



December 2021 PowerSchool Admin Webinar

CHARTER INSTITUTE AT ERSKINE

Agenda: Part I (CIE)

- Introductions & Celebrations
- PowerSchool ARCS
- PowerSource Accounts
- Reset Class Counts
- 2021-2022 Local Board Approved Courses

Introductions & Celebrations



Institute Bulletin: Staffing Updates

- Staffing Updates
 - Odyssey Online PS Coordinator (Vacancy)
 - Cherokee Charter Academy : Valerie McCluney (started end of October)
 - Berkeley Preparatory Academy: New PS Admin Lynn Solon
 - Rebecca Baker Maternity Leave
- Let Cantey / CIE know of Staffing Changes ASAP
- Any time something will be or has the potential to be in the news, notify the Charter Institute *IMMEDIATELY!*

PowerSchool Arcs



PowerSource Accounts



Reset Class Counts



2021-2022 Local Board Approved Courses

- Start planning for Local Board Approved Courses NOW

LBA Course Approval and Innovative Courses of Study	Requires School Board Approval	Requires Charter Institute at Erskine Board approval	Requires SCDE Board approval	Renewal timeline
Core Subject	Yes	Yes	Yes	Every 3 years
Elective	Yes	No – approved by Institute staff	No	Yearly

- Timeframe:

For a course to be approved and available for scheduling in PowerSchool as of:	Local Board Approval is needed by:	Provide Local School Board Approved Meeting Minutes to Charter Institute at Erskine by:	Elective Course Review by CIE Staff	For Core Subject Courses			
				CIE Board Review Will Occur In:	CIE Board Meeting Minutes Will Be Available In:	Course Will Be Sent to SCDE for Approval (if needed) by:	Estimated Date of SCDE Approval:
August 2022-23 and beyond	1/31/2022	2/28/2022	March	March	April	May 1st	June
January 2022 and beyond	6/30/2022	7/31/2022	August	August	September	October 1st	November

Institute Bulletin: Announcements

- PowerSchool Updates (During Holidays)
 - PowerSchool Core to update to 21.4
 - Planned Update when PS Hosting approves security update
 - Requires the use of the “New Experience”
 - E-Collect 21.11.1.0 planned update on Jan. 4, 2022
 - State Reporting recently updated (past Friday, 12/10/21)
- PowerSchool Enrollment/Online Registration
 - Shared Service Model has been secured through PowerSchool
 - This is OPTIONAL!
 - Schools can procure separate contract.
 - Details have been shared with School Leaders
 - Be sure to reach out to them if you are interested



December 2021 PowerSchool Admin Webinar

C A N T E Y T E C H .

Agenda: Part II (Cantey)

- Institute Bulletin
(Announcements, Reminders, & Celebrations)
- Precode
- Incident Management
- Virtual Attendance
- Civil Rights Data Collection (CRDC)
- Early Graduates
- DOTS
- Level Data & SAS Reports
- 90 Day Reporting
- Second Semester Preparation
- Training Opportunities

