



FEBRUARY 2022 PS ADMIN  
MONTHLY WEBINAR

Jenn Roach

# Agenda

- Institute Bulletin: Announcements, Celebrations, Reminders
- CRDC
- Chronic Absenteeism & Truancy Requirements
- Parent Portal
- Staff Changes
- English Proficiency
- Geocoding/Validation
- Contacts
- New Attendance Report
- CTE Coding
- Work Based Learning
- 2022-2023 School Year Planning
- PowerScheduler Survey

# Institute Bulletin: Announcements, Reminders, Celebrations

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



# Institute Bulletin: Celebrations



The certificate features a white background with blue and red geometric accents. The top left contains the PowerSchool logo (a stylized 'P' with a 'D' inside) and the text 'PowerSchool Certification' in a bold blue font. Below this is the certificate number '69342314'. The center text reads 'THIS CERTIFIES THAT Patti Rubenzer' in blue, with a red horizontal line underneath. Below the line is the text 'HAS SUCCESSFULLY COMPLETED THE' in blue. A large red banner at the bottom of the center section contains the text 'PowerSchool SIS: Front Office Certification (21.4)' in white. The bottom left corner has a signature 'Lisa S. Rudge' in blue cursive, with a red line underneath, followed by the printed name 'Lisa S. Rudge' and title 'VP, Customer Education' in blue. The bottom center has the date '02/14/2022' in blue, with a red line underneath, followed by the text 'Date of Completion' in blue. The bottom right corner features the PowerSchool logo and the text 'PowerSchool' in blue.

 **PowerSchool  
Certification**  
Certificate Number: 69342314

THIS CERTIFIES THAT  
**Patti Rubenzer**

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HAS SUCCESSFULLY COMPLETED THE

**PowerSchool SIS: Front Office Certification (21.4)**

*Lisa S. Rudge*  
Lisa S. Rudge  
VP, Customer Education

**02/14/2022**  
Date of Completion

  
PowerSchool



# Institute Bulletin: Celebrations



# Institute Bulletin: Celebrations



The certificate features a white background with blue and red geometric accents. At the top left is the PowerSchool logo, a stylized 'P' with a 'D' inside. To its right, the text 'PowerSchool Certification' is written in a bold, blue sans-serif font. Below this, the certificate number '69353036' is printed in a smaller blue font. The central text reads 'THIS CERTIFIES THAT Rachel Jones' in blue, with 'Rachel Jones' in a larger, bold font. A horizontal line follows. Below the line, it says 'HAS SUCCESSFULLY COMPLETED THE' in blue. A large red banner at the bottom of the central text area contains the text 'PowerSchool SIS: Front Office Certification (21.4)' in white. At the bottom left, there is a signature of Lisa S. Rudge in cursive, with her name and title 'VP, Customer Education' printed below it. To the right of the signature, the date '02/15/2022' is printed in blue, with 'Date of Completion' printed below it. At the bottom right, the PowerSchool logo and name are repeated in white on a blue background.

 | **PowerSchool  
Certification**  
Certificate Number: 69353036

THIS CERTIFIES THAT  
**Rachel Jones**

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HAS SUCCESSFULLY COMPLETED THE

**PowerSchool SIS: Front Office Certification (21.4)**

*Lisa S. Rudge*  
Lisa S. Rudge  
VP, Customer Education

**02/15/2022**  
Date of Completion

  
PowerSchool

# Institute Bulletin: Celebrations

- Happy Birthday to **Ashley Cook** at Horse Creek Academy!!! (February 17th)



# Institute Bulletin: Celebrations

- **Becca Baker** at Belton Prep:

*My baby girl (Elise) finally hit 8lbs! She was preemie and only 4 pounds when she was born, so this is a big deal for us.*





