



August 2022 PS Admin Webinar

JENN ROACH



Welcome

Agenda

- ❖ Institute Insights: Announcements, Celebrations, Reminders
- ❖ No Shows
- ❖ Truancy & Incident Management
- ❖ Upcoming School Data Collection Deadlines
- ❖ 2022-2023 Fall Precode
- ❖ 5th Day Counts
- ❖ Current Year Dropout Data
- ❖ Historical Grade Entry and Demo
- ❖ Summer Graduation Process Demo



Institute Bulletin: Announcements, Reminders, Celebrations

Send

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

Go

Urgent matters need to go to Jason Jones -
jjones@erskinecharters.org and/or help@canteytech.com

Link

Form: <https://forms.office.com/r/GPC8pESruk>



The background features a dark purple gradient with several strings of white bunting flags. A solid pink rectangle is positioned in the top right corner.

Celebrations & Announcements

A hand is shown holding a lit sparkler, which is emitting bright sparks. The background is dark with numerous colorful bokeh lights in shades of orange, yellow, blue, and teal. A solid pink rectangle is located in the top right corner. The text "Happy 2022-2023!" is overlaid in the center in a white, sans-serif font.

Happy 2022-2023!

Celebrations & Announcements

▶ **Chelsea Kizer at SC Prep says:**

Thank you to Jenn and Leticia for helping Nicole and I through the growing pains of setting up our Powerschool in a new and unique school environment! We realize the circumstances were not ideal, but you guys made an impossible task feel a little more manageable, so a big thank you!

▶ **Nicole Stroud at SC Prep says:**

BIG Thank You to Jenn and Leticia for helping us get our schedule set up and ready to go!

Celebrations & Announcements

- ▶ **Jen Prince at Lowcountry Connections says:**
LCCA has a new administrative assistant, Mrs. Erika Harrison, starting on 08/21/2022!
- ▶ **Khrystin Harshaw at Oceanside Collegiate:**
OCA's new PowerSchool Admin will be Cricket Trubey! Khrystin will be part-time consulting, training, and support. OCA is in great hands with Cricket as she has a strong PS background and is wonderful to work with!

Celebrations & Announcements

- ▶ **Michael White at Cyber Academy says:**
We are currently hiring for a High School Registrar and anticipate an opening for a testing coordinator later this fall. Anyone interested can reach out to Michael White at mwhite@cyberacademysc.org.



CIE Training Opportunities

PS Monthly Webinars

▶ Please remember, webinars are mandatory.

▶ If you will not be able to attend the webinar, please send me an email with the reason.

▶ Be sure to let me know you are present by putting your name and school in the chat box. This will guarantee you are counted as present.

▶ **Training Schedule:**

https://www.dropbox.com/sh/xp8d1xj4wqhlg/AABI4pTdMGtL0J5b79JvEBsxa/Documents?dl=0&preview=22-23+PowerSchool+Trainings+Calendar.docx&subfolder_nav_tracking=1

Date	Event	Venue
July 6	New User and Refresher Training	Onsite
July 7	New User and Refresher Training	Onsite
July 11	Start of Year Training	Virtual Webinar
July 12	Start of Year Training	Onsite
July 13	Start of Year Training	Onsite
July 14	Start of Year Training	Onsite
July 28	PS Enrollment (Shared Service)	Virtual Webinar
August 18	Monthly Meeting	Virtual Webinar 9:00 am
September 15	Monthly Meeting	Virtual Webinar 9:00 am
October 20	Monthly Meeting	Virtual Webinar 9:00 am
October 26-28	SC EdTech Conference	Myrtle Beach
November 15	Monthly Meeting	Onsite Face-to-Face
December 4-8	PowerSchool University	Mobile, Alabama
December 8	Monthly Meeting	Virtual Webinar 9:00 am
January 19	Monthly Meeting	Virtual Webinar 9:00 am
February 16	Monthly Meeting	Virtual Webinar 9:00 am
Feb 26 – Mar 2	PowerSchool University	Orlando, Florida
March 15	Monthly Meeting	Onsite Face-to-Face
March 16	Monthly Meeting	Onsite Face-to-Face
April 20	Monthly Meeting	Virtual Webinar 9:00 am
TBA – Typically in May	PowerSchool Users Group	Typically Myrtle Beach
May 18	Monthly Meeting	Virtual Webinar 9:00 am
June 15	Monthly Meeting	Virtual Webinar 9:00 am
June 25-29	PowerSchool University	Anaheim, CA
July 9-13	PowerSchool University	Nashville, TN
July 23 – 27	PowerSchool University	Remote

SCDE Upcoming Training

Discipline and Attendance Data Collection Training Opportunities with Aveene Coleman

Webinar Date and Time	Webinar Description and Registration Link
August 19, 2022 10:00 a.m.–12:00 p.m.	Chronic Absenteeism, Dropout, Incident Management and Truancy Update Webinar Participants will receive updated dropout collection, chronic absenteeism, incident management and truancy collection information to assist them in meeting the collection timelines.
August 23, 2022 10:00 a.m.–11:30 a.m.	Dropout Webinar This session is designed to assist new school personnel with the coding of school dropouts. This session will provide a detailed overview of dropout policies and procedures for collection of dropout data. Participants will learn how to code dropouts properly utilizing PowerSchool.
August 30, 2022 10:00 a.m.–11:30 a.m.	Truancy Webinar This session is designed to assist new school personnel with the coding of truants. This session will provide an overview of the truancy regulation. Participants will learn how to code truants properly utilizing PowerSchool.
September 1, 2022 10:00 a.m.–11:30 a.m.	Chronic Absenteeism Webinar This session is designed to assist new school personnel with the coding of attendance. This session will provide an overview of chronic absenteeism reporting. Participants will learn how to utilize the attendance reports and chronic absenteeism reports.
September 29, 2022 10:00 a.m.–12:30 p.m.	Incident Management 101 Webinar This session is designed to assist new school personnel with the coding of behavior incidents in Incident Management. This session will provide an overview of the codes used to complete state and federal reports [i.e., Gun-Free Schools Act, Persistently Dangerous Schools, UMIRS, and the Report of Children with Disabilities Subject to Disciplinary Removal (Table 5)].

To request recordings, fill out this form: https://forms.office.com/pages/responsepage.aspx?id=xelEJ_Upfk-5HL1W8GhZlcAUraU-edNpKHegltzCLRUQUpBMDRSU1RQT0gwTkxJSVgyQ05QUkJOSC4u

Legal Name and Legal Gender

- ▶ Make sure each student has their **legal name** (first name, last name, middle name) and **legal gender** selected.
- ▶ Schools who are importing, please add those fields to your import:
 - ▶ StudentCoreFields.PSCORE_LEGAL_FIRST_NAME
 - ▶ StudentCoreFields.PSCORE_LEGAL_MIDDLE_NAME
 - ▶ StudentCoreFields.PSCORE_LEGAL_LAST_NAME
 - ▶ StudentCoreFields.PSCORE_LEGAL_SUFFIX
 - ▶ StudentCoreFields.PSCORE_LEGAL_GENDER

Attendance Code & Student Programs

- ▶ Special Programs is now referred to as **Student Programs**
- ▶ SC-COVD Attendance Code is used to mark attendance for students who are not physically present due to COVID isolation or quarantine
- ▶ TEMPORARY VIRTUAL INSTRUCTION: Students participating in temporary and previously un-planned virtual learning for a designated period of time must be assigned the following Student Programs code with appropriate start and stop dates: TMPVIR
- ▶ **NO ONE should be using SC-VTP Attendance Codes or the Student Program SBAVRL** because there are no schools at the Charter Institute at Erskine that have a *State Board of Education-approved* virtual learning program.

Student Programs Entry/Exit Process

ENTERING Student Programs CODES

1. On the Start Page, select a student.
2. Under Enrollment, select Student Programs.
3. On the Student Programs page that appears for the student, click the blue New button.
4. You may enter a comment or leave the field labeled "Comment" blank.
5. Select the Entry Date that represents the date that the student began being served in the Learning Modality.
6. Leave the Exit Date and Exit Reason blank.
7. In the field labeled "Program," select the appropriate code value.
8. Click the blue Submit button.
 - a) Note that the Program Name will appear on the Student Programs page for the student with the student's program Entry Date. The Exit Date will be 0/0/0 and will not be specified until after program completion date. The Grade Level will be prepopulated.

ENTERING THE EXIT DATE FOR Student Programs CODES

Entry of the Exit Date must take place on or after the final date of the student's participation in the program; **Exit Date may not be entered in advance.**

1. On the Start Page, select a student.
2. Under Enrollment, select Student Programs.
3. Click the Entry Date next to the Program Name representing the student's Learning Modality.
4. Select the Exit Date that represents the date on which the student will no longer be assigned this Learning Modality.

