setup > Courses > Manage Courses for this school > Unavailable Courses

Search for the course to be used in the Remote Summer School. Select the check box for each course to be used and click submit. "Course Code: **10240000**"

Create course sections

▶ Create course sections after the course has been activated for the summer school.

Enroll a current student into a Remote Summer School Class

▶ Students who are eligible to take a course at a remote school will not be transferred to that school in the traditional method.

Search for and select the student.

On the 'Functions' page, select "Enroll Student in Remote/Summer School Class"

Select the appropriate summer school, course, section, grade level, FTE, entry code, and entry date for the student enrollment.

Enroll Student in Remote/Summer School Class

Ancliffe, Tyshema Perry   -1   8801478   TES1

Student	Ancliffe, Tyshema Perry
Show Summer Schools Only	☑
School Where Class is Held	' Summer Program ∨
Course	10240000

Section				
	Section Number	**Teacher**	**No. of Students**	**Max Enrollment** **Expression**
	⦿ 1	Ealy, Zenobia	0	0

Grade	PK4 ∨ *
FTE	Summer Program ∨ *
Entry Code	Eligible for State Funding ∨
Enrollment Date	6/28/2021 ▦ *

Group enrollment into Remote Summer School Classes

▶ When enrolling multiple students at once, search for the group of students, and select the "Mass Remote/Summer School Enrollment" option.

For Pre-Registered Students Only

Do not use the direct enrollment process

1. Select the pre-registered student

2. On the Scheduling Setup page, verify the summer school indicator and next school year values are correct.

3. Using the 'Student Field Value' option change the Enroll_Status from -1 to 0.

4. Now that the Enroll_Status=0, enroll the student the same as other summer school enrollments.

No-Shows

▶ No-Showing a student from summer school is a manual multi-step process (removing from the course sections as well as setting the school enrollment and exit dates to match).

1. Select the student.

2. Go to the "Modify Schedule" page.

3. Drop the summer school course(s) with an exit date the same as the entry date for the course(s).

4. Transfer student out as a No Show (NS). Entry Date and Exit Date must be the same date. Exit Code = NS.

End-of-Summer School Reporting

- ▶ Be sure to create, run and store any end of term reports needed by the school administration; i.e. attendance reports, summer school report cards, transcripts, etc.

- ▶ Run the 'Permanently Store Grades' procedure as needed.

Read to Succeed Page

Start Page > Student Selection > South Carolina State Information > Read To Succeed

Read To Succeed

Student's Grade Level in PowerSchool prior to Summer School (view only)	7
Summer Reading Camp Eligibility Determination Factor	▼ Invited to Summer Reading Camp ☐

Good Cause Exemptions (Select all applicable Good Cause Exemption(s) for Eligible Third Graders only)

English Language Learner (ELL)	☐	Alternatively Assessed	☐
Individualized Education Plan (IEP)	☐	Reading Portfolio	☐
504_Plan	☐	Summer Reading Camp	☐
Previously Retained / 2-Year Reading Intervention	☐		

Assessment Data for All Students Enrolled in Summer Reading Camp

Pre-Assessment Tool	▼	Pre-Assessment Score	
Post-Assessment Tool	▼	Post-Assessment Score	

Complete the following data for Second or Third Graders Participating in Summer Reading Camp

Progress Toward Proficiency Level	▼
Post Summer Reading Camp Promotion Status	▼
Retained Reason (view only display field from the SC Student Information page for Third Graders Only)	

Read to Succeed Page

Read to Succeed – Determination

Read To Succeed

Student's Grade Level in PowerSchool prior to Summer School (view only)	2
Summer Reading Camp Eligibility Determination Factor	▼ Invited to Summer ☐ Reading Camp

Student's Grade Level in PowerSchool prior to Summer School:
Student's grade level.

Summer Reading Camp Eligibility Determination Factor:
Choose the reason the student is eligible for summer reading camp.