Institute Bulletin: Announcements, Reminders, Celebrations

- New!
- 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>



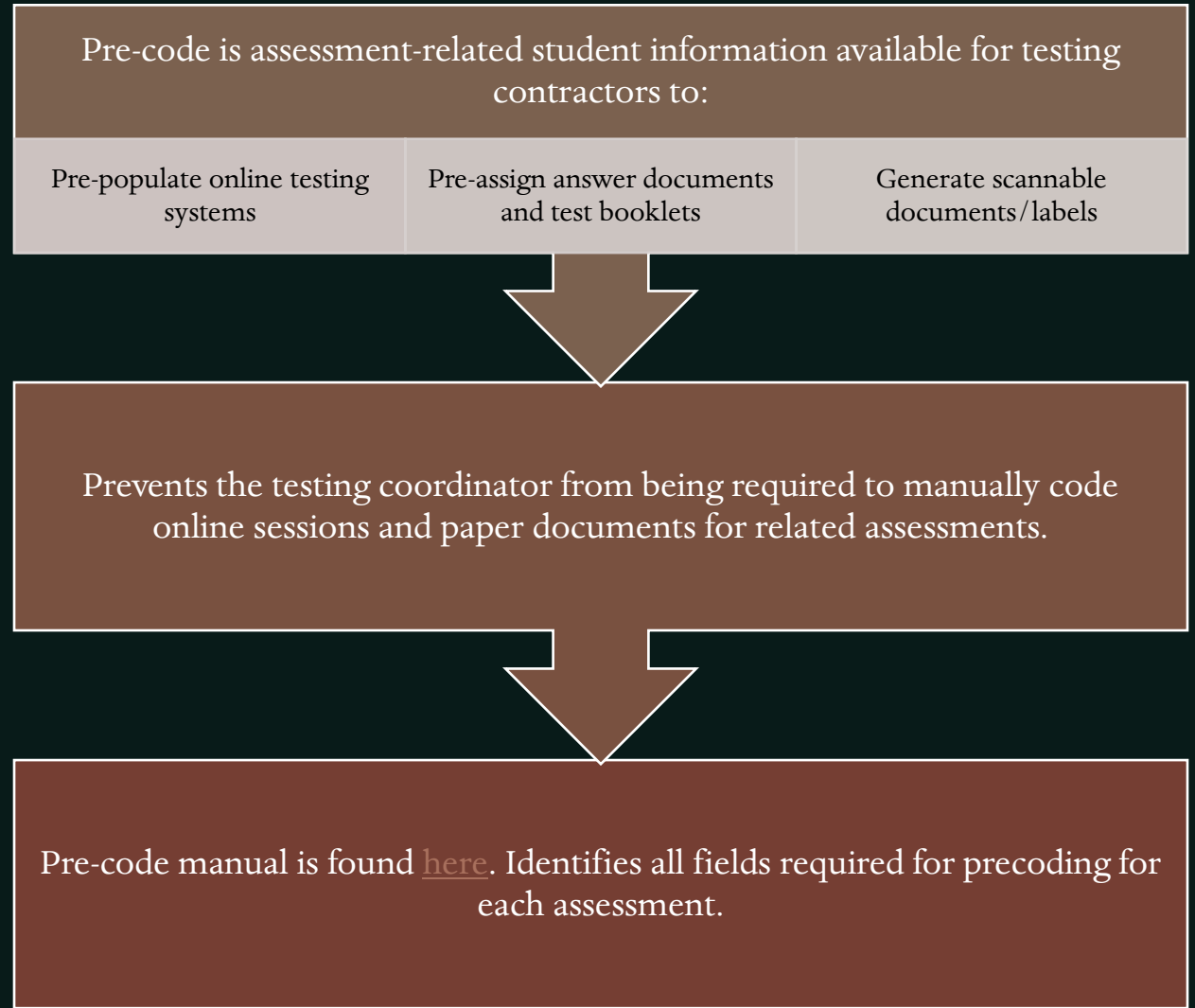
Institute Bulletin: Reminders

- Level Data Clean-Up
 - Reminder e-mails went out last month
 - Reach out to Cantey for additional support.
- Educator Certificate & Educator ID Numbers
 - All Certified Teachers should have an Educator ID and Certificate #
 - Some teachers who have [000000] in one or the other may have their ID number populated
 - If you are missing one or the other, check your teacher account

Institute Bulletin: Reminders

- Incident Management Reminder
 - Students who are being expelled must have documentation & details via a Disciplinary Incident in Incident Management.
- Transcript Updates
 - Legal Name and Legal Gender must be on transcripts prior to processing Early/Winter Grads
 - Cantey is working on this now. Should be complete by End of this Week.

Why do we Precode?



Assessment	Grades Impacted	Precode District Deadline
SC READY ELA & Math SC PASS Science	3-8 4 & 6	Print Phase: January 7, 2022 Update Phase: TBD (late Feb / early March)
Ready to Work (R2W)	9GR20 & 9GR19 Retakes	December 20, 2021
Spring EOCEP	Those who take a HS Course that requires an EOC	March 10, 2022

Precode

D A T E S T O R E M E M B E R

Precode: SC READY / SC PASS



- As was the case in 2020-21, SCPASS will test Science in grades 4 and 6 (but not grade 8), and SCPASS will not test Social Studies in any grades. Corresponding Precode information can be disregarded accordingly.
- For paper testers, the Oral Administration Scripts and the Signed Administration Scripts will be combined into a single script per grade and content area. The Precode Manual may refer simply to “OA” scripts, but these represent the combined script.
 - “OS” Oral Script is not going to be used this year.

Precode: SC READY / SC PASS (cont.)



- **Print Phase:** It is critical that Precode fields have correct information during the print phase because paper-and-pencil materials are printed and shipped using data provided.
 - An unchecked “Paper” box indicates online testing and a checked box indicates paper testing.
 - Due January 7, 2022
- **Update Phase:** Customized Material and Oral Administration fields in PowerSchool should be updated by the March Update phase in order to populate DRC’s Test Setup.
 - Customized test materials (such as Large-print, or Braille test booklets) are provided automatically for new students who appear on the Update Precode file (no additional material order is necessary) at no cost to the district.
 - Note that any student coded with the Alternate Assessment field checked on the Precode page in PowerSchool is excluded from the grades 3-8 precoding. If a student was coded this way erroneously in the Print Phase but the field is unchecked for the Update Phase, the student will count as a new student.
 - Due Date TBD (Late February/Early March 2022)



Precode: SC READY / SC PASS (cont.)

- Oral Administration, regardless of mode, is not allowed for grade 3 ELA.

Valid Combinations of PowerSchool Customized Materials and Administration Fields

Test tickets will be provided for all testers. Oral or signed administration materials will be provided to online testers with valid combinations. The contractor will not provide online testers with oral or signed administration materials for invalid combinations. Paper test booklets will be provided for all paper testers. Oral/signed administration materials for paper testers are ordered in the DRC INSIGHT Portal.

SC READY / SCPASS TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration (Valid Combinations)	Materials Provided for Paper Testers	Materials Provided for Online Testers	PS Values for Oral/Signed Administration (Invalid Combinations)
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test	AV, OA, OA1, OA2, OA12
With an oral administration script (TA reads test aloud)	NA	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
With an oral administration using test-to-speech	NA	OA, OA1, OA2, OA12	--	Text-to-Speech	AV
LP with NO oral administration	LP	NA	LP with NO oral admin	LP with NO oral admin	AV, OA, OA1, OA2, OA12
LP with an oral administration script (TA reads test aloud)	LP	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	--	Text-to-Speech	AV
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Test	AV, OA, OA1, OA2, OA12
DH with a signed administration script (TA signs test)	DH	OA, OA1, OA2, OA12	Oral/Signed Admin Script	---	AV
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video	OA, OA1, OA2, OA12
Braille with oral administration	BN BU	OA, OA1, OA2, OA12	Oral Admin Script	---	AV



Precode: Ready to Work (R2W)

- Students whose 9GR indicates the third year of high school are included in the spring Precode file provided to the testing company. The data is used to populate student demographic information for the online testing system / paper answer documents.
- The Career Readiness Grade 12 checkbox must be checked for 12th graders taking this test whether they are first time test takers or students retaking the exam. These students will be precoded for spring administrations.
- Use the *Career Readiness Accommodations* and/or the *Career Readiness Oral Accommodations* field(s) to select accommodations. Use the Career Readiness Paper checkbox for students who should test with paper.

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 ▼

Valid Combinations of PowerSchool Customized Materials and Administration Fields

Test tickets will be provided for all testers. Oral or signed administration materials will be provided to online testers with valid combinations. The contractor will not provide online testers with oral or signed administration materials for invalid combinations. Paper test booklets and oral/signed administration materials for paper testers are ordered in the DRC INSIGHT Portal.