Validate Addresses

Level Data > Address Validation Tab

Validate Addresses for:

- Students
- Staff
- Contacts

To access individual validations:

- **Students:** Choose Student > demographics
- **Staff:** Choose Staff > Information Page > Click Validate Under Address > Submit
- **Contacts:** Go to Contact> if there is an address for contact, click on the address; if not, click Add Address > Fill out form > Click Validate > Submit

SCDE Seat Time Requirements

- ▶ A **kindergarten** pupil shall maintain membership in a minimum of 150 minutes of *daily instruction or its equivalency* for an annual accumulation of 27,000 minutes.
- ▶ A pupil in grade 1 - 12 shall maintain membership in a minimum of 200 minutes of daily instruction or its equivalency for an annual accumulation of 36,000 minutes.
- ▶ **Basic Program/Curriculum:**
 - ▶ Grades 1-5: The school day must be at least six hours including lunch, or its equivalent weekly.
 - ▶ Grades 6-8: The school day must be at least six hours including lunch, or its equivalent weekly.
 - ▶ Grades 9-12: The instructional day for secondary students must be at least 6 hours, excluding lunch, or the equivalent weekly.
- ▶ Regulation 43-231 Defined Program Grades K-5 Link:
<https://ed.sc.gov/index.cfm?LinkServID=600A9A82-F9EC-1DCA-88BDAF20428CA255>
- ▶ Regulation 43-232 Defined Program Grades 6-8 Link:
<https://ed.sc.gov/index.cfm?LinkServID=5FF25362-F5C8-29C3-F6843BC097C273FA>
- ▶ Regulation 43-234 Defined Program Grades 9-12 Link:
<https://ed.sc.gov/index.cfm?LinkServID=605ECD73-ACD2-2226-D69DE28436D6BBB0>

SCDE Seat Time Requirements (cont.)

- ▶ Grades 9-12 (cont).
- ▶ A school may award and accept credit in units of one-fourth (.25 unit), one-half (.50 unit), and a whole (1 unit).
- ▶ A school may award one unit of credit for an academic standards-based course that requires a minimum of 120 hours of instruction. A school may award one-half unit of credit for an academic standards-based course requiring a minimum of 60 hours of instruction and one-fourth unit of credit for an academic standards-based course requiring a minimum of 30 hours of instruction.
- ▶ Additional Resource: SC Pupil Accounting System:
<https://ed.sc.gov/finance/financial-services/manual-handbooks-and-guidelines/pupil-accounting-manual/pupil-accounting-manual/>

Sections: Instruction Type

- All **instructional course sections** must have the “Instruction Type” field completed to identify On-Site/In-Person and Virtual instruction.
- When a section is created for a course, the school must select the appropriate type of instruction for each section.
- Non-instructional course sections (those that begin with a 0) are not subject to this requirement (i.e. 08960000 Homeroom)

SC Additional Section Information	
Instruction Type	(blank) - Select One ▼
Single Gender	<input type="checkbox"/>
Is this section a homeroom?	No ▼

- A - Instructor Led
- B - SC Virtual School Program
- C - Online In-State
- D - Distance Learning
- E - Online Out-of-State



Value	Description	Instruction Delivery Modality
(blank) – Select One	Default value only allowed for non-instructional courses (those that begin with a 0).	-
A – Instructor Led	The teacher is physically present in the classroom providing in-person instruction to students.	On-Site/In-Person
B – SC Virtual School Program	The teacher provides instruction to students through VirtualSC. None of the other Instruction Types should be used for VirtualSC course sections.	Virtual
C – Online In-State	The teacher provides virtual instruction in some capacity as part of a school/district/state entity for the state of South Carolina	Virtual
D – Distance Learning	The teacher provides instruction for students physically located at another location. For example, the teacher may be located physically at a television studio, yet teaching several groups of students housed in different schools or districts.	Virtual
E – Online Out-of-State	The teacher provides virtual instruction to students is not part of a school/districts/state entity for the state of South Carolina.	Virtual

Sections: Instruction Type

Calendar Days

- ▶ Your school should have 180 in-session calendar days in PowerSchool as you will only be funded for 180.
- ▶ To view your calendar to verify, go to School > Calendar Setup > Click “Verify # of school days in the current term” (bottom of page)

Verify # of school days in the current term.
Set up calendar days according to a pattern.

- ▶ Short-cut:
From any page, click 22-23 Year (top-right of page); when expanded, click the calendar & it will bring up the “Verify # of school days page.”

The screenshot shows a navigation menu on the left with '22-23 Year' selected and highlighted with a red box. A calendar icon with the number '28' is also highlighted with a red box. The main content area is titled 'Verify # of school days in this term.' and contains the following information:

School Days

2022-2023 Year

180 school days.

1. August 15 Monday	62. November 11 Friday	123. February 28 Tuesday
2. August 16 Tuesday	63. November 14 Monday	124. March 1 Wednesday
3. August 17 Wednesday	64. November 15 Tuesday	125. March 2 Thursday

Resources

- ▶ CIE PowerSchool Resources: <https://erskinecharters.org/powerschool-2/>
- ▶ Course Codes
 - ▶ Be sure you are using the newest Activity Coding Manual to select courses for your school
 - ▶ 2022-23 Activity Coding Manual: <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2022-23/>
- ▶ PowerSource & PowerSchool Community
 - ▶ If you do not have access, contact help@canteytech.com
- ▶ PS SIS Data Entry Manual: <https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/>

Resources

- ▶ SCDE Data Collection Schedule
 - ▶ <https://www.dropbox.com/s/gswb4w5sicmv4vo/2022-2023%20Data%20Collection%20Schedule.pdf?dl=0>

Data Being Collected	Dates (dates may be updated)
Summer School Data: CERDEP and Read to Succeed	August 15, 2022 @ 4:00 pm
SEI August Snapshot	August 22, 2022 @ 4:00 pm
Precode Data (CogAT/IA)	August 11, 2022 @ 4:00 pm
Precode:4K and 5K Precode	September 2, 2022 @ 4:00 pm
PEBT - Summer	September 2, 2022 @ 4:00 pm
Current Year Dropout Data	September 6– 23, 2022 @ 9:00 am
Precode: Fall Ready To Work	September 16, 2022 @ 4:00 pm



No Shows

Types of No-Show Students

- ▶ **No Show Student** – This is a student that was *expected* to attend your school for the current school year and was not a student at the end of the previous school year, but never shows up.
- ▶ **Returning Student No-Show:** This student attended the school in the previous year, was enrolled on the last day of school before summer and was expected to return after summer but does not show up for the current school year.
- ▶ **New Student No-Show:** This student went through the school's enrollment process as a new student, but never shows up. This student has no prior enrollment history at the school.



No-Show Students

When coding a No-Show student:

- ▶ For the first 10-Days enter an absent code for the student attendance.
- ▶ 3 Consecutive absences you should start the process to follow Truancy regulation.
 - ▶ Truancy will only be implemented if the student attends schools at some point within the first 10-Days.
- ▶ If a student does not show by the 11th Day, remove all absent codes back to the first day of school. Set them back to present.
- ▶ If student is enrolled in section(s), drop them.



No-Show Students

- ▶ Transfer the Student Out of School
- ▶ Entry Date and Exit Date are the same. It will be the first day the student was supposed to start school.
- ▶ Exit Code: NS (No-Show/Never Enrolled)
- ▶ Exit Comment: Enter “No Show”
- ▶ Populate “No Show Reason” on the SC Student Information page
- ▶ Possible Drop Out (Grade 7 – 12). If status of student is “unknown.”



No-Show Students

- ▶ Function > Transfer Out Of School
- ▶ Entry Date and Exit Date are the same. It will be the first day the student was supposed to start school.
- ▶ Exit Code: NS (No-Show/Never Enrolled)
- ▶ Exit Comment: Enter "No Show"

Transfer Student Out

Weasley, Ginny 9 35069 StateID: **Not Assigned Yet** Entry Date: 08/17/2021 DOB: 11/30/2005

Who will be transferred out	Weasley, Ginny
Transfer comment	<input type="text" value="No Show"/>
Date of transfer (should be the day after the student's last day in class)	<input type="text" value="8/17/2021"/>
Exit code	<input type="text" value="NS (No-Show/Never Enrolled)"/>

Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

✔ No attendance records found on or after 8/17/2021.

No-Show Students

- ▶ Populate “No Show Reason” on the SC Student Information page (Select student > State/Province – SC > South Carolina Student Information)
- ▶ Possible Drop Out (Grade 7 – 12). If status of student is “unknown”.
- ▶ Populate: Dropout Reason & Dropout Date

The image shows two screenshots of a web application interface. The top screenshot displays a form with several fields: 'No Show Reason' (a dropdown menu), 'Moved To District:', 'Retained Reason', 'Migrant*' (checkbox), 'Foster Home' (checkbox), and 'School of Residence' (checkbox). The dropdown menu for 'No Show Reason' is open, showing a list of reasons from N10 to N20. The bottom screenshot shows the 'Dropout Reason' field with a dropdown menu set to '20 - Status Unknown' and the 'Dropout Date' field with a date picker set to '09/22/2021'.

Field	Value
No Show Reason	[Dropdown Menu]
Moved To District:	
Retained Reason	
Migrant*	<input type="checkbox"/> *A
Foster Home	<input type="checkbox"/>
School of Residence	<input type="checkbox"/>
Dropout Reason	20 - Status Unknown
Dropout Date	09/22/2021



No-Show Student: Scenario 1

Students transferring after the End of Year Process before the new school year starts & Records request from out-of-district school has been received:


- ▶ No Show the student as of the first day of school.
- ▶ Populate “No Show Reason Transferred” and populate school transfer information or out of state transfer.
- ▶ Keep all supporting documentation (records request or transcript request or withdrawal form) i.e. for drop-out, grad rate, etc. reporting purposes.



