

# FEBRUARY 2023 PS ADMIN MONTHLY WEBINAR

Jenn Roach

# Agenda

Institute Bulletin: Announcements, Celebrations, Reminders

CRDC

CTE Coding

Work Based Learning

135 Day / QDC 3

2023-2024 School Year Planning

# 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

**Jason Jones (CIE) says...**

Welcome **Ms. Blythe Branham** on the Cantey team and unfortunately, she has to deal with me on a daily basis at the institute. 😊

Institute  
Bulletin:  
Celebrations

**Sophia Lin** from **American  
Legion Academy in  
Lexington** says...



This is my first SOUTH  
CAROLINA SCHOOL!!!

INSTITUTE  
BULLETIN:  
CELEBRATIONS



# PowerSchool Certification

Certificate Number: 74558029

THIS CERTIFIES THAT

**Rachel Williamson**

HAS SUCCESSFULLY COMPLETED THE

**South Carolina Exclusive - PowerSchool SIS:  
Certification – Front Office (22.11)**

*Lisa S. Rudge*

Lisa S. Rudge  
VP, Customer Education

**02/10/2023**

Date of Completion



PowerSchool



# Institute Bulletin: Celebrations

Cat Powell from Cyber  
Academy says...

*Cyber Academy is opening an  
alternative High School named  
Heron Virtual Academy for the 23-  
24 school year!*