EOCEP TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration (Valid Combinations)	Materials Needed for Paper Testers	Materials Provided for Online Testers	PS Values for Oral/Signed Administration (Invalid Combinations)
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test	AV, OA, OA1, OA2, OA12
With an oral administration script (TA reads test aloud)	NA	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
With an oral administration using text-to-speech	NA	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
LP with NO oral administration	LP	NA	LP with NO oral admin (includes LP Supplement)	LP with NO oral admin (includes LP Supplement)	AV, OA, AO1, OA2, OA12
LP with an oral administration script (TA reads test aloud)	LP	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Test	AV, OA, AO1, OA2, OA12
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video	OA, OA1, OA2, OA12
Braille with oral administration	BN BU	OA, OA1, OA2, OA12	Oral Admin Script	---	AV

Spring EOC Precode

ACCOMMODATIONS:

PS Admins should work with their SPED coordinator to enter student testing accommodations on the Precode page. The SPED coordinator should provide you the correct values to enter in PowerSchool.



Spring EOC Precode

SC Virtual Program (SCDE)

- ▶ For students taking a course to complete graduation requirements through the Office of Virtual Education, you need to populate fields on the PowerSchool Edit Section page for both the instructional type of class and the Virtual Education instructor.
- ▶ EOCEP Precoding for VirtualSC - students are tested at the base/home school with an official SIDN (i.e., the “brick-and-mortar” school).
- ▶ Assessment results for students flagged during Precode as taking a VirtualSC course that requires EOCEP results be sent to VirtualSC administrators for use in determining final course grades.

Spring EOC Precode

SC Virtual Program (SCDE)

- ▶ Create a section – School > Section > click Course Name > New > Create a section
- ▶ Teacher - Section Lead - Use a principal at the school for the section
- ▶ SC Additional Section Information – enter Instruction Type: B – SC Virtual School Program
- ▶ Complete for SC Virtual School Program Instructor ONLY: - enter VSP Teacher Name: LN, FN, MI AND VSP Certificate No.
 - ▶ You can request/receive each of the required values for any instructor from your district's PowerSchool contact. All the required information is sent securely to each district PowerSchool contact prior to the Fall and Spring semesters and at the end of the Summer session. If you need more information, please contact Katina Montgomery in the Office of Virtual Education:
 803-734-0016  kmontgomery@ed.sc.gov

Spring EOC Precode

EOCEP Standard Course Codes: Student must be currently scheduled in an EOC Course to be rostered for an EOC. Only the courses that appear in the following table will be precoded.

EOCEP Course Codes for Precode

Standard

Course Code	Course
4114	Algebra 1
4117	Intermediate Algebra
3025	English 2
3069	IGCSE English Language
3320	U.S. History and the Constitution
3221	Biology 1
4248	IGCSE Biology
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB US History

Note: English 1 EOCEP has been discontinued.

Spring EOC Precode

EOCEP Non-Standard Course Codes: Student must be currently scheduled in an EOC Course to be rostered for an EOC. Only the courses that appear in the following table will be precoded.

Note: EOCEP codes for students not enrolled in traditional credit-bearing courses have the same structure as standard codes. The first four numbers must be used. The 5th and 6th characters are district-defined. The 7th and 8th characters **MUST** be coded with two zeros.

Course Code	Course
4857__00	English 2 (4857)
4851__00	Algebra 1 (4851)
4852__00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal accountability requirements.

Questions?



Virtual Attendance & TMPVIR

- This attendance code and Special Program is used to identify student placement in virtual learning environments.
- Students in temporary virtual learning situations due to COVID should be marked as TMPVIR in special programs for placement and SC-VTP in attendance if the student submits assignments and/or participates in activities as required by the teacher.
- Teachers should allow students to review pre-recorded lessons, complete and submit assignments, and/or participate in assigned activities in accordance with the classroom teachers' written requirements. Once the student has completed the assignments as required, the student should be marked present (TMPVIR) for the day on which the technology issues occurred.



Virtual Attendance

- Attendance Code (SC-VTP)
 - Teacher or staff must use either PT Pro or PowerSchool to enter daily/meeting attendance for students.
 - Search and select student(s) > click Attendance > enter attendance code (SC-VTP) under Meeting or Daily attendance page.

Meeting | Daily

Current attendance code: (Present) ▼

- SC-FT (Field Trip/School Activity)
- SC-REL (Religious)
- SC-OSS (Out of School Suspension (OSS))
- SC-WTHR (Weather)
- SC-LEG (Legal/Court)
- SC-COL (College Visit)
- SC-REC (Attendance Recovery/Saturday Recovery)
- SC-ONST (On Site Services)
- SC-ISS (In School Suspension (ISS))
- SC-BRV (Bereavement/Death in Family)
- SC-DSML (Dismissal)
- SC-EDSM (Early Dismissal)
- SC-UEDM (Unexcused Early Dismissal)
- SC-CKIN (Check-in)
- SC-SKIP (Skip Code)
- SC-LATE (Late Arrival)
- SC-NURS (Nurse)
- SC-VTP (Virtual Present Code)**
- SC-COVD (COVID)
- SC-KTST (Kindergarten Testing)



TMPVIR Special Program

- TMPVIR Special Program
 - TEMPORARY Virtual Learning
 - Cannot have a *future* start or end date
 - ****No Special Program should have an exit date until exit has occurred***
- Updating Individual Special Program Enrollments
 1. Select a student.
 2. Navigate to the Special Programs student screen.
 3. Click New
 3. Enter the Entry Date
 4. Select TMPVIR
 5. Submit

New Special Program Enrollment

Comment	<input type="text"/>
Entry Date	12/13/2021 <input type="checkbox"/> <input type="checkbox"/>
Exit Date	MM/DD/YYYY <input type="checkbox"/> <input type="checkbox"/>
Exit Reason	<input type="text"/>
Program	TMPVIR <input type="checkbox"/>

Questions?