No-Show Student: Scenario 1


For this scenario because school has not started yet:

- ▶ If entering the first day of school as the Exit Date, understand the student will be placed into Transfer Pending mode and will not completely transfer out of the school until midnight of the first day of school.

**PowerSchool SIS**

Alert:

Student Transfers: 0 transferred, 1 pending transfer, 0 errors.

Transfer Student Out 

Entry Date: 08/17/2021 **Transfer Out Pending** DOB:



No-Show Student: Scenario 1

Recommendation:

- ▶ When transferring a student out for the Exit Date use the Current Date.

The screenshot shows a form with the following fields and values:

- Who will be transferred out:** [Redacted]
- Transfer comment:** No Show
- Date of transfer (should be the day after the student's last day in class):** 7/20/2021 (This field is circled in red, and a red arrow points to it from the text "Current Date" above it.)
- Exit code:** NS (No-Show/Never Enrolled)



No-Show Student: Scenario 1

Recommendation (cont.):

- ▶ Once the student is transferred out, go back to the **Transfer Info** page, Click **Entry Date**

Alert: Student Transfers: 1 transferred, 0 pending transfer, 0 errors.	Current Enrollment <table border="1"><thead><tr><th>Entry Date / Code</th><th>Exit Date / Code</th><th>Grade</th><th>Entry Comment</th><th>Exit Comment</th><th>School</th></tr></thead><tbody><tr><td>08/17/2021</td><td>E 07/20/2021</td><td>NS 10</td><td>Promote Same School</td><td>No Show</td><td></td></tr></tbody></table>	Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	08/17/2021	E 07/20/2021	NS 10	Promote Same School	No Show	
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School								
08/17/2021	E 07/20/2021	NS 10	Promote Same School	No Show									



No-Show Student: Scenario 1

Recommendation (cont.):

- ▶ Change the **Exit Date** to the first day of school & **Submit** to save.

Entry Date: 08/17/2021

Entry Code: E (Eligible for State Funding)

Entry Comment (entry & exit): Promote Same School

Exit Date: 8/17/2021

Exit Code: NS (No-Show/Never Enrolled)

Exit Comment: No Show

Full-Time Equivalency: Full Time

Grade Level: 10

Track: [Dropdown]

District of Residence: Charleston School District (1001)

Transfer Information

Entry Date: 08/17/2021 Transferred Out DOB:

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/17/2021	E 08/17/2021 NS	10	Promote Same School	No Show	[Redacted]	

No-Show Student: Scenario 2

Students who rolled over who never showed up.

- ▶ Mark the student absent for the first 10 days of school
- ▶ Parent contact should be made during those 10 days
- ▶ On the 11th day, the student is withdrawn as a No-Show
 - ▶ All attendance should be removed
 - ▶ Entry Date and Exit Date should be the first day of school
- ▶ Students in grades levels 7-12 will be reported as dropouts
- ▶ Populate the Dropout Reason and Dropout Date (dropout date should be the first day of school)

No-Show Student: Scenario 3

Students who missed up to the first 9 days of schools

- ▶ The student is enrolled as of the first day of school
- ▶ Attendance should be taken as of day 1
- ▶ Absences should be coded excused or unexcused
- ▶ Truancy notification should be made, and a Truancy intervention plan developed if the student missed 3 consecutive unexcused absences or a total of 5 unexcused absences
- ▶ No attendance should be removed

No-Show Student: Scenario 4

Students who missed 10 days but show up on day 11

- ▶ The student is enrolled as of the first day of school
- ▶ Attendance should be taken as of day 1
- ▶ Absences should be coded excused or unexcused
- ▶ Truancy notification should be made, and a Truancy intervention plan developed if the student missed 3 consecutive unexcused absences or a total of 5 unexcused absences
- ▶ No attendance should be removed

Withdrawal Reminders

Drop Schedules	Drop student schedules on the date of enrollment for No Show students •This will delete the enrollment in their courses
Entry/Exit Dates	No Shows must have matching entry and exit dates that is your school's first day of school
Previous Enrollment	DO NOT edit another school's "Previous Enrollment" in the student's transfer info screen (dates/comments/exit codes)
EFAs	DO NOT edit another's school's EFA codes; Close out EFAs every time you withdraw a student; If a student is a NS, please delete initial EFA.



Attendance, Truancy, & Incident Management



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

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

Date: March 02, 2022 Page: 1 of 5

School Name: [REDACTED] **Truancy Student Report** District Name: [REDACTED]

Student Information:	
Student Name	[REDACTED]
Student Number	[REDACTED]
Birth Date	[REDACTED]
Grade	[REDACTED]
Gender	[REDACTED]
School Name	[REDACTED]
District Name	[REDACTED]
Full Day Absence Information:	
Last Updated	03/02/2022
Truancy Indicator	No
Unexcused Full Day Absences	0
Excused Full Day Absences	0
OSS Full Day Absences	0
Total Full Day Absences	0
Tardy	0
Early Dismissal Count	0

Full Day Unexcused Absences:
None At This School

View Truancy Reports

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

Truancy Reports

Date: February 25, 2022

Page: 8 of 55

School Name: [REDACTED] Truancy Student Report

District Name: [REDACTED]

Student Information:	
Student Name	[REDACTED]
Student Number	[REDACTED]
Birth Date	[REDACTED]
Grade	[REDACTED]
Gender	[REDACTED]
School Name	[REDACTED]
District Name	[REDACTED]
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

Full Day Unexcused Absences:	
1.	09/14/2021
2.	09/16/2021
3.	09/17/2021
4.	01/04/2022
5.	01/14/2022

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

School Name: [Redacted]

Truancy School Report

District Name: [Redacted]

Truant (3 Consecutive Full Day Unexcused Absences)

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
10122	([Redacted])	16	11	4
15243	[Redacted]	15	9	4
10513	[Redacted]	15	10	4
10233	[Redacted]	16	11	4
10182	[Redacted]	16	11	4
10387	[Redacted]	15	9	4
11064	[Redacted]	16	9	4
13564	[Redacted]	16	11	3
10942	[Redacted]	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 have been 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.



Incident Management

Incident Management System

All discipline and truancy data must be reported in Incident Management System.

Data from Incident Management will be used to compile the state and federal reports listed above, it is critical that all data entered be reviewed and verified for accuracy.

It is important that all discipline and truancy data are coded in Incident Management and not log entries.

Incident Management 101

School Grounds

School Events

School Transportation

Required Fields for Coding

Incident Management Required Fields

- ▶ Participants
 - ▶ Offender
 - ▶ Victims- Bullying-Level Physical Injury
- ▶ Behavior Codes
- ▶ Action Codes
 - ▶ Removal Type
 - ▶ Action Date Range
 - ▶ Duration Code
- ▶ Object Codes
- ▶ Subcodes dropdown
- ▶ Incident Elements



Required Fields for Coding

▶ Actions

- ▶ Record the Type of Removals
 - ▶ Record Subcodes for Type of Removal
- ▶ Provide the Duration of the Removal
- ▶ Must be Associated with the Behavior

Incident Management Coding 101

All incidents coded must have an offender associated with the incident.

All incidents coded must have a behavior associated with the offender.

All incidents coded must have an action associated with the behavior.

All removals must be coded with removal type, subcode if applicable, and duration.

All IAES (Interim Alternative Educational Setting) removals must have behavior and/or object codes with any corresponding subcodes to indicate if the removal was for drugs, weapons, serious bodily injury, or by a hearing officer for likely injury to self or others.

Incident Management Coding 101

- ▶ Reminder: Behavior Code must be dragged and dropped on the top of the participant's name. The Action Code must be dragged and dropped on the top of the behavior.
 - ▶ Offender Name
 - Behavior (must be dragged and dropped on Participants name)
 - Action (must be dragged and dropped on the behavior)
 - ▶ Additional Behavior (must be dragged and dropped on Participants name)
 - Action(must be dragged and dropped on the behavior).

Offender Name

↳ Behavior (must be dragged and dropped on Participants name)

↳ Action (must be dragged and dropped on the behavior)

The incident on next slide was coded using Chrome.

Properly Coded Incident

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cox
└ [1] 009 Fighting^
└ Suspension^ - Out of School (Services Provided)^

Kelly Wishert
└ [2] 009 Fighting^
└ Expulsion^ - No Services Provided^
└ Suspension^ - Pending Expulsion^

Witnesses

Incident Elements

Type	Description		
Behavior 🖐️	[1] 009 Fighting^	✎	🗑️
Behavior 🖐️	[2] 009 Fighting^	✎	🗑️



Cancel

Delete

Submit Incident

Federal Reporting Requirements Reminders

An incident involving more than one school district, for example, at a sporting event between two districts.

- If the incident resulted in the removal of one or more students in each school district, the incident would be reported by both district.
- If only one district remove a student(s) as a result of the incident, only that district would report the incident. (Federal Reporting guidance)

An incident involving more than one student in the same district in different schools, the incident will be reported where the incident occurred as one incident.

An incident involving more than one student in the same school, the incident is reported as one incident where the incident occurred.