1. SCReady Reading Not Met
2. District or School Assessment Not Met
3. Classroom Reading Performance Below Expectations
4. Elective Participation

Read to Succeed Page

Read To Succeed

Student's Grade Level in PowerSchool prior to Summer School (view only)	2
Summer Reading Camp Eligibility Determination Factor	▾ Invited to Summer ☐ Reading Camp

Invited to Summer Reading Camp:

Select the checkbox if the student was invited to a summer reading camp.

Read to Succeed Page

Reading Camp

Good Cause Exemptions (Select all applicable Good Cause Exemption(s) for Eligible _Third Graders only_)

English Language Learner (ELL)	☐	Alternatively Assessed	☐
Individualized Education Plan (IEP)	☐	Reading Portfolio	☐
504_Plan	☐	Summer Reading Camp	☐
Previously Retained / 2-Year Reading Intervention	☐		

Read to Succeed – Exemption

- **English Language Learner (ELL):**
  Select the checkbox if the student is exempt under the ELL provision of Act 284.

- **Individualized Education Plan (IEP):**
  Select the checkbox if the student is exempt under the IEP provision of Act 284.

- **504 Plan:**
  Select the checkbox if the student exempt under the 504 provision of Act 284.

- **Previously Retained / 2-Year Reading Intervention:**
  Select the checkbox if the student was previously retained and has received 2 years of reading intervention.

Read to Succeed Page

Read To Succeed – Exemption

- **Alternatively Assessed:**
  Select the checkbox if the student is exempt under the alternate assessment provision of Act 284.

- **Reading Portfolio:**
  Select the checkbox if the student is exempt based on their reading portfolio (LAP).

- **Summer Reading Camp:**
  Select the checkbox if the student is exempt based on the successful completion of summer reading camp.

- **Superintendent Promotion (no GCE):** Select the checkbox if the student did not meet any other good cause exemption, but was promoted to fourth grade based on the superintendent's recommendation and/or parent appeal to superintendent. (This is not shown on the current screenshot but was recently added to the page).

Alternatively Assessed ☐

Reading Portfolio ☐

Summer Reading Camp ☐

Read to Succeed Page

Read to Succeed – Assessment Section

Assessment Data for **All** Students Enrolled in Summer Reading Camp

Pre-Assessment Tool	[dropdown]	**Pre-Assessment Score** [ ]
Post-Assessment Tool	[dropdown]	**Post-Assessment Score** [ ]

Read to Succeed Page

Read to Succeed – Assessment

- **Pre-Assessment Tool:** Choose the tool used to assess the student's reading ability prior to the student's participation in a summer reading program.

- **Pre-Assessment Score:** Enter the score the student earned on the pre-assessment.

Pre-Assessment Tool   ▼   **Pre-Assessment Score**

Read to Succeed – Assessment

- **Post-Assessment Tool:** Choose the tool used to assess the student's reading ability after the student's participation in a summer reading program.

- **Post-Assessment Score:** Enter the score the student earned on the post-assessment.

Post-Assessment Tool [▼]   **Post-Assessment Score** [   ]

Read to Succeed Page

Complete the following data for <u>Second or Third Graders</u> Participating in Summer Reading Camp

Progress Toward Proficiency Level

Post Summer Reading Camp Promotion Status

Retained Reason (view only display field from the SC Student Information page for <u>Third Graders Only</u>)

Read to Succeed Page

Read to Succeed - Promotion

- ***Progress Toward Proficiency Level***: Select the student's proficiency level.

- ***Post Summer Reading Camp Promotion Status***: Choose a value to indicate if the student was promoted after the summer reading camp.

Progress Toward Proficiency Level	▾
Post Summer Reading Camp Promotion Status	▾
Retained Reason (view only display field from the SC Student Information page for <u>Third Graders Only</u>)	

- ***Retained Reason***: Read-only field prepopulated by the 'SC Student Information' page.

Student Not Tested (SNT)

- To populate these fields correctly work with your school Assessment Coordinator, LEP Coordinator and SPED Coordinator (if applicable) to enter data into PowerSchool.