Civil Rights Data Collection (CRDC)

- New: To be collected annually for previous year's data.
- Data Collection Opened: December 13, 2021
- Submission due February 28, 2022
 - <https://crdc.grads360.org/#program>
- PowerSchool is working on a revised version of report to upload into PowerSchool for 2021 Data.
- If you did not populate in 2020-21, good luck on your report! 😊

Civil Rights Data Collection (CRDC)

- The purpose of the U.S. Department of Education's Civil Rights Data Collection is to obtain data related to the nation's public-school districts' and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data, that are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of the Department's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used for policymaking by other ED offices, other federal agencies, and researchers outside of ED.

Civil Rights Data Collection: Courses (CRDC): Course Sections

Introduction – PowerSchool Setup

School > Sections > on the left click the Course Name > then on the course record click Section # > scroll to the bottom of the page and click the Civil Rights Data Collection (CRDC) link

PowerSchool
School: [School Name] Term: 20-21 Year

Start Page > School Setup > 411400CW Algebra 1 > 01 > Civil Rights Data Collection 2017-2018

Civil Rights Data Collection 2017-2018

Algebra 1 411400CW 01

Block Scheduled Class
Note: Indicates a full-year course taken in one semester.

School Questions

PENR-6. Is this a credit recovery section?

Classes in Mathematics and Science Courses

Does this qualify as an Algebra I course? (COUR-1a/b to COUR-4a/b, COUR-6a/b, COUR-7a/b, COUR-8, COUR-9)

Does this qualify as a Geometry course? (COUR-5a/b, COUR-8, COUR-9)

Does this qualify as an Algebra II course? (COUR-8, COUR-9, COUR-9a)

Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc)? (COUR-8, COUR-9, COUR-9b)

Does this qualify as a Calculus course? (COUR-8, COUR-9, COUR-9c)

Does this qualify as a Biology course? (COUR-10, COUR-11a)

Does this qualify as a Chemistry course? (COUR-10, COUR-11b)

Does this qualify as a Physics course? (COUR-10, COUR-11c)

Does this qualify as a Computer Science course? (COUR-15, COUR-16, COUR-17)

COUR-12, COUR-13. Single-sex Academic Classes

Which subject category does this fall under?

Is this restricted to a single gender? Not Restricted (Co-ed)

APIB-3 to APIB-12. Does this fall under a specific Advanced Placement (AP) subject area?

Civil Rights Data Collection (CRDC): Teachers

Start page > select Staff > search and select teacher > click Information > scroll to the bottom of the page and select Civil Rights Data Collection (CRDC) link.

School Questions

COUR-1b, COUR-9. Teacher Certifications in Mathematics

Is this teacher certified in General Mathematics?

Is this teacher certified in Algebra I?

Is this teacher certified in Geometry?

Is this teacher certified in Algebra II?

Is this teacher certified in Advanced Mathematics?

Is this teacher certified in Calculus?

COUR-14, COUR-16. Teacher Certifications in Science

Is this teacher certified in General Science?

Is this teacher certified in Biology?

Is this teacher certified in Chemistry?

Is this teacher certified in Physics?

Is this teacher certified in Computer Science?

Civil Rights Data Collection (CRDC): Students

Start page > select Student> search and select student > click on State/Province – SC and click Civil Rights Data Collection (CRDC) link.

Exclude Student from CRDC

LEA Questions

DSED-1, DSED-2. Is this a student enrolled in any distance education courses?

HSEE-2. Does this student participate in a High School Equivalency Exam preparation program (for ages 16-19) operated by this LEA?

School Questions

PENR-3, PENR-4. Is this a student enrolled in Dual Enrollment or Dual Credit Programs?

PENR-6. Does this student participate in at least one credit recovery program?

APIB-2. Is this a student enrolled in the International Baccalaureate (IB) Diploma Program?

EXAM-1. SAT and ACT Participation

Did this student take the SAT?

Did this student take the ACT?

EXAM-2a/b. Advanced Placement (AP) Exams Taken

*(*If student did not take any AP courses, then leave blank)*

*(*Consider only exams for which the associated AP course was also taken)*

Ungraded For CRDC

For CRDC, is this student considered ungraded?

Civil Rights Data Collection (CRDC)

- Student Setup (Demographics)

 - Federal Ethnicity

 - Race

 - Gender

- All Enrollments

- Transfer Info

 - Entry Date

 - Exit Date

 - Exit Code

 - Grade Level

Questions?



Early Graduates (Winter Grads)

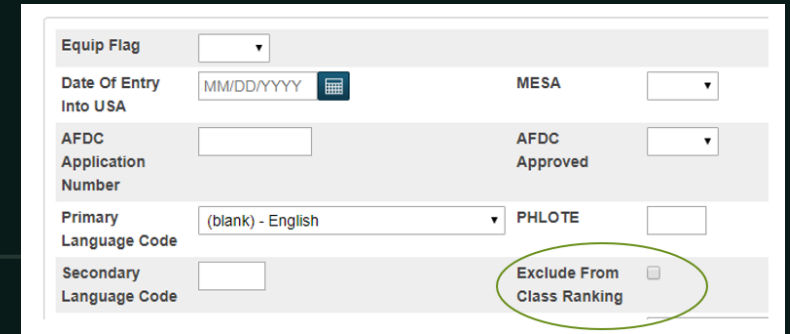
- The Commission on Higher Education (CHE) considers an Early Graduate for CHE / state scholarship purposes as one who has officially graduated during the winter (Dec/Jan) timeframe. This student has demonstrated that all graduation requirements are completed at the end of the fall term.
- Student who has met the high school requirements for receiving a SC High School Diploma by completing all required course work according to *SBE Regulation 43-234 Defined Program for grades 9-12*

Early Graduates (Winter Grads)

Things to consider:

- These students are no longer part of the class size
- These students are no longer *active* students at the high school
- These students are not provided a class rank
- These students have an official early / winter graduation date printed on their transcript and a “date calculated” date close to that graduation date

Early Graduates (Winter Grads)

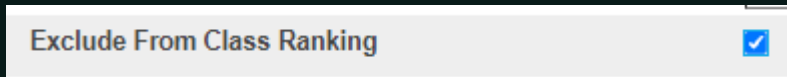


A screenshot of a student information form. The form contains several fields: 'Equip Flag' (dropdown), 'Date Of Entry Into USA' (MM/DD/YYYY with a calendar icon), 'MESA' (dropdown), 'AFDC Application Number' (text input), 'AFDC Approved' (dropdown), 'Primary Language Code' (dropdown showing '(blank) - English'), 'PHLOTE' (text input), and 'Secondary Language Code' (text input). The 'Exclude From Class Ranking' checkbox is highlighted with a green oval.