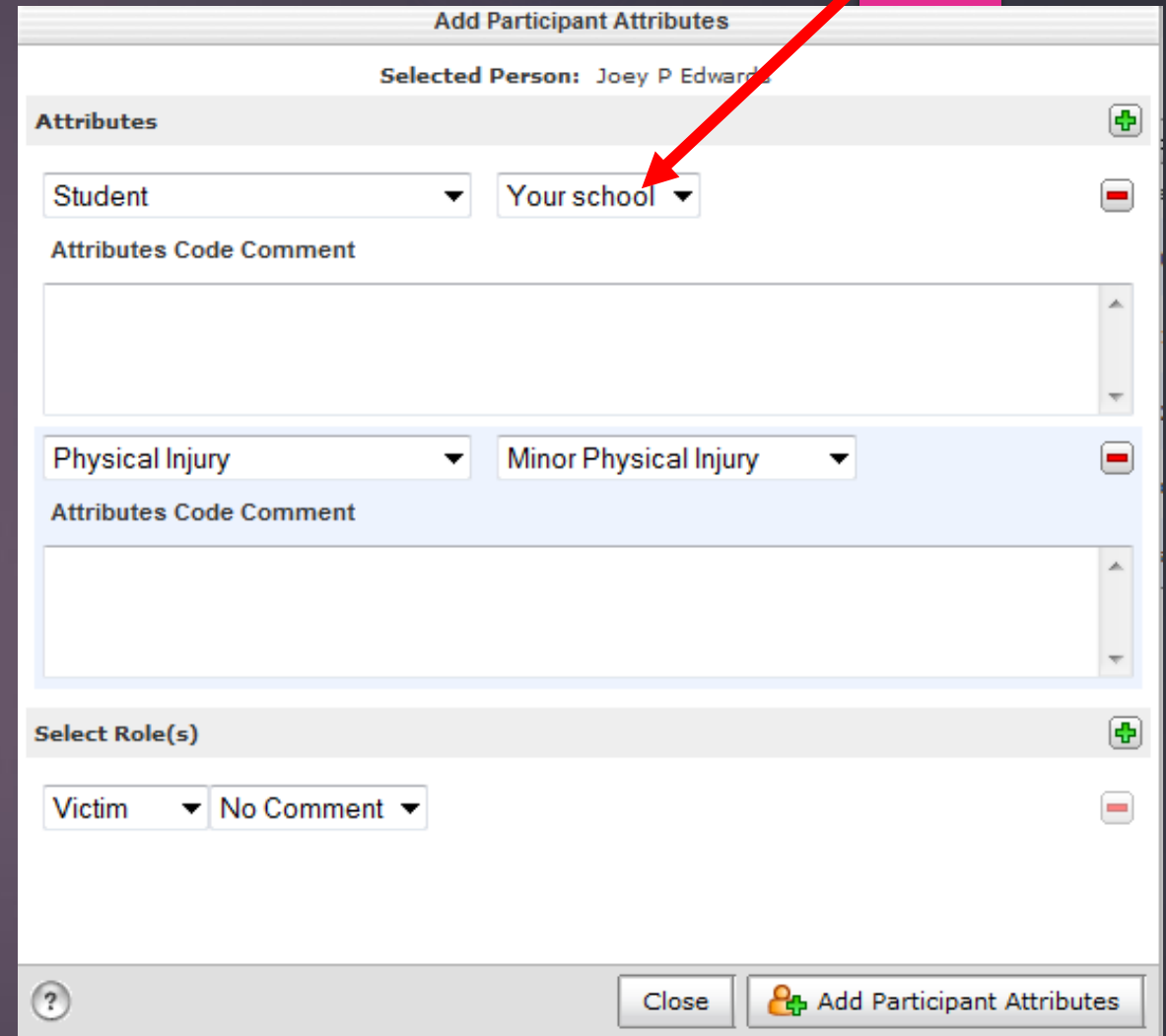
Incident Management Coding

How should I code incident for the following scenario?


- ▶ Two students involved in a fight at one high school, but one student attends another high school in the district.
 - ▶ Code as one incident at the high school in which the incident occurred
 - ▶ Code all participants under the one incident
 - ▶ Make sure you assign the role offender(s) and victim(s) for each participant
 - ▶ Make sure you code the behavior for each participant
 - ▶ Make sure you code the action taken by associating it to the behavior for each participant
 - ▶ Make sure in the attributes you code the school for each student.


Federal Reporting Requirements Reminders

- ▶ An incident involving more than one student in a different school in the same district, each student's school should be selected in the attribute section.




Add Participant Attributes
Selected Person: Joey P Edwards


Attributes 


Student 


Attributes Code Comment

Physical Injury 

Attributes Code Comment

Select Role(s) 

Victim 



Incident Management Coding


Incident Builder



Participants


Reporters






Victims

Offenders

Dedra Cox 















- [1] 009 Fighting^ 
 - Suspension^ - Out of School (Services Provided)^ 

Kelly Wishert 

- [1] Weapon^ - 785 Knife Blade > 2.5 inches (Federal)^ 
- [3] 789 Weapon (Specify Object)^ 
- [2] 009 Fighting^ 
 - Expulsion^ - No Services Provided^ 
 - Suspension^ - Pending Expulsion^ 

Witnesses

Incident Elements

Type	Description		
Behavior 	[1] 009 Fighting^		
Behavior 	[2] 009 Fighting^		
Behavior 	[3] 789 Weapon (Specify Object)^		
Object 	[1]Weapon^ - 785 Knife Blade > 2.5 inches (Federal)^		

[Cancel](#) [Delete](#) [Submit Incident](#)

Incident Management Coding

How should I code incident for the following scenario.

- ▶ Three Students are involved in a fight at one high school.
 - ▶ Code as one incident
 - ▶ Code all Three participants under the one incident
 - ▶ Make sure you assign the role offender(s) and/or victim(s) for each participant
 - ▶ Make sure you code the behavior for each participant
 - ▶ Make sure you code the action taken by associating it to the behavior for each participant

Incident Management Coding

- ▶ If there is more than one discipline reason for removal of students from their regular education program for discipline (Suspension and Expulsion). How will the state count the incident? The state will use the federal hierarchy:
 - ▶ Violence with physical injury
 - ▶ Violence without physical injury
 - ▶ Weapons possession
 - ▶ Drugs
 - ▶ Alcohol

Note: To code physical injury make sure you select the participant attributes then code the subcode to indicate the level of injury.

Incident Management Coding

- ▶ All SUX-Pending Expulsion should be resolved before the 180th day reporting.
- ▶ All SPC-Pending Parent Conference should be resolved and updated before the 180th day reporting.
- ▶ When coding 789 Weapons you must coded a sub code and action taken. (Subcodes 780,781, 782, 783, 784, 785, & 786)

Incident Management Coding

Weapon Coding-Adding Object

Add Object [X]

Object Code: Weapon^

Description:

- 780 Other Weapons^
- 781 Handguns^
- 782 Rifles and/or Shotguns^
- 783 Other Firearms^
- 784 Knife Blade > 2 inches (State)^
- 785 Knife Blade > 2.5 inches (Federal)^
- 786 Knife Blade less than 2 inches^

Quantity: []

[?] [Cancel] [Add Object]

Federal Reporting Requirements Reminders

- ▶ All weapons incidents must have a final action. All the following are weapons incident:
 - ▶ 781-Handguns
 - ▶ 782-Rifles
 - ▶ 783-Other Firearms

Please note that a call to parent is not a final action for the incidents listed above.

- ▶ Summer Incidents occurring after July 1st that results in a school removal for the 2022-23 school year, will be reported in the 2022-23 school year data collection.

Incident Management Coding

Do not use student names or Sun's ID in the title.

Toy bullets, toy guns, toy cap guns, toy pellet guns should be coded as 789 Weapons-OBJ Misc. Objects. Do not code as 781, 782, & 783.

BB Guns should be coded as 789 as Other Weapons-sub code Other Weapon-sub code 780-Other Weapons.

783-Other Firearms – examples- devices designed to expel a projectile, grenade, explosive

Fireworks should be coded as 010 Fireworks. (page 40 IM Guide)

780-Other Weapons- examples- razor blade, ice pick, Chinese star, chain, brass knuckle, billy club, stun gun, mace, tear gas, hatchet, taser, pepper spray

Weapon Coding-Misc. Object

Adding Misc. Object


Add Object ✕

Object Code ▼

Object Code Comment ⌵
496 characters left

Description

Quantity

? Cancel  Add Object

Incident Management Coding

No student should have 12 incidents in one day coded.

Incidents must be coded with attributes for each student.

Tardies are not considered Truancy.
The tardy code of 180 should be used for excessive tardies.

Incident Management Coding Definitions

- ▶ Fighting- Federal Spec. Definition

- ▶ Mutual participation in an incident involving physical violence where there is no major injury.

- ▶ Aggravated Assault

- ▶ Victim suffers
 - ▶ Broken bones, loss of teeth, possible internal injury, severe laceration, loss of consciousness.

Full definition can be found on page 37 of IM manual.

Incident Management Coding Definitions

- ▶ Physical Injury-Federal Spec. Definition
 - ▶ Incidents with injury include those in which one or more students, school personnel or other persons on school grounds required professional medical attention.
 - ▶ Examples: concussion, fractured or broken bones, cuts requiring stitches, stab or bullet wounds

Federal Reporting Requirements Reminders

- ▶ An incident that is coded as an Aggravated Assault should have a physical injury coded.

