APRIL 2022 PS ADMIN MONTHLY WEBINAR

Jenn Roach

Agenda

- Institute Insights: Announcements, Celebrations, Reminders

- Individual Graduation Plan

- Attendance in PowerSchool

- Incident Management

- Students Not Tested

- End of Year Preparation

- Pre-Register Students for 2022-23

- Transcripts

- Class Rank

- Read to Succeed

- Enrich Seals of Distinction

Institute Bulletin: Announcements, Reminders, Celebrations

- Send any announcements, reminders, and celebrations in by the 2nd Tuesday of each month. Send to Jenn Roach (jennifer.roach@canteytech.com) after deadline.
  - Staffing Updates
  - Celebrations
- Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com
- Link to Form: https://forms.office.com/r/GPC8pESruk

Institute Bulletin: Training Opportunities

- PowerSchool University:
  https://support.powerschool.com/psu/main.action
  - June 26-30, 2022 Anaheim, California
  - July 10-14, 2022 Boston, Massachusetts
  - To Register: https://support.powerschool.com/psu/register/step1.action
- PowerSchool University for Teachers
  https://support.powerschool.com/psu/main.action

  PSU Educators Coming Soon!
  Boston, Massachusetts
  July 12 - July 14, 2022

  Mobile, AL
  December 4 - December 8, 2022

- 2022 Southeast PSUG Event (PowerSchool Users Group):
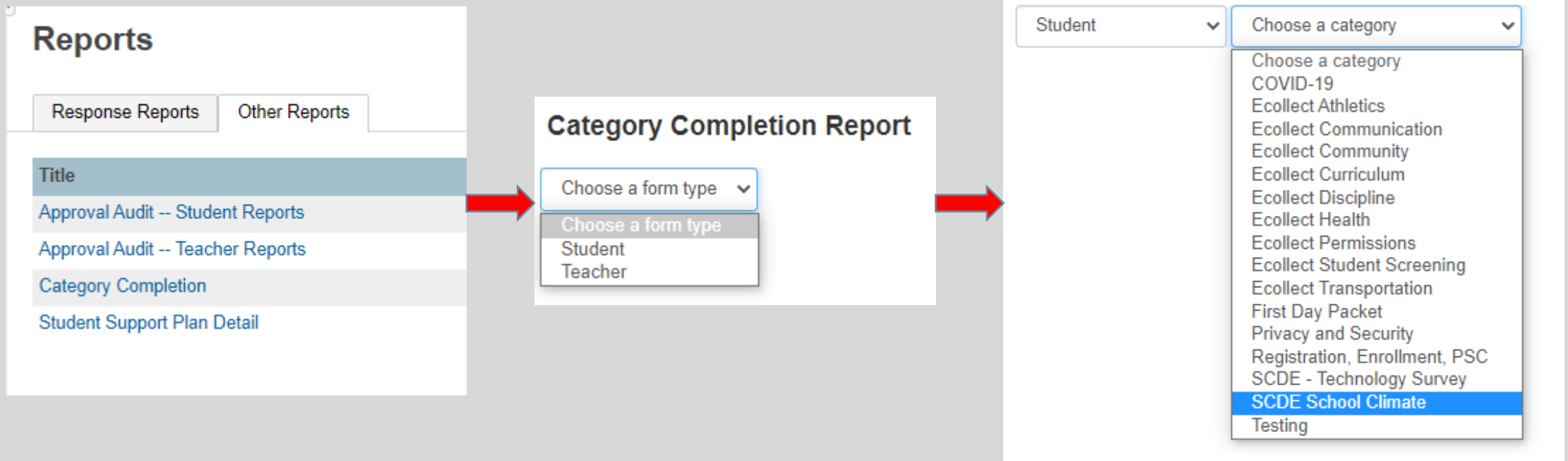 https://easyregpro.com/e/2022-southeast-psug-event/evt_home
  - May 8-12, 2022 Myrtle Beach, SC
  - To Register: https://easyregpro.com/e/2022-southeast-psug-event/register

Institute Bulletin: Training & Information

- eCollect Form Building for PS Admins:
  - eCollect PowerPoint
  - eCollect Recording begins around the 2 hr 45 min mark

- Read to Succeed Training Video

- The **Student and Teacher Climate Surveys** are live!

  - Survey opened April 4, 2022-May 27, 2022. All students grades 3-12 are expected to participate in the survey.
  - SCDE Memo: https://ed.sc.gov/newsroom/school-district-memoranda-archive/climate-surveys-for-accountability-ratings/climate-surveys-for-accountability-ratings-memo/
  - How to Access Forms in eCollect: https://ed.sc.gov/data/information-systems/power-school/sis-documents/ecollect-portal-access-sc/

Institute Bulletin: Training & Information

- ## How to Access Completion Report for Climate Surveys & Similar
  - PS Admin Page > Form Reports > Other Reports Tab > Category Completion > Choose either Student or Teacher

Reports

Response Reports	Other Reports

Title
Approval Audit -- Student Reports
Approval Audit -- Teacher Reports
Category Completion
Student Support Plan Detail

Category Completion Report

Choose a form type ▾

Choose a form type
Student
Teacher

Category Completion Report

Student ▾	Choose a category ▾

Choose a category
COVID-19
Ecollect Athletics
Ecollect Communication
Ecollect Community
Ecollect Curriculum
Ecollect Discipline
Ecollect Health
Ecollect Permissions
Ecollect Student Screening
Ecollect Transportation
First Day Packet
Privacy and Security
Registration, Enrollment, PSC
SCDE - Technology Survey
SCDE School Climate
Testing