Things to consider:

- *These students are no longer part of the class size and are not provided a class rank.*

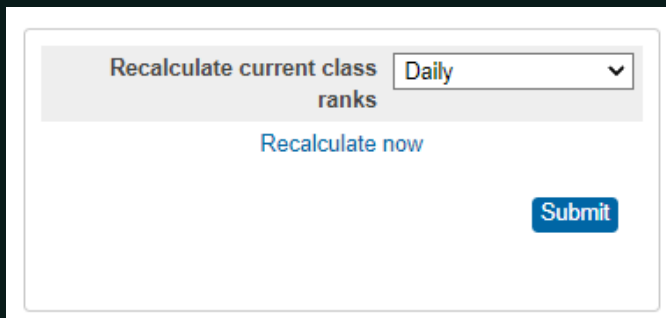
Go to Student Selection > Other Information > Click the Exclude from Class Ranking Box



A screenshot of a checkbox labeled 'Exclude From Class Ranking'. The checkbox is checked, indicated by a blue checkmark.

- Class Rank will have to be re-run to update any that are excluded:

Go to School > Grading: Class Rank > Recalculation Frequency > Recalculate Now to update manually.



A screenshot of a form for recalculating class ranks. It features a dropdown menu labeled 'Recalculate current class ranks' with 'Daily' selected. Below the dropdown is a blue button labeled 'Recalculate now' and a blue button labeled 'Submit'.

Early Graduates (Winter Grads): Graduation Process

Before Running Graduation Process for Student:

- Verify & Print Transcripts for your student(s)
- Ensure Class Ranking is not showing up on the transcript
 - If it is, correct it! (See previous slide)

Class Rank

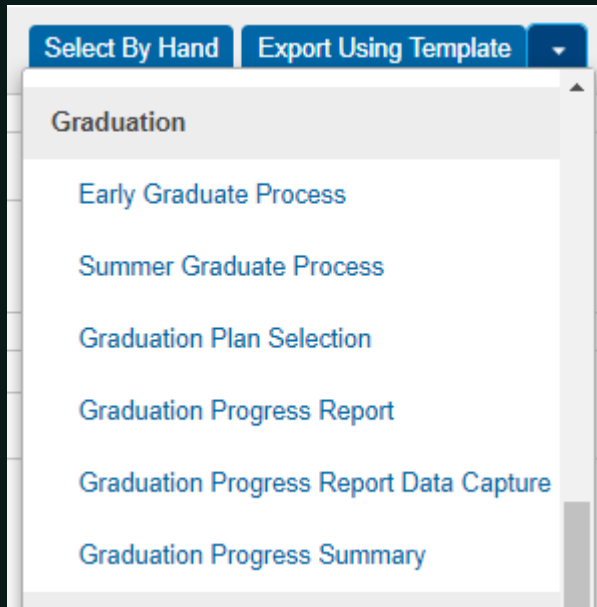
Date Calculated

Not Ranked

December 14, 2021

Early Graduates (Winter Grads): Graduation Process

1. Select Student
2. Click Early Graduate Process



Early Graduates (Winter Grads): Graduation Process

3. Enter Exit Date in MM/DD/YYYY (not MM/DD/YY)

Early Graduate Process

Process Information

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

Promote early graduates	The Selected 1 Students (Uses current student selections)
For this Exit Date	<input type="text" value="1/7/2022"/>
Description	This Process promotes early 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 EG.4. Sets ExitComment to "Early Graduates".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 the Enroll_Status to "3" (Graduated).

(Submit is disabled until Exit Date is entered)

Early Graduates (Winter Grads): Graduation Process

4. Click Submit – You will get a chance to verify all information.

Early Graduate Process

Process Information

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

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

For this Exit Date

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

Process Steps

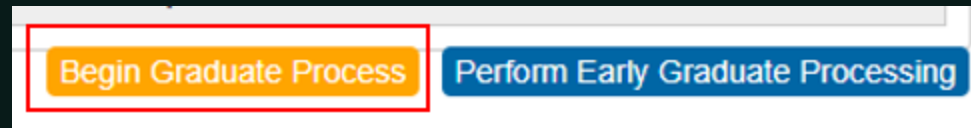
1. Archives the current school enrollment records.
2. Sets each student's Exit date to the exit date identified above
3. Sets ExitCode to EG.
4. Sets ExitComment to "Early Graduates".
5. Sets the Next Grade to 99.
6. Sets the Next School to 999999 (Graduating Students School).
7. Sets the Schedule This 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 the Enroll_Status to "3" (Graduated).

(Submit is disabled until Exit Date is entered)

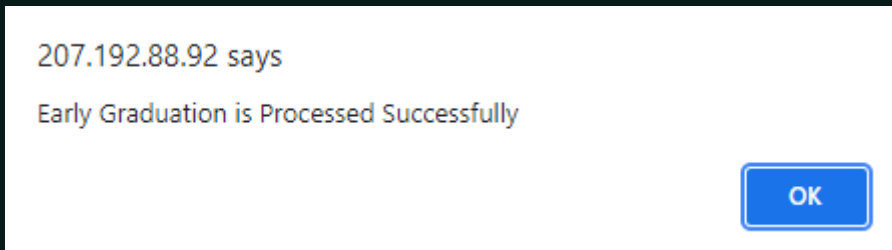
Student Name	Student Number	Date of Birth	Grade Level	School
			12	

Early Graduates (Winter Grads): Graduation Process

5. Click Perform Early Graduate Processing (after verifying) – *CHANGES ARE IRREVERSIBLE!*
6. Will populate an additional button (Begin Graduation Process). Click.