Add Participant Attributes

Selected Person: Joey P Edwards

Attributes

Student Your school

Attributes Code Comment

Physical Injury Minor Physical Injury

Attributes Code Comment

Select Role(s)

Victim No Comment

Close Add Participant Attributes

Incident Management Coding



The screenshot shows the 'Incident Builder' interface. On the left, the 'Participants' section is expanded to show 'Offenders', with 'Coleman' listed. A large red 'X' is overlaid on this section. On the right, the 'Incident Elements' table is visible, containing two rows: 'Behavior' (Type: [1] 151 Truant^, Description: [1] 151 Truant^, icons: edit, delete) and 'Action' (Type: Letter to Parent^, Description: Letter to Parent^, icons: edit, delete). At the bottom right, there are 'Cancel' and 'Submit Incident' buttons.

Type	Description		
Behavior 🖐️	[1] 151 Truant^	✎	🗑️
Action ⭐	Letter to Parent^	✎	🗑️

If the incident does not have an element under the offender, the incident is improperly coded.

Action Association

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cox

- [2] 152 Habitual Truant^
 - Family Court Referral^
- [3] 153 Chronic Truant^
 - Violation of Court Order^
- [1] 151 Truant^
 - Intervention Plan^

Witnesses

Incident Elements

Type	Description		
Behavior 🖐️	[1] 151 Truant^	✎	🗑️
Behavior 🖐️	[2] 152 Habitual Truant^	✎	🗑️
Behavior 🖐️	[3] 153 Chronic Truant^	✎	🗑️

Cancel Delete Submit Incident



Actions must be associated with the Behavior for the removal and duration to generate on reports and the IM Query.

Level Data State Validation

Level Data State Validation

Demographics Precode EFA/EIA Incident Management Reports/Lists

Page 1 of 2 <<< 1 2 >>>

Validation Rule	Error Count	Action
Missing Behavior Code (1010)	0	✓
Missing Corrective Action Code (1050)	0	✓
Misplaced Action	0	✓
Missing Description of Weapons	0	✓
Missing Offender	0	✓
Missing Required Duration Code (1000)	0	✓
Invalid Truancy Incident (1020)	0	✓
Missing Physical Injury Code (1030)	0	✓
Invalid Pending Expulsion (1040)	0	✓
Invalid Weapon Type (1060)	0	✓

Page 1 of 2 <<< 1 2 >>>

Level Data State Validation

Level Data State Validation

Demographics Precode EFA/EIA Incident Management Reports/Lists

Page 2 of 2 << 1 2 >>

Validation Rule	Error Count	Action
Warning Incident Type (1070)	<input type="text" value="0"/>	list
Invalid Truancy Incident : Missing Intervention Plan	<input type="text" value="0"/>	list
Missing Action Type for Truant Students	<input type="text" value="0"/>	list
Invalid Incident Type for Truant Behavior	<input type="text" value="0"/>	list
Missing Weapon Type	<input type="text" value="0"/>	list
Consecutive Days Unexcused Absences > 3	<input type="text" value="0"/>	list
Non-Consecutive Days of Unexcused Absences > 5	<input type="text" value="0"/>	list
Missing Action Duration for Detentions	<input type="text" value="0"/>	list

Page 2 of 2 << 1 2 >>

Level Data Validation Reports

Fix Invalid Data




Behavior Code Missing (1010)

Incident missing behavior code




Incident_ID	Entry_Author	Incident_Date	Incident_Title	Link
1063		05/20/2015	Damaged grass on playing field	Incident
1122	Tony	06/03/2015	Bullied other classmates	Incident
1123	Tony	06/03/2015	Bullying 3	Incident
1124	Tony	06/03/2015	Bullying 5	Incident

Level Data Validation Reports

▼ Incident Builder




Participants 

Reporters


- Melanie A Eagan 
- Jacob U Case 
- Kindra G Faulkner 

Victims

Offenders

- Mark K Jones 
- Joshua C Bushman 
- Amanda P Dansie 

Witnesses

Incident Elements 

Type	Description
No records found.	

[Cancel](#) [Delete](#) [Submit Incident](#)

Level Data Validation Tips

- ▶ Make sure you click on the incident link to make updates
- ▶ Review the incident for additional errors such as:
 - ▶ Missing Action Codes
 - ▶ Missing Object Codes
 - ▶ Missing Duration Code
 - ▶ Pending Expulsion (no outcome)
- ▶ Make sure you click the submit button to update changes made to the incident
- ▶ Make sure you reload the tab once corrections are made to update the totals

Incident Management Frequent Errors

At the 180th day the following errors were unresolved:

- ▶ Missing Behavior Code
- ▶ Missing / Misplaced Action Code
- ▶ Incident Management OSS Dates/SC-OSS Attendance Dates Mismatch
- ▶ Missing Required Duration Code



IM Resources



[PowerSchool Incident Management User Training and Reference Guide](#)



[Incident Management Frequently Asked Questions](#)



[Truancy Coding Guide](#)



[Behavior Coding Guide](#)

Incident Management Report Tab

Reports						
System	ReportWorks	State	State Initialization	Engine	Setup	SDE
Attendance		Description				
Absentee		Single day period by period attendance code report.				
Attendance Count		Multi-day period by period attendance code report.				
Class Attendance Audit		Section specific attendance roster.				
Consecutive Absences		Report detailing consecutive student absences by absence code.				
Student Attendance Audit		Roster report detailing attendance codes by day.				
Monthly Student Attendance Report		Twenty-day student attendance report by grade.				
Attendance Summary by Grade		An aggregated attendance report for a date range and grade(s).				
Year-to-Date Attendance Summary		A year-to-date aggregated attendance report by grade.				
PowerTeacher Attendance		Report showing which teachers have not taken attendance.				
Weekly Attendance Summary (Meeting)		A weekly attendance summary by section.				
Weekly Attendance Summary (Daily)		A weekly attendance summary by Teacher.				
Period Att. Verification		Report showing students marked present a specified number of periods.				
Attendance Tracking and Notification		Description				
Refresh Attendance Tracking Data		This report refreshes attendance tracking and notification records in the PowerSchool database.				
Truancy and Attendance Letters (View Only)		The <i>View Only</i> version produces a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences.				
Truancy and Attendance Letters (Extract)		The <i>Extract Only</i> version of this report produces two outputs: <ul style="list-style-type: none">• a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences.• An attendance letter that can be printed by clicking the ReportWorks link provided at the bottom of the extract list.				
Truancy and Attendance - Levels Reached		This report includes students who meet a specific threshold for an attendance tracking level.				
Discipline		Description				
Discipline Log		A list of student discipline incidents by date range and sub-type.				
Discipline Summary		Disciplinary incidents by gender, ethnicity, special program and grade level				
Grades and Gradebooks		Description				
Class Ranking		Student list by GPA.				
Grade Count by Teacher		Grade Count by Teacher				

Incident Management SDE Reports Tab

Reports

System ReportWorks State State Initialization Engine Setup SDE

Report	Scope	Description
Incident Management Reports		
Staff Referral	District	This report allows administrators to view a list of referrals by referring staff members.
Summary Report - All Incidents	District	This report provides a count of incidents for each behavior reported. The districts may click the link to review the incident report by school.
Summary Report - Truancy Validation	District	This provides a count of incidents for each truancy code reported (151, 152, 153).
Summary Report - Bullying Validation	District	This provides a count of bullying incidents coded.
Summary Report - Persistently Dangerous Schools Validation (PDS)	District	This provides a count of incidents reported to verify data used to complete the PDS report.
IGP Success Planner Reports		
IGP Dashboard	All schools	Click here to visit the IGP Dashboard
IGP Curriculum Browser	All schools	Click here to view the Curriculum Browser
IGP Major Report	All schools	Click here to visit the IGP Major Interest report
IGP Completed Majors Report	All schools	Click here to visit the IGP Completed Majors report
IGP Summary Report	All schools	Click here to visit the IGP Summary report
IGP Post-Secondary Plan Report	All schools	Click here to visit the IGP Post-Secondary Plan Report
IGP Cluster Counts	All schools	Click here to visit the IGP Cluster and Post-Secondary Plan Counts Report
IGP Planning Notes	All schools	Click here to visit the IGP Planning Notes
Multiple IGPS Report	All schools	Click here to visit the Multiple IGPS Report
IGP In Participation Percentages	All schools	Click here to visit the IGP In Participation Percentages

IM-Discipline Summary Report

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- District
- System
- Personalize

Applications

- PowerLunch
- PS Administrator
- PT Administrator
- ReportWorks Developer
- Enhanced CPM
- Enterprise Reporting
- SchoolMessenger

Level Data Apps

Discipline Summary Reports

Option	Value
Date	From: 08/18/2015 To: 06/02/2016
Report:	Discipline Summary - All Incidents

Submit

Copy CSV Excel PDF Print

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	001 Aiding Others	0	0	0	1	0	0	0	0	0	0	0
2.	002 Other Offenses (Minor)	0	3	7	11	3	3	0	0	0	0	0
3.	003 Bite/Pinch/Spit	0	0	0	0	1	0	0	0	0	0	0
4.	004 Contraband	0	0	3	0	0	1	0	0	0	0	0
5.	005 Detention Violation	0	5	3	5	8	1	0	0	0	0	0
6.	006 Dishonesty	0	3	0	2	2	1	0	0	0	0	0
7.	007 Disrupting Class	8	62	53	116	56	73	6	0	0	0	0
8.	008 DO NOT USE Drug Violation	0	0	0	0	0	0	0	0	0	0	0
9.	009 Fighting	4	10	34	19	11	11	0	0	0	0	0
10.	010 Fireworks	0	0	0	0	0	0	0	0	0	0	0