Link to Completion Report - Complete Directions
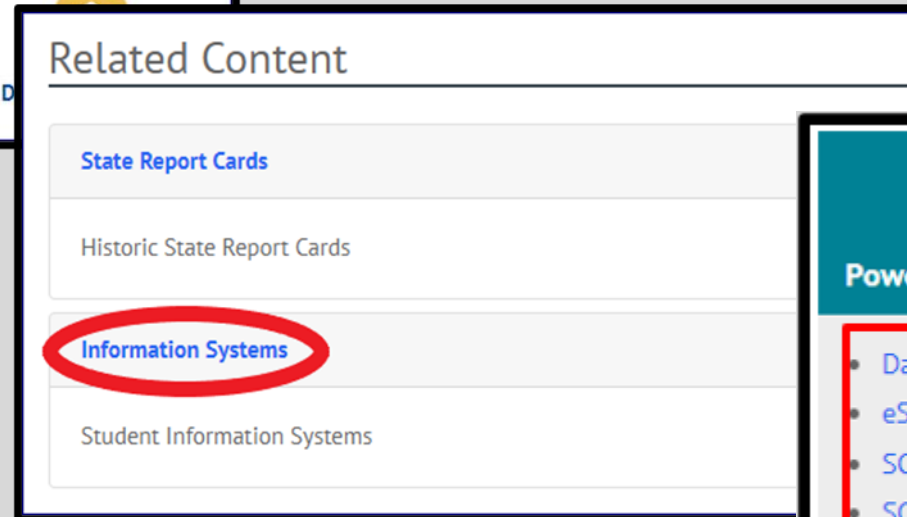
Institute Bulletin: Training & Information

Locating SCDE PowerSchool Resources

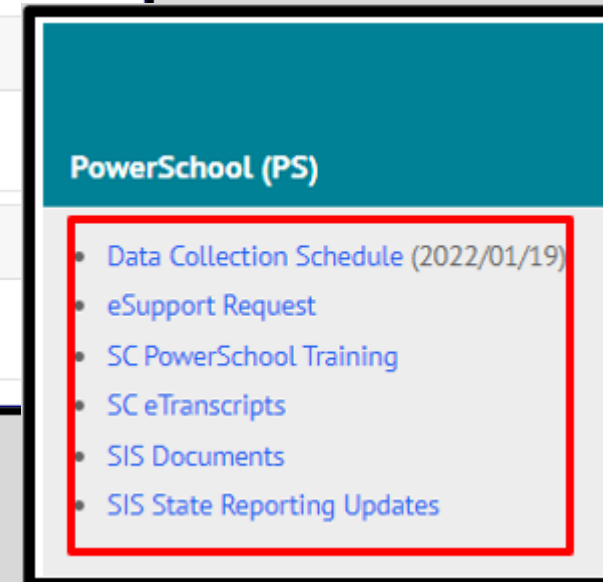ED.SC.GOV > Data and Reports > Information System > SIS Documents

Institute Bulletin: Reminders

Level Data: https://cie.powerschool.com/admin/leveldata/app.html?package=validate

- Virtual/Learning Modality
  - Overlapping Special Program Dates - Virtual Programs
    - Student cannot have overlapping enrollment records for Virtual Special Programs.
    - Cannot have two TMPVIR programs that overlap.
    - Cannot have two SBAVRL programs that overlap.
    - Cannot have a TMPVIR and a SBAVRL program that overlap.
  - Possible Invalid Instruction Type for Course Section

    Do one of the following:
    - Update the Instruction Type for the course section to B, C, D, or E if appropriate.
    - Remove or end SBAVRL special program for the student(s).
  - Staff
    - Missing Educator ID
    - Certification # = 000000; must be a teacher of record; if not, must be coded as Staff
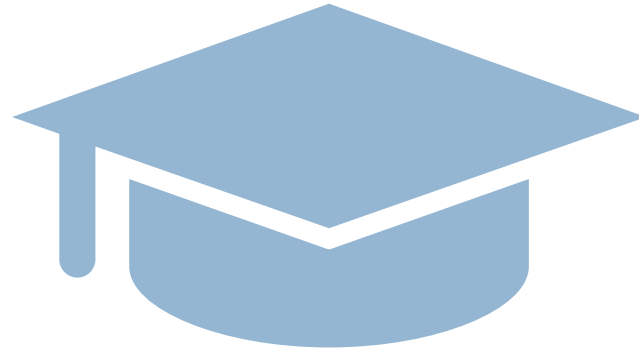
INDIVIDUAL GRADUATION PLAN (IGP)

Individual Graduation Plan (IGP)

Where in PowerSchool:
PS Homepage > Search and Select the Student > IGP Success Planner

District Deadline for IGP is **June 24, 2022**.

Grades 8th – 12 are required to have an IGP in PowerSchool

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

IGP's must be locked and marked primary for the SCDE to capture the completion rate for your school

Individual Graduation Plan (IGP)

○ RealTime Reports: **IGP Analysis**
Home Page > Scroll to Bottom

Level Data Apps

Plugin Details
RealTime Reports
State Validation

○ Grading Band > IGP Analysis

Grading

Credit Progress Demographics
Grading
Tabulates the number of credits that students have earned towards graduation.

Gradebook Grades Analysis
Grading
Shows students along with their grade/score information from the gradebook, for the current school year.