7. You will receive a confirmation (2 places):



Student Name	Student Number	Date of Birth	Grade Level	School
			99	Graduated Students

Questions?



Diploma Ordering System (DOTS) – Winter/Early Grads

- Winter Grad dates must be between Aug 30, 2021 through Jan 28, 2022
- Grade Level must be 10, 11, 12, or 99. When ordering a diploma, the system looks for grade levels other than grade 12; however, a graduating student should have senior status or grade level 12.
- Verify spelling of student's full name (First, Middle, Last).
 - If a student name is incorrect in PowerSchool, it should be corrected in PowerSchool to DOTS import. If not, the name will need to be corrected in DOTS.
- The SCDE will extract data from all districts three times a day:
 - o Monday – Friday-9:00 AM, 1:00 PM and 7:00 PM
 - o With PowerSchool coded correctly, the school data will be visible in DOTS 40 – 50 minutes after each SCDE data extraction.

Diploma Ordering System (DOTS) – Winter/Early Grads

- The student must be in PowerSchool for data to show up in DOTS.
- Diploma Order must be set to F.
- Diploma Type must be set to F.
- Winter Exit Date for 2021 must be on or after September 1, 2021 and on or before February 12, 2022

Student Selection > State/Province – SC > SC Student Information Page

Ninth Grade Code	19 - 2018-2019	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	10/31/2021	Graduated School Number and Name	0 -

Diploma Order Tracking System (DOTS)

- Once the student has graduated/met requirements (has demonstrated that all graduation requirements are completed at the end of the fall term), principals will need to login to DOTS to certify their graduates.
- Users can choose to manually enter the student's name, grad date, and honors code.
- Or users can choose to search the student database (PowerSchool) and build an order list for larger diploma orders, then adjust the student's name, grad date and honors code, as necessary.
- Make sure at least one staff member is set up in DOTS as "DOTS School Staff" and the principal or a principal designee has a "DOTS School Admin" role.
 - If no one at your school has access, please e-mail Jason Jones for your district.

Diploma Ordering System (DOTS) – Winter/Early Grads

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

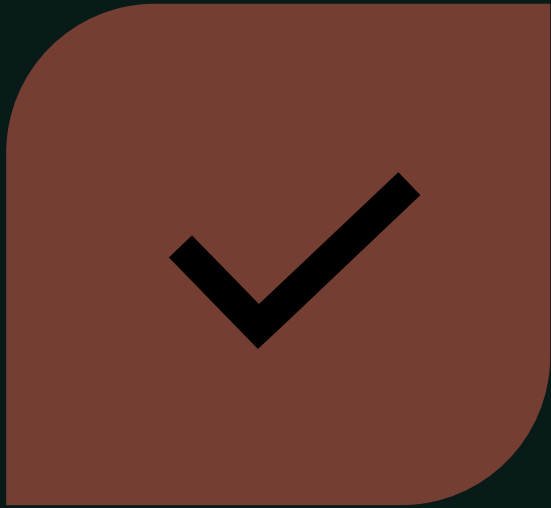
Questions?



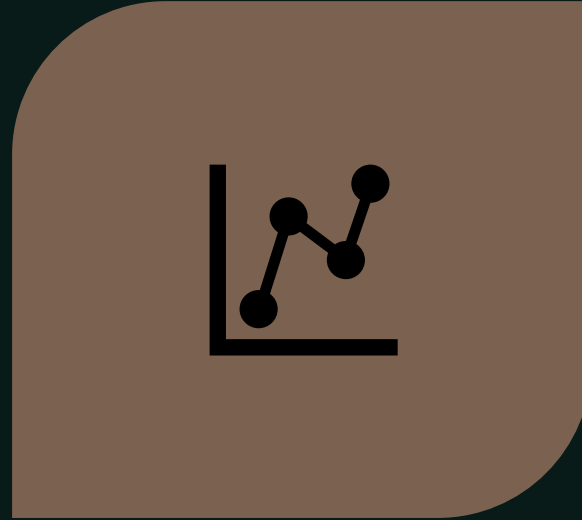
Level Data & SAS Reports

- Data Validation: checking the accuracy and quality of source data before using or otherwise processing data.

Types of Validations



LEVEL DATA ON PAGE
VALIDATIONS



SAS VALIDATION REPORTS



LEVEL DATA
STATE
VALIDATIONS

Addresses

[Change History](#)

Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Mailing Address - Copy From Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Address Validation

Entered Address

Validated Address No validation result. Check address and try again.

Geocode

Letter Case

[Switch to PowerSchool Address Validation](#)

Level Data On Page Validations



Level Data On Page Validations

South Carolina Student Information

Contacts | Chronic Absenteeism | Truancy | CTE | Early Childhood | SC Student Information | ESOL | Read To Succeed | Precode | Students Not Tested | Transport | Work-Based Learning

English Proficiency Levels (PL) 9 - Native Speaker Waiver English Language Proficiency (ELP) Initial Assessment

Birth Country (Blank) - United States *ELP Initial Assessment Date MM/DD/YYYY

U.S. School Entry Date MM/DD/YYYY ELP Assessment

Language First Acquired (blank) - English **ELP Score

Language Spoken Most Often (blank) - English *Date of initial screener or date of entry in EL program.

Primary Home Language (blank) - English

Oral Communication Language (blank) - English

Written Communication Language (blank) - English

Instructional Setting (blank) - Regular Ed - Full Yr True Grade (blank) - Select One CEIS

Universal Screener 1 - Screened Identified 504 Plan 504 Eligible (Without a Plan)

Medicaid No Medicaid Consent Date MM/DD/YYYY Medicaid Eligible Date MM/DD/YYYY

Ninth Grade Code 22 - 2021-2022

Diploma Ordered

Diploma Earned F - State of SC Diploma

Diploma Pathways Seals of Distinction SPEC - Specialization Seal HON - Honors CLGR - College Ready

Diploma Order Number Scholarship Ordered

Graduation Date MM/DD/YYYY Graduated School Number and Name 0 -

Enhanced Validation

- Diploma Earned must be blank, X, or Z when Diploma Type is blank.
- Diploma Earned must be blank when Grade Level is not 12.