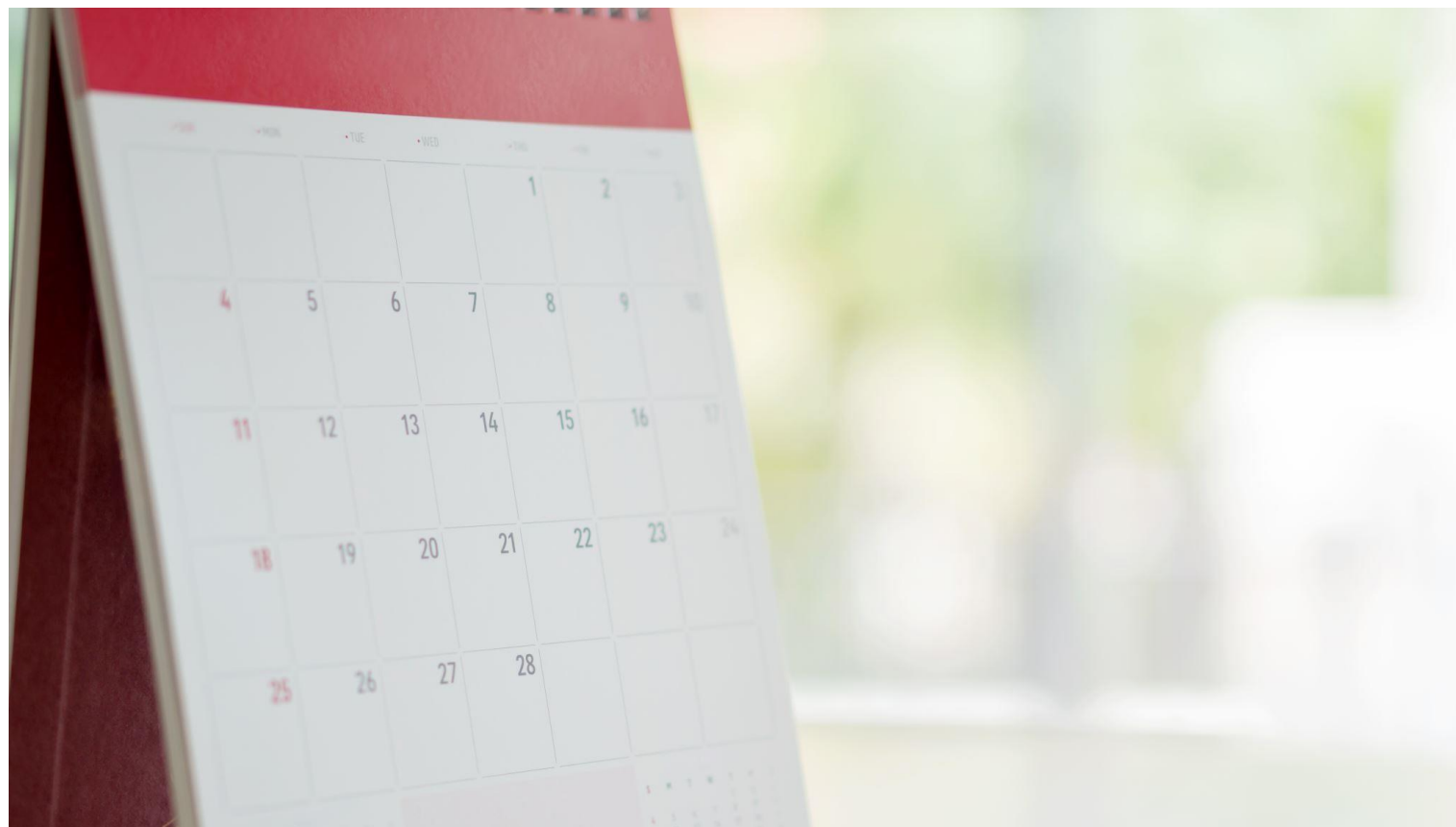
# Institute Bulletin : Celebrations



**Nicole Stroud at SC Prep says...**We finalize our adoption on February 21st! We have had our sweet Elijah since he was 10 days old and after 767 days in foster care, we will officially make him a Stroud!



# Institute Bulletin: Announcements & Reminders



# Institute Bulletin: Training Opportunities

- PowerSchool University: <https://support.powerschool.com/psu/main.action>
  - February 26-March 2, 2023 Orlando, Florida
  - June 25-29, 2023 Anaheim, California
  - July 23-27, 2023 Nashville, Tennessee
  - July 9-13, 2023 PSU at EDGE (Orlando, FL)
  - PSU Remote Plus (Virtual) August 2-4 & August 9-11, 2023
  - To Register: <https://support.powerschool.com/psu/register/step1.action>
- PSUG Southeast
  - May 14-18, 2023 in Myrtle Beach
  - 4 Day Event (Like National Event)  
[https://easyregpro.com/e/2023-southeast-psug-event/evt\\_home](https://easyregpro.com/e/2023-southeast-psug-event/evt_home)

# Institute Bulletin: Training Opportunities

## PowerSchool PowerScheduler Office Hours

Join us for PowerSchool SIS 2023 Office Hours. Register now to connect with PowerSchool Support experts and peers to find the solutions to your pain points. These **hour-long sessions** are a great way to learn some insider tips for using your PowerSchool SIS solution.

In addition, our experts will be answering your questions in real-time through our **live Q&A** forum to provide you with quick and personalized responses.

Register for Free to attend these hour-long sessions			
Date	Time	Topic	Link
Tuesday, March 7, 2023	11 AM	PowerScheduler: Launch	<a href="#">Register Now</a>
Tuesday, April 11, 2023		PowerScheduler: Committing the Schedule	

# Institute Bulletin: Training Opportunities

[SCDE Incident Management Coding Webinar](#) - February 28, 2023, 10:00 am-12:00 noon. During this webinar participants will learn how to properly code discipline and truancy incidents in PowerSchool.

- Click the link above or Scan QR Code to register.



# Level Data Training Opportunities

Level Data Holds Monthly Webinars to discuss tabs within their Validation Tool

- [Register to Attend](#)
  - State Data Validation Suite Walk-Through
  - RealTime Reports Walk-Through
  - Mass Address Validation
  - Unlimited Contacts Workshop + Q&A

# Submitting Tickets

When submitting a ticket, please include the items listed below. Failure to include this information may result in a delay in processing your ticket/request.

- Issue or error encountered (Please provide specific student, teacher, or course code - *if applicable*):
- Screenshot of issue or error encountered:
- Error Message(s) encountered (if applicable):
- Steps to reproduce the error/issue (if applicable):
- Expected results:
- Actual results:
- Troubleshooting steps taken:
- Additional comments/concerns:

# Enrich Update / System Report: School Enrollment Errors

- The Enrich update includes a validation that will not collect data that contains overlapping school enrollments.

## **How to Locate Overlapping School Enrollment Dates**

1. Login to PowerSchool
2. Under Reports Click System Reports
3. On the System Tab run the School Enrollment Audit Report
4. A list of errors that need to be corrected will display
5. Analyze the student/s enrollment dates. Make sure that the dates do not overlap.