Showing 1 to 10 of 99 entries

PreviousNext

IM-Truancy Report

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- District
- System
- Personalize

Applications

- PowerLunch
- PS Administrator
- PT Administrator
- ReportWorks Developer
- Enhanced CPM
- Enterprise Reporting
- SchoolMessenger

Discipline Summary Reports

Option	Value
Date	From: 08/18/2015 To: 06/02/2016
Report:	Truancy

Submit

Copy **CSV** **Excel** **PDF** **Print**

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	151 Truant	1	5	0	0	0	0	0	0	0	0	0
2.	152 Habitual Truant	0	0	0	3	0	3	0	0	0	0	0
3.	153 Chronic Truant	0	1	0	3	0	0	0	0	0	0	0

Showing 1 to 3 of 3 entries

[Previous](#)[Next](#)

Legend

Icons - Date Entry

IM-PDS Report

PowerSchool Welcome, Aveene Coleman | Help | Sign Out

School: District Office Term: 15-16 Year

Start Page > Reports > SDE Reports > Summary Reports

Discipline Summary Reports

Option Value

Date 16

Report: Discipline Summary - All Incidents
Persistently Dangerous Schools (PDS)
Bullying
Truancy Submit

Copy CSV Excel PDF Print

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	510 Assault, Aggravated	0	0	0	0	0	0	0	0	0	0	0
2.	570 Drug Distribution	0	1	1	0	0	1	0	0	0	0	0
3.	610 Forced Sex Offense	0	0	0	0	0	0	0	0	0	0	0
4.	640 Homicide	0	0	0	0	0	0	0	0	0	0	0
5.	660 Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0
6.	730 Robbery	0	0	0	0	0	0	0	0	0	0	0

Showing 1 to 6 of 6 entries
[Previous](#)[Next](#)

Legend

Icons - Date Entry

- Functions
 - Attendance
 - Daily Bulletin
 - Enrollment Summary
 - Master Schedule
 - Dashboard
 - Special Functions
 - Teacher Schedules
- Reports
 - System Reports
 - ReportWorks
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 - Student Search
 - Staff Search
 - Parent Search
 - Enroll New Student
 - New Staff Entry
 - New Parent Entry
- Setup
 - District
 - System
 - Personalize
- Applications
 - PowerLunch
 - PS Administrator
 - PT Administrator
 - ReportWorks Developer
 - Enhanced CPM
 - Enterprise Reporting
 - SchoolMessenger
- Level Data Apps

Discipline Data for Reporting

STATE REPORTS CAN BE FOUND:
TRUANCY, SUSPENSION AND EXPULSION DATA

SCDE **Truancy** Documentation and Process Resources

- ▶ **Session 2: Early Intervention Strategies: using Teams to Monitor & Identify Students in Need of Support Materials**
 - ▶ Attendance Team in Action [video](#)
 - ▶ [Map of existing school teams](#) worksheet
 - ▶ [School Team Self-Assessment tool](#)
- ▶ **Team Function #1: Organize a multi-tiered attendance strategy that begins with prevention and early intervention**
 - ▶ [3 Tiers of Intervention & Foundational Supports](#)
- ▶ **Team Function #2: Examine attendance & absenteeism data to assess which groups of students have higher or lower levels of chronic absence**
 - ▶ [Monitoring Attendance in Distance Learning](#)
 - ▶ [Expanded Attendance Metrics](#)
 - ▶ [Key Concepts for Leveraging Chronic Absence During the Coronavirus Pandemic](#)
 - ▶ [What should happen at our school for each level of absence? \(sample form\)](#)
 - ▶ [What should happen at our school for each level of absence? \(blank form\)](#)
 - ▶ [District & School Attendance Tracking Tools](#)
- ▶ **Team Function #3: Identify factors & strategies that affect attendance**
 - ▶ [Positive Conditions for Learning](#)
 - ▶ [Develop Programmatic Responses to Systemic Barriers](#)
 - ▶ Addressing Reasons for Absences [video](#)
- ▶ **Matching Factors and Strategies**
 - ▶ Worksheet: [Understanding the root causes for student absenteeism](#)
 - ▶ [Attendance Playbook \(Covid edition\) & Implementation Guide](#) from Attendance Works and FutureEd
 - ▶ Worksheet: [Understanding the root causes for student absenteeism](#)
- ▶ **Appendix: Additional Resources**
 - ▶ [Map of School Teams](#)
 - ▶ What should happen at our school for each level of absence? [Sample form](#) and [blank form](#)
 - ▶ [3 Tiers of Intervention pyramid](#)
 - ▶ [5 Whys Worksheet](#)
 - ▶ [District & School Attendance Tracking Tools](#)
 - ▶ [How-to Guide to Relationship Mapping](#)



Upcoming School Data Collection Deadlines

Upcoming School Data Collection Deadlines

August 2022:

- ▶ 4K and 5K Precode Data Collection- **August 26, 2022**
- ▶ Grade 2 Testing Precode Data (CogAT/IA) – **August 26, 2022**

September 2022:

- ▶ Fall Ready to Work – **Due September 16, 2022 (SCDE)**
- ▶ Current Year Dropout Data – **October 28, 2022**



Fall Precode

Fall Precode for 2022-2023

- ▶ Precode Manual: <https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/>
- ▶ Correct **student's name** (Last Name, First Name, Middle Name [if applicable])
- ▶ **DOB** – this is very important for CogAT because results are based on age. An incorrect birthdate could produce an incorrect score, which can adversely affect gifted-and-talented identification. Students are excluded from CogAT/IA precoding if they have grossly incorrect birthdates (i.e., birth year is 1900 or 2019).
- ▶ **Gender**
- ▶ **Race** – at least one race must be checked.

Fall Precode for 2022-2023

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

Fall Precode for 2022-2023

- ▶ **Alternate Assessment** – enter data if this applies to the student. Work with SPED coordinator at school to enter data.
- ▶ **Teacher Name**
- ▶ **Teacher Emails**
- ▶ **Teacher Educator ID** – you can either work with your Human Resource staff at the school or go to this link to find the teachers Educator ID. <https://cert.ed.sc.gov/>
 - ▶ To search for Certification Numbers, See the public lookup: <https://ed.sc.gov/educators/public-lookup/>

Early Fall Precode for 2022-2023

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

The recommendation is to have students enrolled in a Homeroom Course (0896 or 0897).

Early Fall Precode for 2022-2023

Course Codes in PowerSchool:

- ▶ 17500000 Half-Day PK
- ▶ 17510000 Full-Day PK
- ▶ 17610000 Full-Day K
- ▶ 08960000 Homeroom
- ▶ 08970000 Homeroom

Fall Precode for 2022-2023

PS Student Data Field Names:

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

Fall Precode Recap

Pages:

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

Early Fall Precode Recap

- ▶ **4K, 5K, & 2nd Grade Assessments starting on page 6 of Precode Manual**
- ▶ **4K and 5K Precode**
 - ▶ Must be scheduled with a teacher
 - ▶ Teacher must have certification # & educator ID + all relevant demographic data
 - ▶ 5K must have a state ID associated; CIE uses IGDIs for 4K
- ▶ **2nd Grade COGAT (pages 6, 11, & 16 in Precode Manual)**

Upcoming Fall Precode Reminders

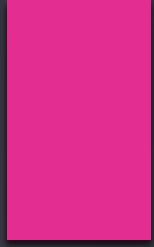
▶ **Fall Ready to Work (R2W)**

- ▶ All 9GR19 Students from Spring who did *not* earn Career Readiness may retake in the Fall
- ▶ Be sure to interface with Student Testing Coordinator on those who will test so they are coded in PowerSchool
- ▶ Career Readiness Grade 12 Checkbox must be checked for those 12th graders taking **or** retaking the test.
- ▶ If the student needs paper or accommodations, that data must be filled in as well.
- ▶ Found on **Precode** page in student record:
Home > Student Selection > State/Province – SC > Precode

Career Readiness Grade 12	<input type="checkbox"/>
Career Readiness Paper	<input type="checkbox"/>
Career Readiness Accommodations	NA - Not applicable ▼
Career Readiness Oral Accommodations	NA - Not applicable ▼



5 Day Count



5 Day Count

Title I - Data:

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

5 Day Count

Funding Snapshots:

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

5 Day Count

- ▶ All student must have a value for EFA Primary – the SC01 Data Verification will identify students with No or incorrect Primary EFA code. Start running this today and correcting errors.
- ▶ Students with VOC EFA Primary Code
 - Students must be scheduled in an approved CATE course code
 - 5th day data collection will be impacted when a school is claiming VOC EFA Primary codes and the students are not scheduled in a SCDE approved CATE course codes section. Schools will not be allowed to claim VOC as a EFA Primary if the student is not scheduled in a SCDE approved CATE section and SCDE requirements are not meet.
 - Teachers being certified to teach VOC will be monitored this year. Non-Certified teachers teaching VOC classes may have a negative impact on a school's 75/25 Teacher Certification regulation. SC Code of Law [59-40-50 \(5\)](#)

5 Day Count

- ▶ **2022-23 ACTIVITY CODING MANUAL** (*most current*) - <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2022-23/>
- ▶ Run SC01 and make sure its **error free**.
- ▶ School will run all reports for the schools for 5th day and will upload the following reports to Let's Work Smart (LWS) with the Principal/School Leader Signature.
Deadline is August 29, 2022 in LWS.
 - ▶ SC06 Membership and Attendance
 - ▶ SC28 Add-On Weightings Report (Must run SC24 Add-On Weighting Update first)