Level Data State Validations



Level Data State Validations

LD State Validations — actively locate and identify errors in your PowerSchool data that make state reporting and CRDC submissions difficult



Types of LD State Data Validation Rules

Enrich Special Education

Early Childhood

Attendance / Truancy

Miscellaneous

Demographics

Precode

Incident Management

Report / Lists

Courses

Staff

CERDEP

Enrollment

ESOL

Setup

Historical Grades

EFA / EIA



Data Quality Reports (SAS)

Data Quality Reports (SAS)

- DQR – SCDE’s Data Quality and Reporting Web Application
- Delivers validation reports from SCDE to District and School Level Users
- Login through SCDE Membership Center
 - Need an account to view reports
 - Contact help@canteytech.com or Jason Jones
- Reports are not in Real Time like Level Data
- Cantey/CIE Aware of Reports not updating after corrections have been made.

Data Quality Reports (SAS)

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

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

Data Quality Reports (SAS)

- Login Here: <https://appportal.ed.sc.gov/my.policy>
- Go to Report Portal & Login to SAS



- Hover over the Data Quality Tab & Click Data Quality & Reporting



Data Quality Reports (SAS)

- Current Errors in CIE (12/14/21)

Data Quality & Reporting							Print	Excel
District Data Validation Errors 2022-090 <i>(District 4801)</i>								
Appl_ID	Validation Type	Sept	qdc1	qdc2	qdc3	qdc4	District Error Details	
S06B	Student	.	331	313	.	.	District Error Detail - S06B	
S06E	Activity Code	.	14	15	.	.	District Error Detail - S06E	
S091	Teacher	.	69	56	.	.	District Error Detail - S091	
SID0	State ID	.	0	1	.	.	District Error Detail - SID0	
SSUP	PowerSchool Setup	.	81	63	.	.	District Error Detail - SSUP	
ALL	ALL	.	495	448	.	.	District Error Detail - ALL	

- Click the blue portion next to Validation Type until you see the specific error
- It will then give you everything you need to correct error

Obs	Validation Type	District	School	SID	Error Code	Error	Error Field	Error Value	Additional Information
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Questions?



90 Day Reporting

- LWS - Reporting Submission-90th Day - Due Date: Jan. 28, 2022
- DO NOT create an extract
- When running reports, depending on report enter either the Date (The date the 90th in-session) or Day Number (90).
- For 90th day submission, do not worry about having them signed.

Questions?



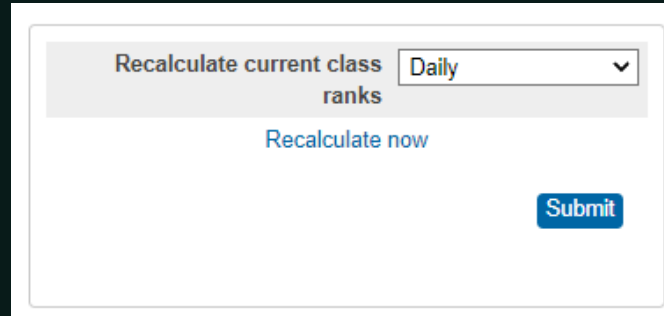
Second Semester Preparation

- Second Semester Courses/Sections
- Run End of Semester Class Rank
- Storing Grades (Q2/S1)
- End of Term Check-Off List

Second Semester Preparation

- Second Semester Courses/Sections
 - Be sure to create second semester sections if needed *before Q3/S2*
 - Schedule your students in their second semester courses as soon as enrolled/pre-registered
- Run End of Semester Class Rank

Go to School > Grading: Class Rank > Recalculation Frequency > Recalculate Now to update manually.




The screenshot shows a web interface for recalculating class ranks. It features a label "Recalculate current class ranks" followed by a dropdown menu currently set to "Daily". Below this is a blue link labeled "Recalculate now" and a blue "Submit" button.

Second Semester Preparation

Storing Grades (Q2/S1)



- Final Grade Setup - Configure grading terms for the school year, which determine Reporting Terms available in PowerTeacher gradebook. The start date and end date determine which gradebook scores (assignments, tests, projects, etc.) are used to determine the final grade.
- Be mindful of the Start Date and End Dates entered for the Final Grade Bins (Q1, Q2, S1, F1, etc.). If these dates do not fall out of the scheduled term start and end dates this can cause issues with permanently storing grades.

 When created, Reporting Terms appear automatically on Quick Lookup pages, PowerSchool Mobile, and PowerSchool Student and Parent portal.

Click on [NEW] to set up a new reporting term for that term.

2021-2022
[NEW]

New Final Grade

Option	Value
School	[REDACTED]
Name	Q2
Starting Date	10/20/2021 
Ending Date	1/14/2022 
Suppress Letter Grade Display	<input type="checkbox"/>
Suppress Percent Display	<input type="checkbox"/>

The following settings allow grades to be altered automatically if a student's attendance points exceed a specified limit. This feature is disengaged unless a value greater than 0 is entered in the first field below.