IGP Analysis
Grading
Displays Individual Graduation Plan student data

Individual Graduation Plans

► **Individual Graduation Plans:**
  ➢ Create a new IGP or Clone an Existing IGP
  ➢ Make all IGP edits before locking
  ➢ Once locked, IGP's cannot be edited

Where in PowerSchool:

PS Homepage > Search and Select the Student > IGP Success Planner

Individual Graduation Plans

IGP Analysis

Grading
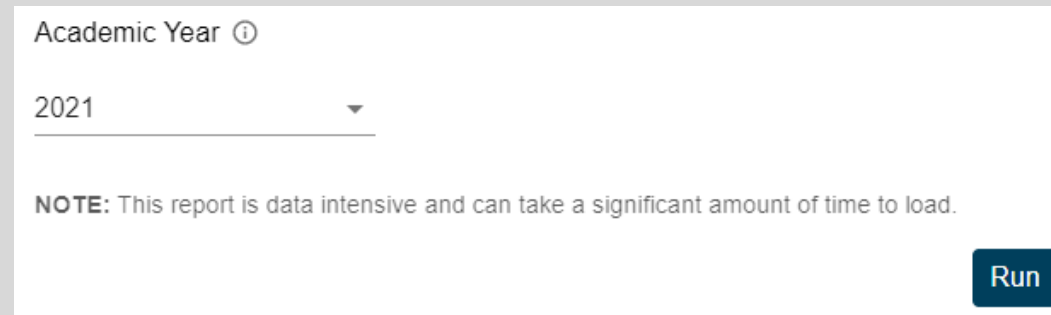
Displays Individual Graduation Plan student data

► **Individual Graduation Plans Analysis Tool:**
  ◦ Runs Reports for one academic year at a time – must select year
  ◦ Displays IGP Student Data
  ◦ Pie/Donut Charts, Graphs, and Filter options can be used
  ◦ Use Data for exporting, making current selection, or adding to current selection

Where in PowerSchool:
PS Homepage > Real Time Reports > IGP Analysis

Individual Graduation Plan (IGP)
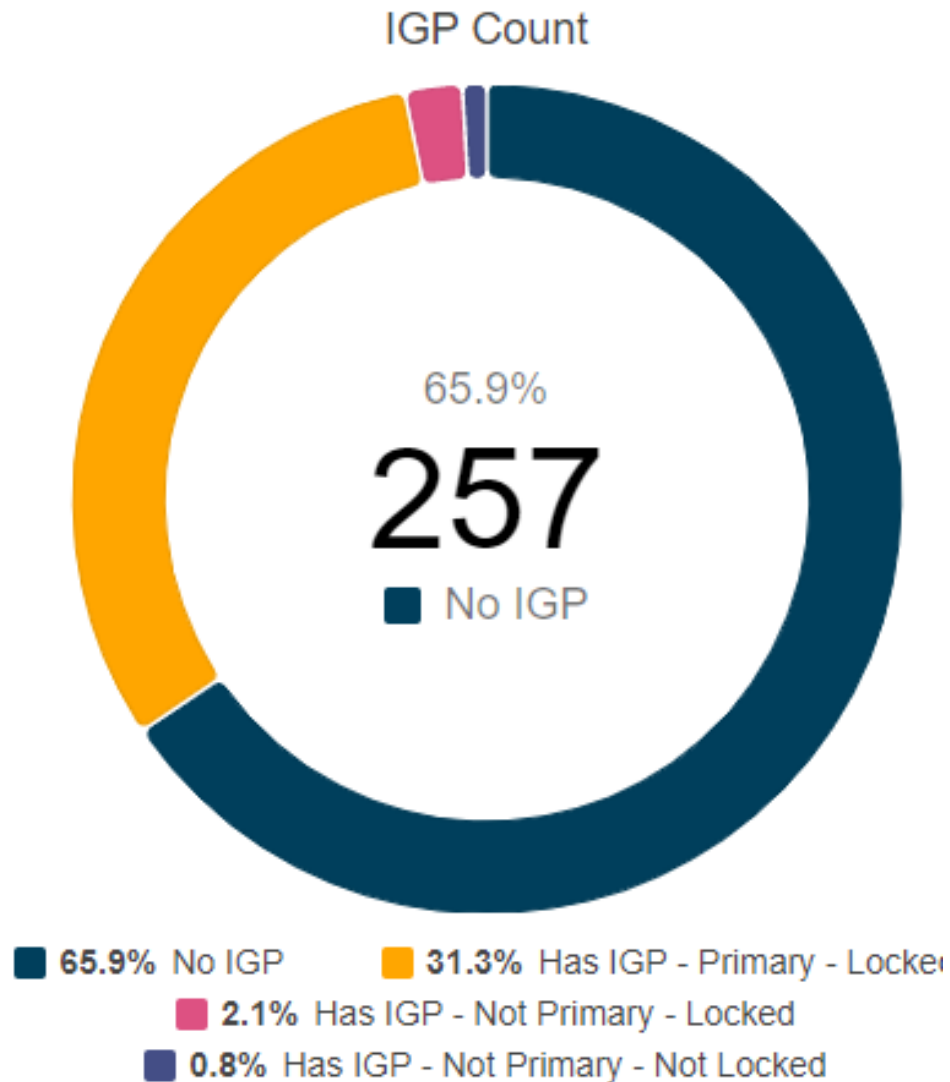
◦ Enter Academic Year > Run

Academic Year ⓘ

2021 ▾

NOTE: This report is data intensive and can take a significant amount of time to load.