- The Students Not Tested process is to be used to identify ALL eligible students who did not test on one or more of the appropriate assessments AND to identify students who are ineligible to test but were coded in such a way in PowerSchool that makes them appear to be eligible for testing.

- There is no need to report ineligible students who were coded in PowerSchool correctly (e.g., Over/Underage Students or students not actively enrolled in PowerSchool as of the first day of testing)

- All students not tested or missing scores must be recorded in PowerSchool, for applicable tests and reasons, even if the school is not requesting an exclusion from the students not tested related calculations.

- All applicable requested exclusions require supporting documentation be available for submission to the South Carolina Department of Education (SCDE).

- ELP SNT information is highly recommended for 2020-2021. SNT information is collected due to the federal requirement to assess all multilingual learners annually.

Student Not Tested (SNT)

State Assessment	Test Category	SNT Reason Must be Recorded in PowerSchool*
SC READY (ELA/Math) or Alternate SC READY(ELA/Math)	Elementary/Middle School Assessments	yes
SCPASS (Science) or Alternate SCPASS (Science)	Elementary/Middle School Assessments	yes
ACT®/SAT®	College Readiness	Not required for 2020–2021
EOCEP (Biology, Algebra 1, English 1 or 2, and US History and the Constitution) - fall	Middle/High School End-of-Course	yes

State Assessment	Test Category	SNT Reason Must be Recorded in PowerSchool*
EOCEP (Biology, Algebra 1, English 1 or 2, and US History and the Constitution) - spring	Middle/High School End of Course	yes
EOCEP (Biology, Algebra 1, English 1 or 2, and US History and the Constitution) - Summer	Middle/High School End-of-Course	Not required for 2020–2021
Alternate EOCEP (Biology, Algebra 1 English 2, and US History and the Constitution)	Alternate Assessments for Elem/Middle/High	yes
Ready to Work® The Soft Skills Essential Test *Career Readiness*	High School College and Career Readiness	Not required for 2020–2021
ACCESS for ELLs® and Alternate ACCESS for ELLs®	English Language Proficiency (ELP) Assessments	Highly recommended for 2020-2021***

Student Not Tested (SNT)

- Some updates will be updated in the up-and-coming State Reporting Releases over the next couple of months.

- From PowerSchool, the SCDE collects reasons for all eligible students who do not test on standardized testing – not just for reasons that meet the criteria under Combined Students Not Tested on Elementary, Middle and High School Report Guidelines (SNT Guidelines). Doing so ensures the SCDE's compliance with federal reporting requirements.

- The SCDE has developed a standard list of common reasons that students do not test; those reasons have become part of the PowerSchool data collection process and must be coded at the school level for each eligible student who does not take the appropriate test as scheduled. The list of test subjects and common SNT reasons that students do not test has been incorporated into PowerSchool.

- It's the school's responsibility to transfer students out of PowerSchool who are no longer at the school before the assessment.

- Start Page > Select the student > State / Province – SC > Students Not Tested on State Assessments

Student Not Tested (SNT)

Student Not Tested (SNT)

▶ No documentation will be required – UNLESS the school wants to request to have the student excluded for one of the valid exclusionary reasons.

Student Not Tested (SNT)

▶ Currently, three of the five fields must be completed if a student misses all or part of any of these tests.

▶ All the boxes must be completed if requesting a calculation or rating exclusion.

▶ The School field, should be populated because it provides extremely important information for matching students to the appropriate school and to any documentation received.

Student Not Tested (SNT)

▶ The "Test Missed" field is dependent upon the choice you make in the "Test Category" dropdown, as only the appropriate tests will appear for the selection you make for the "Test Category".

Student Not Tested (SNT)

Middle/High School Assessments (EOCEP)

Add Test

School	Test High School 1
Test Category	Middle/High School End-of-Course *
Test Missed	English I English I, writing only Algebra I Biology History English II English II, writing only
Term	
Reason for Not Testing	*
Requested Exclusion (documentation to SCDE required)	

Submit

Note: If the Test Category is Middle/High School **End of Course**, you will also have to enter the Term, as illustrated in the following screenshot.