# Institute Bulletin: Training Opportunities

- PowerSchool University:  
<https://support.powerschool.com/psu/main.action>
  - June 26-30, 2022 Anaheim, California
  - July 10-14, 2022 Boston, Massachusetts
  - To Register: <https://support.powerschool.com/psu/register/step1.action>
- PowerSchool University for Teachers (more info to come)
- 2022 Southeast PSUG Event (PowerSchool Users Group):  
[https://easyregpro.com/e/2022-southeast-psug-event/evt\\_home](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>

# Other Reminders

## **Level Data**

- Continue to check level data & DQR Reports

## **Civil Rights Data Collection (CRDC)**

- Due February 28<sup>th</sup>
  - <https://crdc.grads360.org/#program>
  - Additional Information: <https://docs.powerschool.com/USASC/civil-rights-data-collection-crdc>
    - When the help menu is expanded, it breaks it down to the following:
      - Civil Rights Data Collection CRDC
      - CRDC District Setup
      - CRDC School Setup
      - CRDC Staff Setup
      - CRDC Student Setup
      - CRDC Report

# Incident Management

- All Truancy and Disciplinary Incidents ***must be in PowerSchool*** through **Incident Management**
  - Log Entries are not sufficient for reporting truancy/discipline
  - Having No Truancies and/or Disciplinary Incidents in Incident Management is a **red flag**.
  - <https://ed.sc.gov/districts-schools/student-intervention-services/chronic-absenteeism/>



**Truant:** A student between the ages 6- 17 who has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year.

**Habitual Truant:** A “habitual” truant is a child age 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.

**Chronically Absent:** Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

# Parent Portal

- **All schools** are **required** to participate creating access accounts to **Parent Portal**
- E-Collect
  - The SCDE will be rolling out surveys through parent portal
  - There are options for schools to use E-Collect for their own use – training coming soon!
  - Upcoming Surveys through E-Collect:
    - • **a directory and military opt-out survey**
    - • **accountability surveys**
      - <https://ed.sc.gov/newsroom/school-district-memoranda-archive/ecollect-training-and-accountability/ecollect-training-and-accountability-memo/>
- Powerschool Enrollment
  - Required for PowerSchool Enrollment to function correctly for your school



# Staff Changes

- Please review any staff changes
- Deactivate/Remove Access for any staff that are no longer with your school
- Remove Access to those who do not need access to PowerSchool
- Add staff that are newly employed with your school

# English Proficiency

- Recent e-mail reminder went out to those missing English Proficiency data
- Everyone needs field completed
- There should be no more “AW - Awaiting” at this point in the year
  - Exceptions: **brand new student**.

# Geocoding Addresses

- Validate All Addresses
- Level Data developing a validation to assist
- Required to be Completed by Day 180

# Geocoding Addresses

Start Page > Student Selection > Demographics

- Hit **Validate** under Home Address; If Mailing Address Matches, hit copy and it will copy the Geocode from Home Address.

Home Address	
Street, Apt/Suite	<input type="text" value="1234 Main Street"/>
City, State, Zip	<input type="text" value="Sunny Side"/> <input type="text" value="South Carolina (SC)"/> <input type="text" value="29000"/>
Geocode	<input type="button" value="Validate"/>

Mailing Address - <a href="#">Copy From Home Address</a>	
Street, Apt/Suite	<input type="text" value="1234 Main Street"/>
City, State, Zip	<input type="text" value="Sunny Side"/> <input type="text" value="South Carolina (SC)"/> <input type="text" value="29000"/>
Geocode	<input type="button" value="Validate"/>

Geocode

Lat: 34.11495, Lng: -80.90215

- Search for Missing Geocodes:  
Geocode=

**LEVEL DATA**

### Address Validation

Entered Address:

Validated Address:

Geocode: Lat: 34.79217, Lng: -82.19656

ZIP Format:

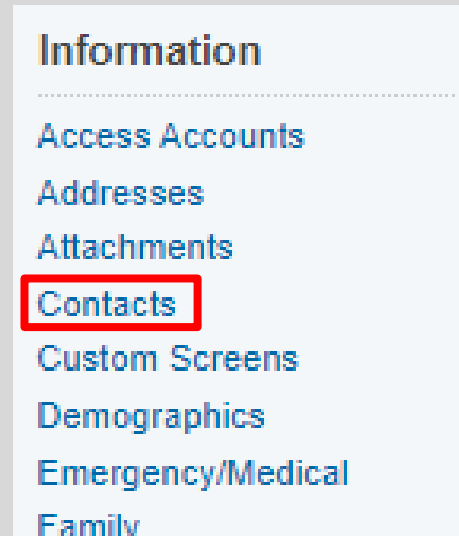
Letter Case:

Switch to PowerSchool  
Address Validation



# Announcement: Contacts

- Transition to using Unlimited Contacts starting with the Online Enrollment Application
- Schools that are not using an enrollment application should consider populating contacts in the Unlimited Contacts
  
- Home Page > Student Selection > Contacts



# New Attendance Report

- Home > **Attendance Report**

Student Number  
Student Name  
Expression  
Course Number  
Section Number  
Teacher Name  
Attendance Code

## Attendance Report

Basic Filter

Attendance Date

Attendance Code

Clear Apply

1-10 of 6597 items

Student Number	Student Name	Attendance Date	Expression	Course Number	Section Number	Teacher Name	Attendance Code
		08/16/2021	M4(A)	20010000	ELA7		SC-UNEX
		08/16/2021	HR(A)	08960000	HRKA		
		08/16/2021	HR(A)	08960000	HR1A		SC-VTP
		08/16/2021	HR(A)	08960000	HR1A		SC-VTP
		08/16/2021	HR(A)	08960000	HR1A		SC-UNEX
		08/16/2021	M4(A)	20010000	ELA7		SC-PN
		08/16/2021	HR(A)	08960000	HR4		SC-UNEX
		08/16/2021	M5(A)	21100000	MAT7		SC-VTP
		08/16/2021	HR(A)	08960000	HR4		SC-VTP
		08/16/2021	M4(A)	20010000	ELA7		SC-UNEX

# CTE/CATE Coding

- The collection, analysis, and reporting of Career and Technical Education (CTE) data is required in order to fulfill state and federal accountability requirements for enrollment, placement, planning, and allocation of funds to local school districts for the support of CTE programs and courses.
- SCDE 2021-22 Career & Technical Education (CTE) Student Reporting Procedures Guide:  
<https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2021-22-srpg/>
  - Page 13 PowerSchool Exports to Validate Data
- **CTE Data Reporting Deadlines**
  - **Placement Data Collection** *April 8, 2022*
  - **CTE Data Collection** *QDC 4 June 3, 2022*

# CTE/CATE Coding

## Coding CTE in PowerSchool

Home > Student Selection > State/Province - SC > CTE

Single Parent	<input type="checkbox"/>	Out-of-Workforce Individual	<input type="checkbox"/>	Exceptions	<input type="checkbox"/>	Diploma Earned	<input type="checkbox"/>
CTE Concentrator 1	<input type="checkbox"/>	Concentrator Year 1	<input type="checkbox"/>	CIP Code 1	<input type="checkbox"/>		
Completer 1	<input type="checkbox"/>	Completion Year 1	<input type="checkbox"/>	3-Unit Completer 1	<input type="checkbox"/>	Remote School Number 1	<input type="text"/>
CTE Concentrator 2	<input type="checkbox"/>	Concentrator Year 2	<input type="checkbox"/>	CIP Code 2	<input type="checkbox"/>		
Completer 2	<input type="checkbox"/>	Completion Year 2	<input type="checkbox"/>	3-Unit Completer 2	<input type="checkbox"/>	Remote School Number 2	<input type="text"/>

#	Certification Administered	Certification Passed	Certification Admin Year	Certification Owner	Certification	Certification Year
No Record						

[New](#)