Run

◦ Live Demo: https://cie.powerschool.com/admin/home.html

IGP Count

65.9%

257

■ No IGP

■ **65.9%** No IGP   ■ **31.3%** Has IGP - Primary - Locke(

■ **2.1%** Has IGP - Not Primary - Locked

■ **0.8%** Has IGP - Not Primary - Not Locked
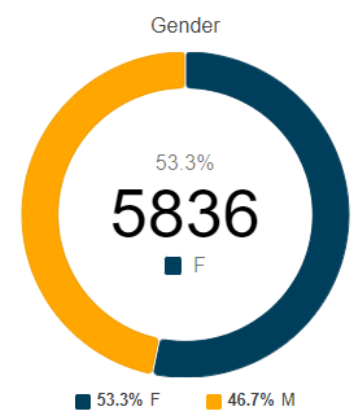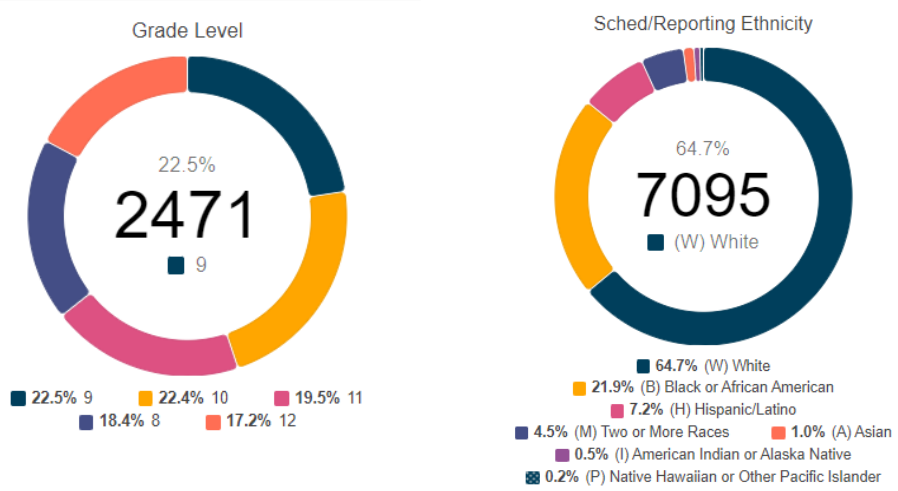
Individual Graduation Plans

Individual Graduation Plans Analysis Tool:
- Pie/Donut Chart data reporting by IGP Count:
  - Has No IGP
  - Has IGP
  - Has IGP Locked and Primary
  - Has IGP Locked and not Primary
  - Has IGP Primary and not Locked
  - Has IGP Not Locked and Not Primary
- Counts include students in grades 8 – 12 at your school

Where in PowerSchool:
PS Homepage > Real Time Reports > IGP Analysis

Individual Graduation Plans

Individual Graduation Plans Analysis Tool:
Pie/Donut Chart data reporting by:
Grade Level
Gender
Scheduling/Reporting Ethnicity
Counts include students in grades 8 – 12 at your school

Where in PowerSchool:
PS Homepage > Real Time Reports > IGP Analysis

Individual Graduation Plans

**Individual Graduation Plans Analysis Tool:**
- Table data reporting by:
  - Student Name, PS #, School, and Enroll Status
  - Grade, Gender, Federal Ethnicity, and Sched/Reporting Ethnicity
  - IGP Title, Academic Year, Date Created, and Date Modified
  - IPG Status, IGP Indictor, Primary Indicator, Locked Indicator
  - Links to: Home (Bell Schedule Page), Quick Lookup, and IGP Home

Last, First ↑		Student Number	School	Enroll Status	Grade	Gender	Federal Ethnicity	Sched/Reporting Ethnicity	Title
⋮		10299	LHS	Active	11	M	Yes	(H) Hispanic/Latino	
⋮		11217	LHS	Active	9	M	No	(W) White	

Links

Home

Quick Lookup

IGP Home

Last, First ↑		orting Ethnicity	Title		Academic Year	Created	Modified	IGP Status	Has IGP	Primary	Locked
⋮		c/Latino			2021	02/25/2019	03/07/2022	Has IGP - Primary - Locked	Yes	Yes	Yes
⋮					2021			No IGP	No	No	No

Where in PowerSchool:

PS Homepage > Real Time Reports > IGP Analysis
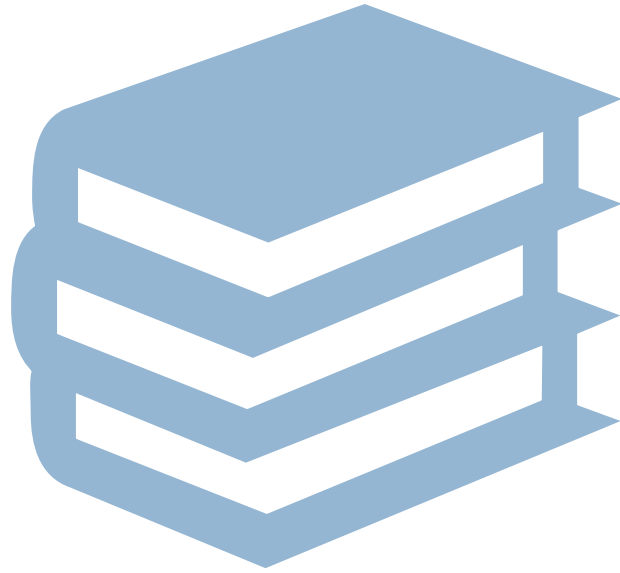
ATTENDANCE IN POWERSCHOOL

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 students. 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.