Add Test

School	Test High School 1
Test Category	Middle/High School End-of-Course *
Test Missed	*
Term	Fall Spring
Reason for Not Testing	*
Requested Exclusion (documentation to SCDE required)	☐

Student Not Tested (SNT)

Alternate Assessments for Elementary/Middle/High

Add Test

School	Test High School 1
Test Category	Alternate Assessments for Elem/Middle/High ∨ *
Test Missed	
Reason for Not Testing	
Requested Exclusion (documentation to SCDE required)	

ELA/Math
SCI/SocStud
Alternate EOCEP – English 1
Alternate EOCEP – Algebra 1
Alternate EOCEP – Biology
Alternate EOCEP – US History

Submit

Note: For 2020-2021, code any SNT Alternate EOCEP – English 2 as Alternate EOCEP – English 1.

Student Not Tested (SNT)

Student Not Tested (SNT)

▶ "Reason for Not Testing" - You will only be able to select one reason per test missed. Select one "not tested" reason from the drop-down box field.

▶ If a student has more than one reason for not testing, choose the reason with the lowest code number (prefix value), as reasons are listed in order of significance. If an appropriate reason is not listed among the choices, select Reason 021 (Other). "Other" should only be used as a last resort.

Student Not Tested (SNT)

▶ Work with your school Assessment Coordinator to determine if you should check **Request Exclusion.**

▶ You will click within the adjacent check box, only if the following applies to the student:

   a) If the reason for not testing meets one or more of the criteria as defined in the table, State Assessment and Test Categories, found in this document; (Which Exclusions Can Be Applied?)

   b) If the reason for not testing is found in the SNT guidelines;

   c) If you have documentation available to support the reason for not testing, as defined in the SNT guidelines; and

   d) If you are able to provide supporting documentation to the SCDE during the appropriate review period to support the "not tested" reason.

▶ If there is no documentation, documentation is not complete, or the reason for not testing does not meet one or more of the exclusionary criteria found in the SNT guidelines, leave the box unchecked.

End of Year Preparation

- **The End of Year process:**
    - Promotes, retains, or demotes students according to each students Next Grade Level.
    - Transfers students from one school to another according to each student's Next School Indicator.
    - Graduates students if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
    - Sets each student's Exit Date according to the last day of the school year for that school.
    - Sets the Next Grade for the new enrollment to the next highest grade level.

- **DO NOT MANUALLY TRANSFER STUDENTS OUT OF POWERSCHOOL, until QDC4 is CLOSED (Cantey/District will notify the schools when this has completed).**

End of Year Preparation

Years and Terms - affect many aspects of PowerSchool, such as the calendar setup, scheduling, enrollment, and final grades. First, create the year term for your school. Then, define additional terms for the school year, if necessary.

Navigations: School > Years & Terms

- ▶ **Name of School Year**: Enter the two years comprising the school year, such as 2021-2022.

- ▶ **Abbreviation**: Enter the year abbreviation, such as 21-22.

- ▶ **First Day of School**: Enter the date for the first day of school. This date determines the first day in the school calendar. In addition, this date should be used as the entry date for students' school enrollments and class enrollments (for classes that start at the beginning of the year). Format MM/DD/YYYY

- ▶ **Last Day of School:** Enter the date for the last day of school in the format MM/DD/YYYY. This entry determines the last day in the school calendar. In addition, the exit date for students' school enrollments and class enrollments (for classes that complete at the end of the year) should be the day after this date.

- ▶ Terms **must** be created in order to associate the correct internal IDs with the term records. The terms must be created in the following order: Year, Semester 1, Semester 2, Quarter 1, Quarter 2, Quarter 3, Quarter 4. It is not recommended to delete terms after the schedule is active.

End of Year Preparation

Years & Terms

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
2020 - 2021	20-21	08/24/2020	06/04/2021	Edit Terms

Create New School Year

Name of School Year	2021-2022
Abbreviation	21-22
First Day of School	8/16/2021
Last Day of School	6/3/2022

Note: Once a year has been created, it cannot be deleted.