# CIVIL RIGHTS DATA COLLECTION (CRDC)



# Civil Rights Data Collection

- **Civil Rights Data Collection (CRDC):** The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency, and disability. This data is collected yearly. This collection provides the U.S. Department of Education's (ED's) Office for Civil Rights (OCR) with critical data needed to support OCR's mission to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's public schools.
- CRDC Website: <https://crdc.communities.ed.gov/#program>
- **When will the collection dates and LEA and School Forms be made available?**
  - The 30-day public comment period on OCR's proposed 2021-22 and 2023-24 CRDCs closed on October 31, 2022, and OCR is currently working on addressing the public comments received. Based on the public's feedback, OCR will prepare its final proposed 2021-22 and 2023-24 CRDCs and submit them to the Office of Management and Budget (OMB) for approval.
  - Once OMB approves the CRDCs, LEAs (districts) will be notified of the collection dates and the LEA and School forms will be made available. The collection dates, resources, and links to the LEA and School forms will also be on the CRDC Resource Center website here (<https://crdc.communities.ed.gov/#program>) as soon as they are made available.
  - This is the most recent update available as of 12/21/2022 on the CRDC website.

# Civil Rights Data Collection

- [Introduction to the CRDC](#)
- 2021-2022 Civil Rights Data Collection Forms have not yet been made available:  
<https://www2.ed.gov/about/offices/list/ocr/data.html>
- [2021-22 Civil Rights Data Collection - School Form](#) - No update on CRDC Website since 2020-2021 Form
- [List of CRDC Data Elements for School Year 2020-21](#) - No update on CRDC Website since 2020-2021 List
- **Grade\_Levels:** Pre-school through 12<sup>th</sup> grade
- You only need to populate the data if it applies to the student, teacher and/or section in PowerSchool. If the question does not apply, you may leave the question blank.
- If the question does apply to a student, teacher and/or section the question requires a "Yes" or "No" answer.
- CRDC data should have been populated for the 2021-2022 school year prior to the EOY rollover process if you planned to utilize PowerSchool to pull your CRDC Reports.

# Civil Rights Collection

- Student data that should be populated and accurate for CRDC
  - Basic Demographic Information
  - Incidents in Incident Management
  - All Enrollments
  - Transfer Info to include entry and exit dates, exit code and grade level.
  - Was the student retained – Retained Reason
  - Make sure **Race, Ethnicity and Scheduling/Reporting Ethnicity** are populated correctly.
  - **Instructional Setting** needs to be populated correctly.
- *State/Province – SC > Civil Rights Data Collection (CRDC)*
  - Populate the CRDC page with “Yes” if the statement applies to the student for those enrolled in the course sections that CRDC asks about.

Exclude Student from CRDC

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### 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?

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### 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)

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### Ungraded For CRDC

For CRDC, is this student considered ungraded?

Distance education courses must meet **all** of the following criteria: (1) be credit-granting; (2) be technology delivered via audio, video (live or prerecorded), the Internet, or other computer-based technology (e.g., via district network); and (3) have either (a) the instructor in a different location than the students and//or (b) the course content developed in, or delivered from, a different location than that of the students.

# Civil Rights Data Collection

- Teachers – Scroll to the bottom of the teacher’s Information page and click **Civil Rights Data Collection (CRDC)**
- Check a box if it applies to the teacher.

School Questions
COUR-1b, COUR-9. Teacher Certifications in Mathematics
<input type="checkbox"/> Is this teacher certified in General Mathematics?
<input type="checkbox"/> Is this teacher certified in Algebra I?
<input type="checkbox"/> Is this teacher certified in Geometry?
<input type="checkbox"/> Is this teacher certified in Algebra II?
<input type="checkbox"/> Is this teacher certified in Advanced Mathematics?
<input type="checkbox"/> Is this teacher certified in Calculus?
COUR-14, COUR-16. Teacher Certifications in Science
<input type="checkbox"/> Is this teacher certified in General Science?
<input type="checkbox"/> Is this teacher certified in Biology?
<input type="checkbox"/> Is this teacher certified in Chemistry?
<input type="checkbox"/> Is this teacher certified in Physics?
<input type="checkbox"/> Is this teacher certified in Computer Science?