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 **District Only**

- SC38 Chronic Absenteeism School Report

- SC40 Truancy Update Process **District Only**

- SC41 Truancy School Detail Report

- SC46 Daily Attendance Report

- SC48 Daily Attendance Validation Report

- SC47 Meeting Attendance Report

INCIDENT MANAGEMENT

Incident Management

- Enter Discipline & Truancy Incidents in IM

- 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 Incident Management Resources:

  - **Incident Management Training 101** **(2.22MB PPTX)**
    PowerSchool Incident Management Frequently Asked Questions
    PowerSchool Incident Management-Discipline Incidents Step by Step Guide/Coding Behavior Incident Guide
    PowerSchool Incident Management-Truancy Incident Step by Step Guide/Coding Truancy Incident Guide
    PowerSchool Incident Management-User Training and Reference Guide (SEP 2021)

TRUANCY REPORTS

Truancy Reports

State Board Regulation 43-274: Student Attendance

◦ Truant: A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

◦ Habitual Truant: A "habitual" truant is a child ages 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention

◦ Chronic Truant: A "chronic" truant is a child ages 12 to 17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

Truancy Reports

Before Running Truancy Reports: Submit Attendance, Reconcile Attendance, Update Attendance Codes

- Submit Attendance Every Day:
    - Daily or Meeting, per requirements
    - Typically Recorded initially at the Teacher Level in PowerTeacher

- Reconcile Attendance Weekly:
    - If teachers are attempting to update attendance codes and the allowable time period has expired preventing teachers from updating codes, contact your schools Attendance Clerk or PS Admin.

- Update Attendance Codes:
    - Update Attendance Codes as applicable to reflect tardies, early dismissals, absence notes, suspension codes, homebound, homebased, etc.
    - Lawful Absence Attendance Codes will not contribute to absence counts for Truancy Reports – this includes ISS and OSS attendance codes.

NOTE: For schools taking Meeting Attendance (MS/HS), it is mandatory that attendance be taken EVERY period. If even one teacher does not mark a student absent, Truancy data will be inaccurate and incomplete as it only captures Full-Day absences.

Truancy Reports

Refresh Attendance Views and Run Truancy Update Process (if necessary) Put in a ticket if you need this ran.

- Attendance codes update over night. Wait until the next day to run updates or to force an immediate update, Refresh Attendance:
  - *PS Homepage > Attendance > Functions (tab) > Refresh Premier Attendance Data Views*
  - The results of this report open in your Browser, not a PDF.

```
Refresh Defaults for SchoolId 2 for date range 8/16/2021 to 6/1/2022

Attendance views refresh complete for school.
```

Truancy Reports

SC40 Truancy Report by Student

- **Most schools use the SC 40 Reports for documentation purposes**

- All students meeting the unlawful absences criteria populate on this report – including students who do not meet the age criteria populate when the unlawful absences are met.
- Recommended to use this report when meeting with Parents/Guardians for Attendance Intervention Meetings.
- Report lists all FULL DAY UNLAWFUL ABSENCES.
- Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.
- Report lists other schools within your district at which the student was previously truant.
- Report does not list full day unlawful absences from previous schools. Full Day Unlawful Absences are listed for the current school only.

Where in PowerSchool:

PS Homepage > System Reports > State (tab) > SC40 Truancy Report by Student

Truancy Reports

View Truancy Reports

- SC40 Truancy Report by Student with no truancies at current school but with truancies at previous school.

Student Information:

Student Name	
Student Number	
Birth Date	
Grade	
Gender	
School Name	
District Name	

Full Day Absence Information:

Last Updated	02/25/2022
Truancy Indicator	Yes
Unexcused Full Day Absences	5
Excused Full Day Absences	4
OSS Full Day Absences	0
Total Full Day Absences	9
Tardy	1
Early Dismissal Count	0
Dismissal Count	0
Unexcused Early Dismissal Count	0

Full Day Unexcused Absences:

1.	09/14/2021
2.	09/16/2021
3.	09/17/2021
4.	01/04/2022
5.	01/14/2022

Truancy Reports

View Truancy Reports

- SC40 Truancy Report by Student with truancies at current school but with no truancies at previous school.

Truancy Reports

Run Truancy Reports

- SC41 Truancy Report by School.
  - All students meeting the unlawful absences criteria AND age criteria populate on this report.
  - Recommended to use this report when coding Truancy incidents in PowerSchool Incident Management.
  - Report lists a count for FULL DAY UNLAWFUL ABSENCES in multiple Truancy Categories.
    - 3 consecutive full day unlawful absences
    - 5 non-consecutive full day unlawful absences
    - 7 non-consecutive full day unlawful absences
    - 10 or more non-consecutive full day unlawful absences
- Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.
- Parenthesis around a student name is your visual indicator that the student is inactive at your school AND truant prior to withdrawal. NOTE: Withdrawing a student does not negate the requirement for a Truancy Incident in Incident Management.