End of Year Preparation

School only teaches year-long classes.

Term Setup

New

2021-2022
08/16/2021 - 05/27/2022

School teaches year-long and semester only classes.

Term Setup

New

2021-2022
08/16/2021 - 05/27/2022

Semester 1	Semester 2
08/16/2021 - 01/11/2022	01/12/2022 - 05/27/2022

School teaches year-long, semester only, and quarter only classes.

Term Setup

New

2021-2022
08/16/2021 - 05/27/2022

Semester 1		Semester 2	
08/16/2021 - 01/11/2022		01/12/2022 - 05/27/2022	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
08/16/2021 - 10/18/2021	10/19/2021 - 01/11/2022	01/12/2022 - 03/17/2022	03/21/2022 - 05/27/2022

End of Year Preparation

▶ Permanently store a final grade (F1) for all students/courses and make sure they are displaying on the student's Historical Grades page.

▶ **Submit in LWS.** 5th, 45Th, 90th, 135th, and 180th day state funding reports are run, an electronic copy is saved, and they are printed and filed. Do not create an extract just run the report only.

▶ **Run Other State Custom Reports (Submit in LWS) -** Run and save electronic copies of reports found under *System Reports > State Reporting tab* – High Achieving, Chronic Absenteeism, Attendance and Truancy reports.

▶ **Report Cards** - Make sure all report cards are printed and saved.

End of Year Preparation

▶ **School Enrollment Audit** – correct all errors listed so the report is error free. *From Start Page click System Reports > System tab > scroll to the Membership and Enrollment header and click School Enrollment Audit.*

Possible Conflicts

	Enrollment dates check for	School Name
No students identified.		
	End of Listing.	

End of Year Preparation

▶ **Section Enrollment Audit** – correct all errors listed so the report is error free. *From Start Page click System Reports > System tab > scroll to the Membership and Enrollment header and click Section Enrollment Audit.*

Possible Conflicts

	Class dates check for

Students with course date misalignments with school enrollments

- ○ Student Number: Grade: 4 E: 09/29/2020 L: 06/05/2021
  Fine Arts E: 09/28/2020 L: 06/05/2021
  Mathematics E: 09/28/2020 L: 06/05/2021
  Science E: 09/28/2020 L: 06/05/2021
  Social Studies E: 09/28/2020 L: 06/05/2021

- ○ Student Number: Grade: 5 E: 08/25/2020 L: 06/05/2021
  Homeroom E: 08/24/2020 L: 06/05/2021
  Fine Arts E: 08/24/2020 L: 06/05/2021
  Mathematics E: 08/24/2020 L: 06/05/2021
  Science E: 08/24/2020 L: 06/05/2021
  Social Studies E: 08/24/2020 L: 06/05/2021

End of Year Preparation

▶ **Next Year Grade Level** - The Next Year Grade value for a student determines which grade level the EOY process will move the student to.

▶ *Navigation: Search and select student > Scheduling Setup*

End of Year Preparation

▶ **Next School Indicator** - The Next School Indicator value for a student determines which school the EOY process will move the student to.

▶ *Navigation: Search and select student > Scheduling Setup*

End of Year Preparation

▶ **Full-Time Equivalencies (FTE)** – These boxes tell the End of Year Process which FTEs to assign to students based on their Next Year Grade Level.

▶ *Navigation: On start page click School > Full-Time Equivalencies (FTE)*

Full-Time Equivalencies (FTE)

New

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

Full-Time Equivalencies (FTE)

New

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Meeting	TimeDay

End of Year Preparation

End of Year Preparation

▶ **Commit PowerScheduler** – the District will work with the schools under the district contract. Schools with individual contracts with Cantey will get support/training from Cantey.

▶ **New Grade Level -** Email Jason if you must add a new Grade Level to your school in PowerSchool for the upcoming school year.