CTSO Membership 1	<input type="checkbox"/>	CTSO Membership 2	<input type="checkbox"/>
CTE Placement Code	<input type="checkbox"/>		
Placement Employer	<input type="text"/>		
Placement Phone	<input type="text"/>		
Placement Job Title	<input type="text"/>		
Placement Supervisor Name	<input type="text"/>		
Placement Start Date	<input type="text"/>		
Placement Higher Ed Name	<input type="text"/>		
Placement Higher Ed Program	<input type="text"/>		
Placement Military Branch	<input type="text"/>		
Placement Military Training	<input type="text"/>		



# CTE/CATE Coding

## Coding CTE in PowerSchool

To Enter Certifications Earned, Click New

#	Certification Administered	Certification Passed	Certification Admin Year	Certification Owner	Certification	Certification Year
No Record						

[New](#)

**New CTE Certification** Student Data

Certification Administered

Certification Passed

Certification Admin Year

Certification Owner

- FA17
- SP18
- FA18
- SP19
- FA19
- SP20
- FA20
- SP21
- FA21
- SP22

Many certifications available.

# Work Based Learning (WBL)

- All student participation in work-based learning experience should be documented and reported on the WBL page in the Student Management Information System (PowerSchool). A concise process to ensure that all WBL experiences and WBL career readiness qualifiers are captured and are reported accurately should be in place at each school.
- SCDE Work-Based Learning Page: <https://ed.sc.gov/instruction/career-and-technical-education/career-guidance/work-based-learning/>
- SCDE WBL Implementation Guide 2022: <https://ed.sc.gov/instruction/career-and-technical-education/career-guidance/work-based-learning/wbl-implementation-guide-2022/>
- **Deadline to Enter WBL Experiences**
  - Deadline date for all WBL Career Ready qualifiers and WBL experiences to be entered on the WBL page in PowerSchool for the 2021-22 academic year is Friday, May 20, 2022. (QDC4)

# Work Based Learning (WBL)

## **Coding WBL in PowerSchool**

Home > Student Selection > State/Province - SC > Work-based Learning

- Three Sections
  - CCR - College Career Ready Qualifier used for Career Readiness Accountability
  - WBL Experience
    - Enter up to 10
  - Career Assessment
    - Enter up to 6

# Work Based Learning (WBL)

- CCR - College Career Ready Qualifier used for Career Readiness Accountability

C - Cooperative Education  
 I - Internship  
 R - Registered Apprenticeship  
 Y - Youth Apprenticeship

CCR - College Career Ready Qualifier used for Career Readiness Accountability.

* WBL CCR Experience	Y - Youth Apprenticeship	WBL CCR Exp Owner	
* WBL CCR Start Date	1/18/2022	* WBL CCR End Date	5/23/2022
* WBL CCR Worksite Name	Awesome Company		
WBL CCR Worksite Address	123 Easy Street		
WBL CCR Worksite City	Columbia		
WBL CCR Worksite State	SC		
WBL CCR Worksite Zipcode	29201		
WBL CCR Worksite Email Address	abc123@gmail.com		
WBL CCR Worksite Phone	803-555-5555		
WBL CCR Worksite Size	S - 0-49 Employees	L - 500+ Employees M - 50-499 Employees S - 0-49 Employees	
WBL CCR Worksite Supervisor	John Doe		
WBL CCR Worksite Supervisor Job Title	Supervisor		
* WBL CCR Paid	N - No	* WBL CCR Career Cluster Type	6 - Finance
* WBL CCR Related to Career Plan	N - No		
* WBL CCR Course Credit	N - No		
* WBL CCR 40-Hour Minimum Met	N - No		
* WBL CCR Training Agreement	Y - Yes	* WBL CCR Evaluation Score	2
WBL CCR School/Center Coordinator	Jane Doe, Lead Counselor		
Other support provided to you by WBL CCR Worksite	4 - Teacher Training	1 - Motivational Speaker 2 - Monetary Support 3 - Equipment Contributions 4 - Teacher Training 5 - Other	1 2 3 4 5