Where in PowerSchool:

PS Homepage > System Reports > State (tab) > SC41 Truancy Report by School

Bookmark the Link: Reg. 43-274: Student Attendance

School Name:

Truancy School Report

District Name:

Truant (3 Consecutive Full Day Unexcused Absences)

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
10122		16	11	4
15243		15	9	4
10513		15	10	4
10233		16	11	4
10182		16	11	4
10387		15	9	4
11064		16	9	4
13564		16	11	3
10942		16	10	4
				Student Count: 9

Truant (5 Non-Consecutive Full Day Unexcused Absences)

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences

Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences

10 or more Non-Consecutive Full Day Unexcused Absences

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences

Truancy Reports

View Truancy Reports

- SC41 Truancy Report by School.

Truancy/Incident Management

Several schools are unable to run Truancy Reports. This is the result of several possibilities:

1. Schedule has been set up incorrectly

2. Attendance has been set up incorrectly

3. Attendance is being taken incorrectly (Attendance vs. Meeting)

Inability to run Truancy Reports does not exempt schools from reporting Truancy incidents in Incident Management.

STUDENTS NOT TESTED (SNT)

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.

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. SNT information is collected due to the federal requirement to assess all multilingual learners annually.

Students Not Tested (SNT)

Beginning in 2021-2022, the SCDE will no longer need to collect Students Not Tested (SNT) for <u>exclusionary reasons</u> for the following SNT reasons:

    a.   Students who withdraw
    b.   Students who are expelled

The only time a student would need to be coded as withdrawn/expelled in SNT would be if the school failed to appropriately withdraw the student *<u>before</u>* the First Days of Testing data are collected by the SCDE at the end of May. In the event this happens, it is not an exclusionary reason, but just a reason for reporting purposes and should still be recorded in PowerSchool for non-exclusionary reason. In other word, code the student in PowerSchool as not tested, but do not click on the exclusion requested check box.

Students Not Tested (SNT)

- Link to Manual: [Combined Students Not Tested on Elementary, Middle, and High School Report (SNTEMHR) Guidelines](#) ; pages 9-12 Detailed Students Not Tested Requirements (Chart)

- Link to Powerschool Coding Memo: [SCDE PowerSchool SNT Coding Memo](#)

- District Deadline June 3, 2022

- From PowerSchool, the SCDE collects reasons for all eligible students who do not test on standardized testing. 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.

State Assessment	Test Category	SNT Reason Must be Recorded in PowerSchool*	Accountability Calculation Exclusions Available	Which Exclusions Can Be Applied**
EOCEP (Biology, Algebra 1, English 2, and US History and the Constitution) - spring	Middle/High School End of Course	yes	yes	001, 002, 003, and 006 for students enrolled in course current school year and 009 for students in fourth year of high school
EOCEP (Biology, Algebra 1, English 2, and US History and the Constitution) - Summer	Middle/High School End-of-Course	Not required for 2021–2022	Not required for 2021–2022	No exclusions apply for 2021–2022
Alternate EOCEP (Biology, Algebra 1 English 2, and US History and the Constitution)	Alternate Assessments for Elem/Middle/High	yes	yes	001, 002, 003, and 006 for students enrolled in course current school year and 009 for students in fourth year of high school
ACT/WorkKeys® Career Readiness	High School College and Career Readiness	yes	Not required for 2021–2022	No exclusions apply for 2021–2022
ACCESS for ELLs® and Alternate ACCESS for ELLs®	English Language Proficiency (ELP) Assessments	yes	Not required for 2021–2022	No exclusions apply for grades K–12

State Assessment	Test Category	SNT Reason Must be Recorded in PowerSchool*	Accountability Calculation Exclusions Available	Which Exclusions Can Be Applied**
SC READY (ELA/Math) or Alternate SC READY(ELA/Math)	Elementary/Middle School Assessments	yes	yes	001, 002, 003, and 006 (Grades/TrueGrades 3–8)
SCPASS (Science) or Alternate SCPASS (Science)	Elementary/Middle School Assessments	yes	yes	001, 002, 003, and 006 (Grades/TrueGrades 4 & 6)
ACT®/SAT®	College Readiness	Not required for 2021–2022	Not required for 2021–2022	No exclusions apply for 2021–2022
EOCEP (Biology, Algebra 1, English 2, and US History and the Constitution) - fall	Middle/High School End-of-Course	yes	yes	001, 002, 003, and 006 for students enrolled in course current school year and 009 for students in fourth year of high school

STUDENTS NOT TESTED (SNT)

SCDE PowerSchool SNT Coding Memo

Students Not Tested (SNT)

○ Start Page > Select the Student > State / Province – SC > Students Not Tested on State Assessments

Students Not Tested (SNT)

○ No documentation will be required **<u>unless</u>** the school wants to request to have the student excluded for one of the valid exclusionary reasons.

Students 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.
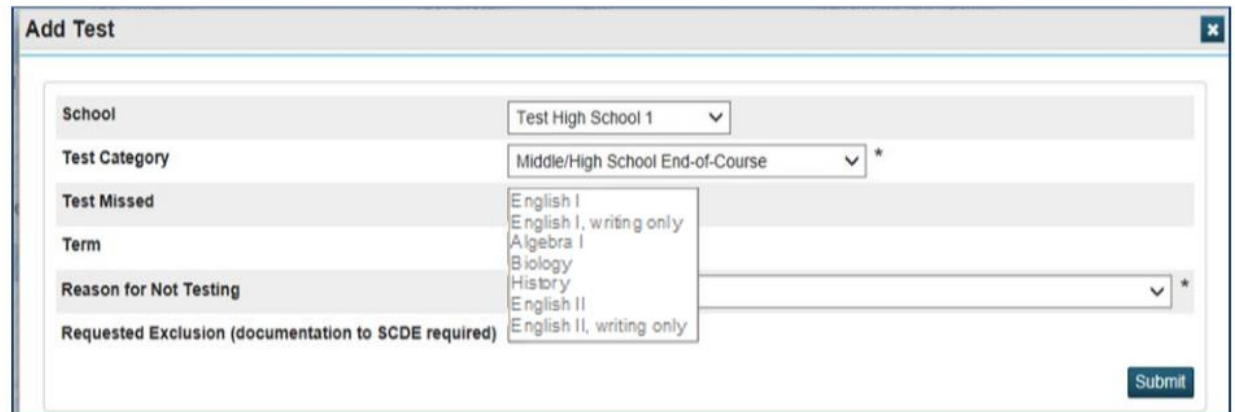
Students Not Tested (SNT)

◦ 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."