Pre-Register Students for New Year

▶ Correctly pre-registering students will create a student record with an enroll status of -1 (Pre-Registered). It also creates a pending enrollment that will become active during the nightly process at 12 am on the day entered for **Enrollment Date.**

▶ Next Year term must be created first. Create term under Years and Terms.

Years & Terms

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
2020 - 2021	20-21	08/24/2020	06/04/2021	Edit Terms
2021-2022	21-22	08/16/2021	05/27/2022	Edit Terms

Pre-Register Students for New Year

▶ BEFORE ADDING THE NEW STUDENT. PERFORM A DISTRICT SEARCH.

▶ You can search for the student district wide to see if they are already enrolled at another school in the district PowerSchool database. Search through the entire list of students to make sure your student is not already in PowerSchool. If you find the student stop here and follow the district's transfer procedure between schools. If you do not find the student in the District Search proceed to pre-register the new student into PowerSchool.
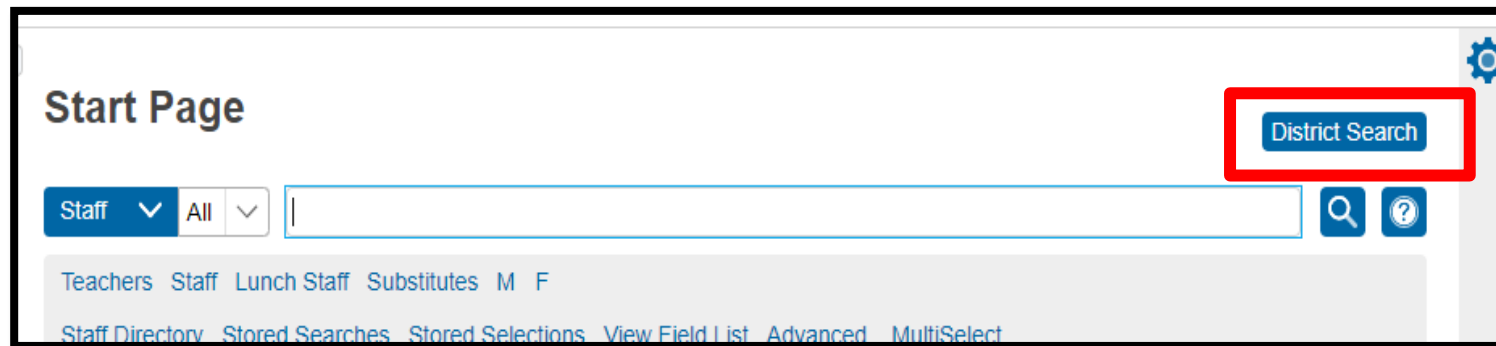
Pre-Register Students for New Year

▶ Select the school the student will be enrolled next year.

▶ Change the **"Term"** at the top of the page to the year term for the upcoming school year.

Pre-Register Students for New Year

▶ Verify/Add Full-Time Equivalencies (FTE) for the upcoming school year.

  ▶ Navigate to Start Page > School > Full-Time Equivalencies (FTE)

  ▶ Verify that a "Full Time" record has been created. If so, click the name Full Time and make sure all grade levels are checked. If some grade levels are not checked, check them and click Submit to save.

School Setup

Attendance

Attendance/Action Code Mapping	Define the relationships between attendance codes and incident action codes.
Attendance Codes	Define attendance codes and their attributes.
Attendance Code Categories	Define attendance code categories such as tardy, excluded.
Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.

Pre-Register Students for New Year

▶ *Navigate to either Start Page > Enroll Student **or** Start Page > Special Functions > Enroll New Student*. Populate the fields:

- ▶ **Last Name, First Name, Middle Name*:** Must enter the student's legal name as written on their birth certificate. Note: No initials for middle name unless it's an initial on the student's birth certificate.

- ▶ **DOB*:** Student date of birth. Format: MM/DD/YYYY.

- ▶ **Gender*:** Must select the student's gender of Male (M) or Female (F).