- 1 - Agriculture, Food, and Natural Resources
- 2 - Architecture and Construction
- 3 - Arts, Audio-Video Technology, and Communications
- 4 - Business Management and Administration
- 5 - Education and Training
- 6 - Finance
- 7 - Government and Public Administration
- 8 - Health Science
- 9 - Hospitality and Tourism
- 10 - Human Services/Family and Consumer Sciences
- 11 - Information Technology
- 12 - Law, Public Safety, Corrections, and Security
- 13 - Manufacturing
- 14 - Marketing
- 15 - Science, Technology, Engineering, and Mathematics
- 16 - Transportation, Distribution, and Logistics



# Work Based Learning (WBL)

- WBL Experience Entry

- B - CTE Internship Credit Bearing Course
- C - Cooperative Education
- F - School-Based Enterprise
- I - Internship
- L - Service Learning
- M - Mentoring
- R - Registered Apprenticeship
- S - Shadowing: On-Site
- U - Structured Field Study
- V - Shadowing: Virtual
- Y - Youth Apprenticeship

* WBL Experience 1	I - Internship	WBL Exp1 Owner	
* WBL Start Date 1	1/18/2022	* WBL End Date 1	5/23/2022
* WBL Worksite Name 1	ABC Company		
WBL Worksite Address 1	123 Easy Street	Validate	
WBL Worksite City 1	Columbia		
WBL Worksite State 1	SC		
WBL Worksite Zipcode 1	29201		
WBL Worksite Email Address 1	abc123@gmail.com		
WBL Worksite Phone 1	803-555-5555		
WBL Worksite Size 1	S - 0-49 Employees	L - 500+ Employees M - 50-499 Employees S - 0-49 Employees	
WBL Worksite Supervisor 1	John Doe		
WBL Worksite Supervisor Job Title 1	Supervisor		
* WBL Paid 1	N - No		
WBL Related to Career Plan 1	Y - Yes	WBL Career Cluster Type 1	8 - Health Science
* WBL Course Credit 1	Y - Yes		
WBL School/Center Coordinator 1	Jane Doe, Lead Counselor		
Other support provided to you by WBL Worksite 1	5 - Other	1 - Motivational Speaker 2 - Monetary Support 3 - Equipment Contributions 4 - Teacher Training 5 - Other	

- 1 - Agriculture, Food, and Natural Resources
- 2 - Architecture and Construction
- 3 - Arts, Audio-Video Technology, and Communications
- 4 - Business Management and Administration
- 5 - Education and Training
- 6 - Finance
- 7 - Government and Public Administration
- 8 - Health Science
- 9 - Hospitality and Tourism
- 10 - Human Services/Family and Consumer Sciences
- 11 - Information Technology
- 12 - Law, Public Safety, Corrections, and Security
- 13 - Manufacturing
- 14 - Marketing
- 15 - Science, Technology, Engineering, and Mathematics
- 16 - Transportation, Distribution, and Logistics

# 2022-2023 School Year Planning

Years & Terms

Calendar

Periods

Course Offerings

- LBA Courses

Adding Grade Levels

- Let Charter Institute know

# Parchment Training Opportunity

- When: February 23 at 12 PM
- What: Navigating Change: How to Effectively Implement Technology at your School District
  - How to plan and coordinate technology implementations
  - How to communicate with key constituents
  - How to track/monitor the progress of new technology
- Training Not Required, but highly encouraged.
- SCDE Pushing Student Digital Certificates for Career Readiness and more using Parchment.

[https://info.parchment.com/EffectivelyImplementTech\\_Registration.html](https://info.parchment.com/EffectivelyImplementTech_Registration.html)



# CHARTER INSTITUTE AT ERSKINE

Jason Jones



# PowerScheduler Survey - Mandatory

- **Please fill this out by 02/22/2022:**  
<https://forms.office.com/r/JbBSephRXe>