STUDENTS NOT TESTED (SNT)

Middle/High School Assessments (EOCEP)
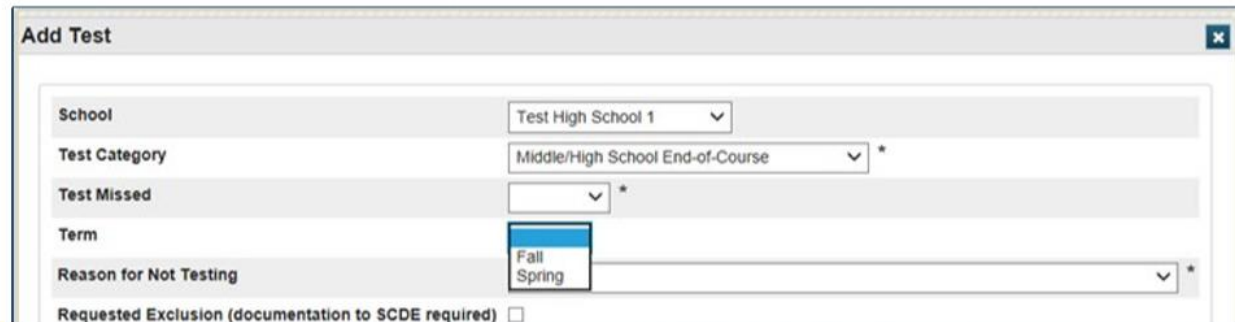
Add Test

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)	☐

STUDENTS NOT TESTED (SNT)

Alternate Assessment has three new categories: Alt Assess for Elem/Middle School, Alt Assess for High School, ELP Alt Assess

STUDENTS NOT TESTED (SNT)

ELP & ELP Assessment an additional Test Missed added: All Domains

Students Not Tested (SNT)

Reason for Not Testing

Requested Exclusion (documentation to SCDE required)

001 - Homebound/Homebased (Medical)
002 - Medical Absence
003 - Deceased Student
004 - Expelled
005 - Withdrew
006 - Dropout
007 - Incarcerated
008 - Death in family
009 - Transfer Student (EOCEP only)
010 - Non-medical absence
012 - Parent Refusal under IDEA
013 - Parent Refusal - non-IDEA
016 - Data entry error at school or district; not Alternate Assessment related
017 - Data entry error at school or district; Alternate Assessment related
018 - Student not eligible for Alternate Assessment due to age
019 - Student already tested (High School Assessment)
020 - Student refusal
021 - Other reason
022 - LEP Student 1st year in US exemption - incorrectly coded due to Data Entry Error

- "Reason for Not Testing" – Select only 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.

Students 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:
  - 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?)
  - If the reason for not testing is found in the SNT guidelines;
  - If you have documentation available to support the reason for not testing, as defined in the SNT guidelines; and
  - If you can 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

End of Year Preparation (EOY)

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.

End of Year Preparation (EOY)

Years and Terms : Based on your Board Approved Calendar. Will affect 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.

Navigation: School > Years & Terms

- **Name of School Year**: Enter the two years comprising the school year, such as 2022-2023.

- **Abbreviation**: Enter the year abbreviation, such as 22-23.

- **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 or change terms after the schedule is active.

End of Year Preparation (EOY)

Years & Terms

New

Year		Abbrev.	1st Day	Last Day	Edit Terms
2021-2022	Edit Terms	21-22	08/17/2021	06/01/2022	Edit Terms

Edit Term

Field	Value
Name of Term	2022-2023
Abbreviation	22-23 (example: 00-01)
First Day of Term	08/16/2022
Last Day of Term	06/02/2023
What portion of the school year does this term represent?	Full year ⌄
Suppress Classes For This Term From Parent/Student Users	☐
Import File Term #	3200

3200

End of Year Preparation (EOY)

Year-Long Classes Only

Term Setup

New

2022-2023
08/16/2022 - 06/02/2023

Year-Long + Semester

Term Setup

New

2022-2023
08/16/2022 - 06/02/2023

Semester 1	Semester 2
08/16/2022 - 01/17/2023	01/18/2023 - 06/02/2023

Year-Long + Semester + Quarter Classes

Term Setup

New

2022-2023
08/16/2022 - 06/02/2023

Semester 1		Semester 2	
08/16/2022 - 01/17/2023		01/18/2023 - 06/02/2023	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
08/16/2022 - 10/20/2022	10/21/2022 - 01/17/2023	01/18/2023 - 03/23/2023	03/24/2023 - 06/02/2023

End of Year Preparation (EOY)

○ 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:** 180th day state funding reports are run, an electronic copy is saved, and they are printed and filed. **Do not create an extract**.

○ **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.

Possible Conflicts

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

End of Year Preparation (EOY)

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.