- ▶ **Student Number*:** Leave Blank. After you click the submit button PowerSchool will assign this automatically to the student account/record in PowerSchool. DO NOT ENTER ANYTHING IN THIS FIELD.

- ▶ **SSN** (no longer recommended): to secure student Personally Identifiable Information (PII) information, entering SSN is no longer recommended.

- ▶ **Phone Number:** Enter the student contact number (if available at the time). Format: 803-123-4567 or (803)123-4567

- ▶ **Enrollment Date*:** <u>**Enter the first day of the upcoming school year**</u>. Note: This date automatically defaults to the current date, so be careful. If the upcoming year is not entered the student will be active at your school for the current school year.

Pre-Register Students for New Year

▶ **Full Time Equivalency***: Select the default selection. At this time there should only be one choice available to select.

▶ **Grade Level***: Select the student's grade level. Note: Verify that the grade level is correct for the upcoming school year.

▶ **Entry Code***: Most student's you will select E (Eligible for State Funding). There are some factors when a student may not be eligible for state funding and that would be determine by the district or state. Only students with South Carolina residency is eligible for state funding.

▶ **Track** *(optional)*: Only select if your school plan to group students for attendance.

▶ **District of Residence***: Select the district the student's home address is located.

▶ **Fee Exemption Status**: LEAVE DEFAULT

▶ **School**: The School Name will display as a read only. Also, verify that the school is correct for the upcoming school year.

Pre-Register Students for New Year

Pre-Register Students for New Year

▶ **Information for Family Match:** Select **Enroll without Linking or Copying Information**. If you select this proceed to the Home Address section of this page.

Pre-Register Students for New Year

▶ **Street*, Apt/Suite***: First enter the student street number and home address. In the next box enter the Apartment or Suite number if applicable.

▶ **City*, State*, Zip***: Enter the student's city, state and zip of their home address.

▶ **Geocode** (Validate Button): Click to validate student address. Note: The latitude/longitude pair that represents the geographical location of the home address.

Pre-Register Students for New Year

▶ Navigate to Start Page > Student Selection > Scheduling Setup. Enter the following information:

  ▶ **Next Year Grade*:** This should be the grade they will be next year. Note: If they are pre-registered for Kindergarten (K), enter 0. This is before End of Year is completed.

  ▶ **Next School Indicator***: This should be the school they will be in next year. This is before End of Year is completed.

Transcripts

▶ Make sure all grades are permanently stored and correct before printing transcripts and archiving transcripts.

▶ Run transcripts for all students/grade levels that are taken or where college prep courses are being taught. Possible 7th and 8th grade, but definitely grades 9 – 12. All final transcripts must have the "Date Calculated" field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than June 30th. The "drop-dead" deadline for transcripts to have been processed for the Commission on Higher Education (CHE), colleges or universities for state scholarship eligibility determination is June 30th each year. There are no exceptions to this date.

▶ Failure to use the current SCDE templates may exclude students from scholarship eligibility.

▶ Make sure that all students that are supposed to graduate this year have a final transcript printed and saved in their permanent records before the June 30th deadline. Schools will be held accountable if this is not done.

Transcripts

Transcripts

Transcript

- Final, official transcripts must have the date calculated value on the date of graduation or before June 30. Students may request their schools send Work in Progress transcripts to colleges, universities, or scholarship providers throughout the year. However, the Final or End of Year transcript must be processed after the graduation date, but before June 30. After the June 30 date, any transcript provided to any entity must be retrieved from the archive of the graduate's high school. These reports cannot be processed again through PowerSchool.

Transcript

▶ Run, save and print Class Ranking for all high school level grades. The date on the report must be before or on June 30th (2020-2021 YR). Run all class ranking (10th -12th) for CHE. Students can qualify if they rank in the top 6% during any of these years.

School Name				
Date Calculated: June 29 2021				
First Name	Last Name	Grade	SC UGP	Rank
William	Smith	12	4.918	1
Taylor	Swift	12	4.596	2
Johnny	Depp	12	4.328	3
Luke	Cage	12	4.161	4

The End
Any Questions?