5 Day Count

- ▶ EFA Initializations were ran when EOY Rollover occurred in July of 2022. This should only be done one time. EFAs for newly entered students will be required to be entered manually.
- ▶ EFA/EIA Initialization Processes for SC which will set the default primary code and effective start date for each K-12 student enrolled at the time the initialization is run.
- ▶ For students enrolled after the EFA/EIA initialization has been run, an initial EFA code and effective start date must be entered manually. The effective start date must **match** the student's initial enrollment date for the current school.
- ▶ Make any edits to Start Date and Stop Date on the EFA History tab.
- ▶ **REMEMBER**: If a student transfers from your school during the school year you must **enter a Stop Date for their EFA** at your school and especially before transferring them to another school within the district.
- ▶ If student has multiple disabilities code them under EFA Code 2 – 10

5 Day Count

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

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History	High A
Standardized Test Perf Level History							

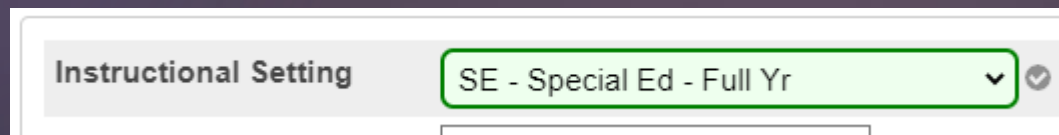
EFA Primary:	AU - Autism	▼
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EFA Secondary Codes	
EFA 2:	EFA 3:
SP - Speech/Lang. Impair	EL - Elementary

EFA History											
Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4	EFA 5	EFA 6	EFA 7	EFA 8	EFA 9	EFA 10
08/19/2020		AU	SP	EL							

5 Day Count

- ▶ Instructional Setting should reflect a student with an IEP. If a student has an IEP, they should have a value of **SE, SR, SP**
- ▶ **504s** are coded in the same area with their 504 Plan Code
- ▶ If a student does not have an IEP in Enrich, then the Instructional Setting should be **(blank) – Regular Ed – Full Yr**
- ▶ *State/Province – SC > South Carolina Student Information > Instructional Setting*
- ▶ *Level Data State Validation > EFA Special Ed tab > fix errors flagged/located*



A screenshot of a software interface showing a dropdown menu. The label 'Instructional Setting' is on the left. The dropdown menu is open, showing the selected option 'SE - Special Ed - Full Yr' in a light green box. A small checkmark icon is visible to the right of the dropdown.

EFA Disability Coding

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

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

The screenshot shows the 'EFA Code Entry' tab in a software interface. At the top, there are three tabs: 'EFA Code Entry', 'EIA Code Entry', and 'High Achieving'. Below the tabs, there are several input fields labeled 'EFA Primary:', 'EFA Secondary:', 'EFA 2:', 'EFA 4:', 'EFA 6:', 'EFA 8:', and 'EFA 10:'. The 'EFA Primary:' field is currently selected, and a dropdown menu is open, displaying a list of disability codes. The code 'LD - Spfc Learning Disabi' is highlighted in blue. Other codes visible in the list include 'K - Kindergarten', 'P - Primary', 'EL - Elementary', 'HS - High School', 'AU - Autism', 'EM - Mental Disabi-Mild', 'EH - Emotional Disability', 'HH - Deaf/Hard Hearing', 'HO - Homebound', 'OH - Orthopedic Impair', 'SP - Speech/Lang. Impair', 'TM - Mental Disabi-Mod', 'VH - Visual Impairment', 'VOC - Vocational (Gr9-12)', '*OHI - Other Health Impair', '*TBI - Traumatic Brain Inj', '*PMD - Mental Disabi-Severe', and '*DD - Developmental Delay'.

EFA Disability Coding

* This guide is posted on our website to show the correlation between disability categories and the EFA codes for students listed in PowerSchool.

* Always Code the Heavier weight as the primary disability in PowerSchool.

* This information should only be coded when the SPED coordinator AND PowerSchool coordinator are working closely together.

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

5 Day Count

- ▶ SC28 Add-On Weightings Report (*Keep In Mind*):
 - Academic Assistance – will not be calculated as this is uploaded at the district office, once the SCDE gives districts access to the file. The SCDE only sends out these files during the 45th and 135th funding.
 - High Achieving – student has been identified as GTA, GTR, AP, IB
 - LEP – English Prof field value is 1-5, 6.0, A1-A3, M1-M4, 10, 11, AW
 - Poverty – No uploads have been sent out from the SCDE since the 135th day so the counts may only reflect up until last years 135th day or if you are a new school, you may not have any counts. PS Admins are responsible for populating these fields if they apply to the student: **Foster Home, Migrant, Primary Nighttime Residence (At the time of the initial identification of homelessness)**
 - Academic Assistance and Poverty calculation are the calculations that may not be fully accurate until the 45th Day funding uploads.

5 Day Count

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

Refresh Attendance Views Data Report

Report Name	Refresh Attendance Views Data		
Version	2.0		
Description			
Comments			
Students to Include	<input type="radio"/> The selected 678 students only <input checked="" type="radio"/> All students		
Begin Date and Ending Date	08/19/2019	06/05/2020	
Processing Options	In Background Now		
Specific Date/Time	MM/DD/YYYY		
Data to be filled			(Check checkbox on the right to save as default value) <input type="checkbox"/> Reset All
Report Output Locale	English		

Submit

5 Day Count

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

SC24 Add-On Weightings Update

Report Information	
Description	The SC Add-On Weightings Update process should be run periodically to update the fields on the Add-On Weightings page. The process will create a new record for a student if a change is detected in any of the fields that affect Add-On Weightings. Only students that have had a change and have been enrolled at least one day in the school year being processed are updated. WARNING: Once this process is started, it can't be stopped. This may be a long process.
Version	1.1.9
Output File Name	SC_AddOnWeightings_Update
Category	Add-On Weightings
Published Date	07/28/2020 09:19 PM
Comments	
Report Parameters	(Check box on the right to save as default value) Clear All ▾
Schools to Include:*	<input checked="" type="radio"/> Current School Only <input type="checkbox"/>

Scheduling

Please select when to run

Run Now Schedule

Submit

5 Day Count

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

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History	High Achieving History	Add On Weightings History
			Standardized Test Perf Level History					

Effective Start Date: <input type="text" value="8/24/2020"/>	GT Academic Area: <input type="text" value="M - Math"/>
High Achieving Codes	
High Achieving 1: <input type="text" value="GTA - G&T Academic"/>	High Achieving 2: <input type="text"/>
High Achieving 3: <input type="text"/>	High Achieving 4: <input type="text"/>

5 Day Count

- ▶ SC28 Add-On Weightings Report (cont)
 - LEP – English Prof field value is 1-5, 6.0, A1-A3, M1-M4, 10, 11, AW
 - English Prof – cannot be blank. This field **must** have a value selected.
 - *State/Province – SC > South Carolina Student Information > English Prof*

English Prof ✓*

9 - Native Speaker ▼

Select One

- 1 - Entering
- 2 - Emerging
- 3 - Developing
- 4 - Expanding
- 5 - Bridging
- 6.0 - Reaching
- 8 - English Speaker
- 9 - Native Speaker
- A1 - Initiating
- A2 - Exploring
- A3 - Engaging
- M1 - 1st Year Monitor
- M2 - 2nd Year Monitor
- M3 - 3rd Year Monitor
- M4 - 4th Year Monitor
- 10 - 3K ML Status Pending
- 11 - 4K ML Status Pending
- AW - Awaiting

5 Day Count

Data Validation Searches – Remember that these reports are to assist you with finding empty or incorrect data values.

SUNS/State ID (Blank) [State_StudentNumber] =

Race (Blank) [racecode not in W,B,I,A,P] =

Gender (Blank) =

DOB (Blank) =

Lunch Status (Blank) =

Ethnicity [FedEthnicity] – make sure “No” or “Yes” is selected students (0 = No; 1 = Yes)

Scheduling/Reporting Ethnicity [Ethnicity] (Blank) =

Grade Level – make sure student Grade Levels are correct it can impact school's negatively when it pertains to assessments and data reporting.

Entry Code (Blank) =

5 Day Count

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

- ▶ **Student Number:** PowerSchool Student Number
- ▶ **Last Name, First Name, Middle Name:** Birth Certificate/Legal Name. *Note: Middle Name is only applicable*
- ▶ **Gender:** Male (M) or Female (F)
- ▶ **Ethnicity:** Hispanic/Latino (Y/N)
- ▶ **Race Code:** American Indian or Alaska Native (I); Asian (A); Black or African American (B); Native Hawaiian or Other Pacific Islander (P); White (W)
- ▶ **Scheduling/Reporting Ethnicity**
- ▶ **DOB:** MUST be in the MM/DD/YYYY format
- ▶ **Grade_Level**
- ▶ **Enroll_Status:** Student must be active, pre-enrolled students do not get their id assign until the day they become actively enrolled
- ▶ **District of Residence:** MUST be students home address for district of residence.
 - <https://www.greatschools.org/school-district-boundaries-map/>
 - <https://nces.ed.gov/ccd/districtsearch/>



Current Year Drop-Out Data

Current Year Dropout Data

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

- ▶ **Current Year Dropout Data (School Deadline) – runs through September**
- ▶ Dropout data should be reported for grade levels seven through twelve (7-12).
- ▶ *2022 Dropout Policies and Procedures Manual*: <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2022-dropout-policies-and-procedures-manual/>
- ▶ The dropout date must fall between October 1, 2021 – September 30, 2022.