End of Year Preparation (EOY)

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.

End of Year Preparation (EOY)

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

○ Pre-registered students next year grade level should be the same grade level as their entry grade (match)

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

End of Year Preparation (EOY)

- **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 (EOY)

- **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 (EOY)

End of Year Preparation (EOY)

- **Commit PowerScheduler**

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

PRE-REGISTERING STUDENTS FOR 2022-23

Pre-Registering Students for 2022-23

- **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-Registering Students for 2022-23

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

Pre-Registering Students for 2022-23

◦ 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.

Pre-Registering Students for 2022-23

- *Navigate to either Start Page > Enroll Student or Start Page > Special Functions > Enroll New Student. Populate the fields:*
  - **Name (Preferred and Legal)**
    Legal 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 (Preferred and Legal)**
    Legal Gender*: Must select the student's legal 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
  - **Enrollment Date***: **Enter the first day of the upcoming school year**.
    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-Registering Students for 2022-23

- **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-Registering Students for 2022-23

Pre-Registering Students for 2022-23

○ **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-Registering Students for 2022-23

- **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-Registering Students for 2022-23

○ 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

Transcripts

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

- Run transcripts for all students/grade levels that have taken college prep courses.
  - Possible 7th and 8th grade, but grades 9 – 12 for sure.

- 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 15th. 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 15th 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 15th deadline. Schools will be held accountable if this is not complete.

- Transcripts will be submitted to LWS

Ninth Grade Code	18 - 2017-2018 ⌄	**Diploma Type (for Transcript)**	F - State of SC Diploma ⌄
Diploma Ordered	F - State of SC Diploma ⌄	**Award Ordered**	⌄
Diploma Earned	F - State of SC Diploma ⌄	**Award Earned**	J - Academic Honors Bronze - South Carolina Seal of Biliteracy Silver - South Carolina Seal of Biliteracy
Diploma Pathways Seals of Distinction	SPEC - Specialization Seal HON - Honors CLGR - College Ready		
Diploma Order Number	01 - Order 1 ⌄	**Scholarship Ordered**	⌄
Graduation Date	05/24/2021 🗓	**Graduated School Number and Name**	0 -

TRANSCRIPTS

Home > Student Selection > State/Province – SC > South Carolina Student Information

TRANSCRIPTS

Home > Student Selection > Scheduling Setup

Transcripts

- Final Official Transcripts **must** have the <u>date calculated value</u> on the date of graduation or before June 15.

- 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 15.

- After the June 15th, 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.
  - Print
  - Store Electronically
  - File with student record

CLASS RANK

Class Rank

◦ Run, Save and Print Class Ranking for all middle and high school level grades. The date on the report must be on or before June 15th. Class Ranking reports must be shared with the Commission on Higher Education. Students may qualify for scholarships if they rank in the top 6% during any of these years.

School Name				
Date Calculated: June 14, 2020				
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

Class Rank

Option 1: Quick Export

1. On the Start Page select your group of students.
2. In the Function drop down select "Quick Export"
3. Use these fields to export out the data you need:

   first_name

   last_name

   grade_level

   ^(*gpa method="sc_gpa_ugp_round")

   ^(*classrank method="SC_GPA_UGP_Round" result="rankoutof")

4. Download/Open the report when its done processing in Excel.
5. Once the data is imported or copy & paste into Excel at the top of the file type your School Name.
6. In the next line/record type Date Calculated: June 15, 20xx (Ex. Date Calculated: June 15, 2022)
7. Data with headers should be below this information.

School Name				
Date Calculated: June 14, 2020				
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

Class Rank

Option 2: Class Rank Report

1. On the Start Page, Select System Reports
2. From the System Tab, go to **Class Ranking** under the Grades and Gradebooks header
   a) Choose your Grade Level
   b) Class Rank Method: SC_GPA_UGP_Round
   c) Leave the next two fields blank (Display GPAs & Display Percentiles)
3. Submit
4. You can copy/paste into spreadsheet

READ TO SUCCEED SUMMER READING CAMP (SRC)

Read to Succeed Summer Reading Camp (SRC)

○ **It is not the PS Admin who determines 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.

○ 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 Summer Reading Camp (SRC)

○ 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 Reporting is 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.

○ SRC Summer Schools have already been built.

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

Read to Succeed Summer Reading Camp (SRC)

- Read to Succeed Summer Camp Setup Recording

- Read to Succeed Summer Camp Setup PowerPoint

ENRICH SEALS OF DISTINCTION

Enrich Seals of Distinction

○ New Seals of Distinction report that will be released in Enrich Version 22.1.1 late this week

○ Purpose is to help identify students who qualify for the Diploma Pathways Seals of Distinction. As you may know, the criteria for the Seals involve primarily course credits and test scores and compiling that information can be time consuming.

○ Note that there are a few criteria that will not be reflected in the Enrich report:

   ○ Enrich does not currently support the import of ACTFL or ASL assessments, so students who earn a World Language Specialization Seal via those assessments will not be reflected in the report.
   ○ Because the criteria varies by district for the Education and Economic Development Act (EEDA), students who earn the Career Ready Seal via the EEDA major will not be reflected in the report unless they are also a CTE completer.

○ Webinar Today (April 21st at 9 AM); Recording will be posted on the Padlet:
https://padlet.com/aduvall15/in041vmc1xuq9qc8

○ CIE Contacts: Jason Jones & Heather Holliday

QUESTIONS?

help@canteytech.com