Second Semester Preparation

Storing Q2 Grades for Year-Long Class

Which Grades

Use this Final Grade/Reporting Term: Q2 *

Save with this Historical Store Code: Q2 *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000

Exclude enrollment records where the student dropped the class before this date: 00/00/0000

Include only enrollment records that are currently active and that were active on this date: 1/13/2021

Additional Filter Options

Classes by term length		Store	% of course credit
2020-2021	(08/24/2020 - 06/10/2021)	Store with no credit	0 %
Semester 1	(08/24/2020 - 01/20/2021)	Do not store	%
Quarter 2	(10/28/2020 - 01/20/2021)	Do not store	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect g

Show all terms? No Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at: This school only

Record the school name of: This school

Recommended

Second Semester Preparation

Storing Q2 Grades for Both Year-Long *and* Semester 1 Only Class

Which Grades

Use this Final Grade/Reporting Term: Q2 *
Save with this Historical Store Code: Q2 *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000
 Exclude enrollment records where the student dropped the class before this date: 00/00/0000
 Include only enrollment records that are currently active and that were active on this date: 1/13/2021

Recommended

Additional Filter Options

Classes by term length		Store	% of course cre
2020-2021	(08/24/2020 - 06/10/2021)	Store with no credit	0 %
Semester 1	(08/24/2020 - 01/20/2021)	Store with no credit	0 %
Quarter 2	(10/28/2020 - 01/20/2021)	Do not store	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect

Show all terms? No Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at: This school only
Record the school name of: This school

Second Semester Preparation

Storing S1 Grades for Year-Long Class

Which Grades

Use this Final Grade/Reporting Term: S1

Save with this Historical Store Code: S1 *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000

Exclude enrollment records where the student dropped the class before this date: 00/00/0000

Include only enrollment records that are currently active and that were active on this date: 1/13/2021

▶ **Additional Filter Options**

Classes by term length		Store	% of course cre
2020-2021	(08/24/2020 - 06/10/2021)	Store with no credit <input type="button" value="v"/>	0 %
Semester 1	(08/24/2020 - 01/20/2021)	Do not store <input type="button" value="v"/>	%
Quarter 2	(10/28/2020 - 01/20/2021)	Do not store <input type="button" value="v"/>	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect

Show all terms? No Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at This school only

Record the school name of This school

Second Semester Preparation

Storing S1 Grade for Both Year-Long Class and Semester 1 Only Classes

Which Grades

Use this Final Grade/Reporting Term: *

Save with this Historical Store Code: *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Additional Filter Options

Classes by term length		Store	% of course credit
2020-2021	(08/24/2020 - 06/10/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Semester 1	(08/24/2020 - 01/20/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Quarter 2	(10/28/2020 - 01/20/2021)	<input type="text" value="Do not store"/>	<input type="text" value=""/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect g

Show all terms? No Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

Second Semester Preparation

Storing F1 Grade & Credit for a Semester 1 Only Class

Which Grades

Use this Final Grade/Reporting Term: *

Save with this Historical Store Code: *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Additional Filter Options

Classes by term length		Store	% of course cred
2020-2021	(08/24/2020 - 06/10/2021)	<input type="text" value="Do not store"/>	<input type="text" value=""/>
Semester 1	(08/24/2020 - 01/20/2021)	<input type="text" value="Store with credit"/>	<input type="text" value="100"/>
Quarter 2	(10/28/2020 - 01/20/2021)	<input type="text" value="Do not store"/>	<input type="text" value=""/>

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect the student's record.

Show all terms? No Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

Second Semester Preparation

Storing Grades Resources:

PowerSource / PowerSchool Community Articles

- How to Permanently Store Grades - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/How-to-Permanently-Store-Grades/ta-p/14226>
- Permanently Storing Grades - S1/Q2 Example - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Permanently-Storing-Grades-S1-Q2-Example/ta-p/14229>
- How to Permanently Store Grades for a single section - <https://support.powerschool.com/article/67018?from=search>

Second Semester Preparation

End of Term Check-Off List

- Set Deadlines for Teachers NOW
- Set Lock Reporting Terms Settings (recommended)

<https://help.powerschool.com/t5/Power-Teacher-Pro-Administrator/PowerTeacher-Pro-for-Teachers-Quick-Reference-Card/ta-p/28861>

Home Page > School > PowerTeacher Pro Settings > Lock Reporting Term Settings

Settings	
Enable Term Locks	<input checked="" type="checkbox"/>
Days After Reporting Term	<input type="text" value="5"/> *
Number of Days to Warn Teachers	<input type="text" value="5"/>

Second Semester Preparation

End of Term Check-Off List

- Teacher Grade Verification (if teachers enter grades into PT Pro Gradebook)
 - How to run the Grade Readiness Report in PowerTeacher Pro - <https://support.powerschool.com/article/79952?from=search>
 - Class Roster Report (PDF): DAT Codes - <https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Class-Roster-Report-PDF-DAT-Codes/ta-p/12295>
- Permanently Store Grades (if teachers enter grades into PT Pro Gradebook)
- Calculate/Run Honor Roll (if applicable):
 - Tutorial: Honor Roll - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Tutorial-Honor-Roll/ta-p/13062>
 - Setting Up Honor Roll Based on Letter Grades, Not GPA - <https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Setting-Up-Honor-Roll-Based-on-Letter-Grades-Not-GPA/ta-p/13142>
 - Running the Honor Roll Report - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Running-the-Honor-Roll-Report/ta-p/13148>

Second Semester Preparation

End of Term Check-Off List

- Print Report Cards
- Update Current Grade Display

Home > School > Grading: Current Grade Display

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified

To modify which terms appear, go to [Quick Lookup Preferences](#).

Active Term	<input type="text" value="Q3"/>
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Second Semester Preparation

End of Term Check-Off List

- Quick Lookup Preferences (if needed) – switch Source of Data from Gradebook (Current) to Historical (Stored) - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Quick-Lookup-Settings-for-PowerSchool-Version-19-x/ta-p/14988>
- Run Class Rank (HS) – verify - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Tutorial-Class-Rank/ta-p/14694>

Questions?



Institute Bulletin: Training Opportunities

- PowerSchool University:
<https://support.powerschool.com/psu/main.action>
 - February 6-10, 2022 Amelia Island, Florida
 - June 26-30, 2022 Anaheim, California
 - July 10-14, 2022 Boston, Massachusetts
 - To Register: <https://support.powerschool.com/psu/register/step1.action>
- 2022 Southeast PSUG Event (PowerSchool Users Group):
https://easyregpro.com/e/2022-southeast-psug-event/evt_home
 - May 8-11, 2022 Myrtle Beach, SC
 - To Register: <https://easyregpro.com/e/2022-southeast-psug-event/register>

Questions?
help@canteytech.com





Happy Holidays!