Current Year Dropout Data

- ▶ grade level [**Grade_Level**]
- ▶ full legal name [**Last_Name, First_Name**]
- ▶ student's number [**Student_Number**]
- ▶ State ID number [**State_StudentNumber**]
- ▶ Ethnicity [**FedEthnicity**]
- ▶ gender [**Gender**]
- ▶ date of birth [**DOB**]
- ▶ Free / Reduced Lunch [**LunchStatus**]
- ▶ English proficiency [**Engl_Prof**]
- ▶ migrant status [**Migrant**]
- ▶ Homeless [**Night_Residence**]
- ▶ EFA codes
- ▶ exit code [**ExitCode**]
- ▶ dropout reason code [**Dropout_Reason**]
- ▶ dropout date [**Dropout_Date**]



Historical Grade Entry

Historical Grade Entry

Resources:

1. Administrative Procedures SC Uniform Grading Policy: <https://ed.sc.gov/districts-schools/school-safety/state-regulations/ugp-administrative-procedures/>
2. SC Uniform Grading Policy: <https://ed.sc.gov/tests/tests-files/eocep-files/uniform-grading-policy-february-2018/>
3. SCDE Activity Coding Manual 2022-23: <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2022-23/>
4. Full Directions on How to Enter Historical Grades: [historical grades documentation.docx](#)

Historical Grade Entry

Things to keep in mind when entering historical grades:

▶ Credit Type & Format

Credit Type for HS	Subject Area
HS,A	English/Language Arts
HS,C	Mathematics
HS,E	Science
HS,H	US History and Constitution
HS,J	Economics
HS,K	US Government
HS,L	Other Social Studies
HS,P	Physical Education or JROTC
HS,R	Computer Science/Keyboard
HS,T	Foreign Language or CTE
HS,X	Electives

Credit Type: Credit Types allow courses to be grouped together, and each course can be associated with one or more credit types. Credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels include:

- A – English/Language Arts
- C – Mathematics
- E – Science
- H – US History and Constitution
- J – Economics
- K – US Government
- L – Other Social Studies
- P – Physical Ed or Jr ROTC
- R – Computer Science/Keyboard
- T – Foreign Language or CTE
- X – Electives
- ES – Elementary School
- MS – Middle School
- HS – High School

Historical Grade Entry

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

Things to keep in mind when entering historical grades:

- ▶ **Grade Point Average (GPA)** Values Based on Course Weighting & Grade Earned
- ▶ Store Code = F1 – must be F1 to print on transcripts

Historical Grade Entry

▶ Live Demo



Summer Graduate Process

Summer Graduate Process

Things to Remember:

- ▶ Enter any last summer school & external grades in Historical Grades
- ▶ Exclude student from Class Rank
 - ▶ Home > Student Selection > Other Information > Check the Exclude from Class Rank Box

Exclude From Class Ranking



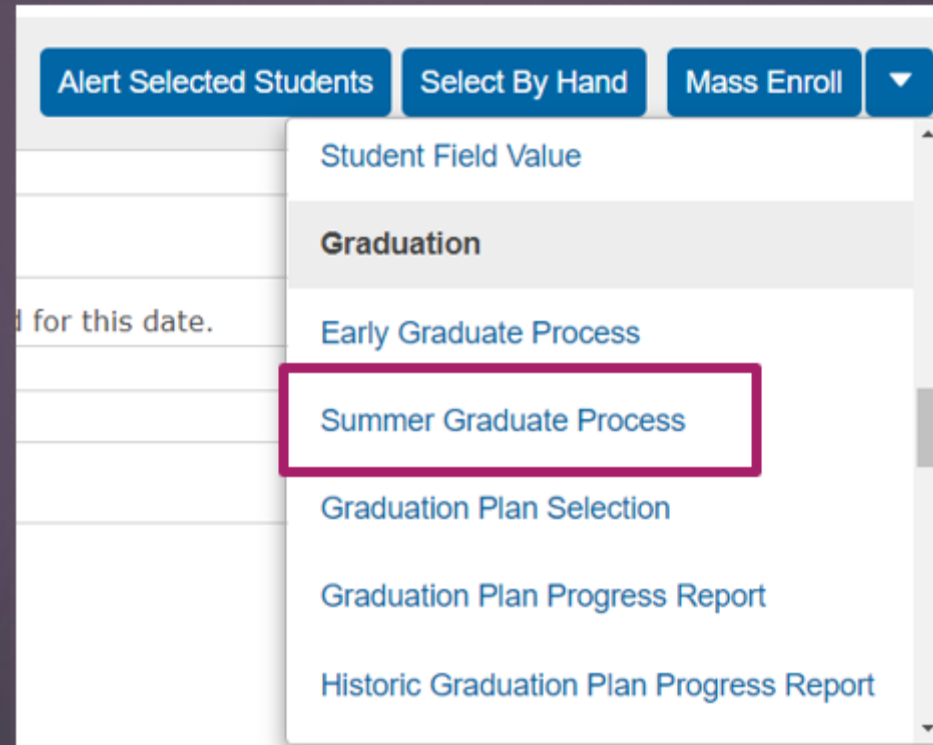
- ▶ Run Class Rank (to update)
 - ▶ Home > School > Under Grading: Class Rank > Recalculation Frequency > Recalculate Now
 - ▶ Wait for this to complete before proceeding
- ▶ Print Final Transcripts

Changes Recorded

✓ The changes have been recorded.

Summer Graduate Process

- ▶ Select students or choose your graduate
- ▶ Choose Group Functions > Summer Graduate Process




Summer Graduate Process

- ▶ Enter the Graduation Date in the Exit Date Box & Hit Submit

Summer Graduate Process

Process Information

****Warning : Note this process is irreversible**

Promote summer graduates	The Selected 1 Students (Uses current student selections)
For this Exit Date	<input type="text" value="8/1/2022"/> 
Description	This Process promotes summer graduates to the graduated school using the Exit Date defined above. The process steps are listed below.
Process Steps	<ol style="list-style-type: none">1. Archives the current school enrollment records.2. Sets each student's Exit date to the exit date identified above3. Sets ExitCode to W21.4. Sets ExitComment to "Summer Graduate".5. Sets the Next Grade to 99.6. Sets the Next School to 999999 (Graduating Students School).7. Sets the Schedule This student (Sched_scheduled) to Blank.8. Populates the Graduated_SchoolID to home school ID.9. Populates the Grad_SchoolName to the home school Name.10. Graduates Students from district.11. Sets in Enroll_Status to "3" (Graduated).

(Submit is disabled until Exit Date is entered)

Summer Graduate Process

- ▶ This will populate a list at the bottom of your graduates and their info
- ▶ Click “Perform Summer Graduate Process”

Summer Graduate Process

Process Information

****Warning : Note this process is irreversible**

Promote summer graduates The Selected 1 Students (Uses current student selections)

For this Exit Date

Description This Process promotes summer graduates to the graduated school using the Exit Date defined above. The process steps are listed below.

Process Steps

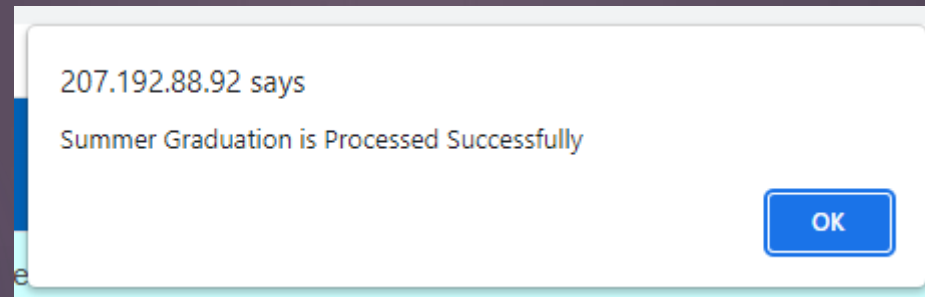
1. Archives the current school enrollment records.
2. Sets each student's Exit date to the exit date identified above
3. Sets ExitCode to W21.
4. Sets ExitComment to "Summer Graduate".
5. Sets the Next Grade to 99.
6. Sets the Next School to 999999 (Graduating Students School).
7. Sets the Schedule This student (Sched_scheduled) to Blank.
8. Populates the Graduated_SchoolID to home school ID.
9. Populates the Grad_SchoolName to the home school Name.
10. Graduates Students from district.
11. Sets in Enroll_Status to "3" (Graduated).

(Submit is disabled until Exit Date is entered)

Student Name	Student Number	Date of Birth	Grade Level	School
Test, Test	33939	07/25/2014	12	South Carolina Connections Academy

Summer Graduate Process

- ▶ This will populate another button, “Begin Graduate Process.” Click this button.
- ▶ Once you click that, it will run the process and give you a confirmation box that looks like this:
- ▶ Press Ok.



- ▶ At the bottom, it will show you what student was processed, their grade level and school (Graduated Students)

Student Name	Student Number	Date of Birth	Grade Level	School
Test, Test	33939	07/25/2014	99	Graduated Students



Questions?

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