Additional South Carolina State Report Information for Staff
Civil Rights Data Collection (CRDC)
Generation (Jr., Sr., etc.)
Educator ID
<a href="#">Staff Assignments</a>

# Civil Rights Data Collection

- Sections that should have CRDC fields populated:
  - Algebra I, Algebra II, Biology, Calculus, Chemistry, Computer Science, Geometry, Physics, General Mathematics, Advanced Mathematics, Advanced Placement and single-sex sections.
- Start Page > School > Section > if teaching one of the courses above, **click the course name** > scroll to the bottom of the page and **click Civil Rights Data Collection (CRDC)** > *Populate School Questions**

### Civil Rights Data Collection 2017-2018

Algebra 1 411400CW 4

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

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#### 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?



# SCDE CLIMATE SURVEY INFORMATION

# SCDE CLIMATE SURVEY INFORMATION

The South Carolina Department of Education (SCDE) and the Education Oversight Committee will be distributing the Parent, Student, and Teacher climate surveys to be administered by public schools.

The teacher and student climate surveys will be used in the state and federal accountability models. In the 2021-22 school year, the participation requirement modifier was waived. The modifier for student or teacher participation below 80 percent, as described in the [2022-2023 Accountability Manual](#) at page 59, will be in force for the 2022-23 school year.

The student and teacher surveys will be administered through the eCollect system. The parent survey will be administered through Qualtrics. Links to the Qualtrics survey will be available through eCollect.


The teacher and student surveys and the parent survey links will be loaded in eCollect in January. The survey administration window is February 27, 2023 through April 14, 2023.

[SCDE Climate Survey Dates for 2023 Memo](#)

# SCDE Climate Survey Information

- Please see the [Accessing Ecollect Forms](#) document linked to from the SCDE [Climate Surveys & Ecollect Forms](#) web page for instructions on how respondents (students, teachers, and parents) can access their respective School Climate surveys. Note that URLs for accessing PowerSchool portals (i.e., the PowerSchool Parent/Student Portal and Teacher Portal) vary from district to district; typically, in place of the word "admin," Parent/Student Portal URLs include either the word "public" or "guardian," and the word "teachers" is typically present in the case of Teacher Portal URLs.
- Note that student and teacher school climate surveys will be delivered and submitted through Ecollect during the survey administration window. They will be released directly to student and teacher respondents to complete and submit through an Ecollect Form accessible through Student Portal or Teacher Portal. Please ensure that respondents completing the student and teacher surveys will have login access to Student Portal (for student surveys) and Teacher Portal (for teacher surveys).
- Communicate this information with School Leaders.
- Participation in this Survey directly affects your School Report Card.
- Get creative! Offer homework passes or other incentives to parents and/or students to encourage participation.





# EMPLOYABILITY CREDENTIAL

# Employability Credential

- Two PowerSchool data entry items must be coded for all students on track to earn the **Employability Credential** this year, including students who may exit early, students exiting in the spring, and students exiting in the summer. These data entry items must be completed by the deadline specified to ensure accurate issuance of the Employability Credential to students who are seeking it. Data entry for these items is due by **March 1, 2023, at 4:00 p.m.**
- School Special Education Coordinators or designated staff must share with the PowerSchool Administrator which students require coding for the Employability Credential.
- The two data items that must be coded for students earning the Employability Credential by **March 1, 2023**, are as follows:
  - **Seeking Employability Credential (for Transcript)** checkbox
    - Deadline for checking this box for Employability Credential students:  
**March 1, 2023 at 4:00 p.m.**
    - This is a new checkbox located on the SC Student Information page (*Start Page > Student Selection > State/Province-SC > SC Student Information*).

The screenshot shows the 'Academic Goals' section of a PowerSchool form. It includes a dropdown menu for 'Seeking Diploma Type (for Transcript)' with '(blank) - None' selected. To the right is a yellow checkbox labeled 'Seeking Employability Credential (for Transcript)'. A purple callout box with an arrow points to the checkbox, containing the text: 'Check this box for students seeking the Employability Credential by Feb. 1, 2023 at 4:00 p.m. "Seeking Diploma Type (for Transcript) should remain blank.'

# Employability Credential

- The **Seeking Employability Credential (for Transcript)** checkbox must be checked for students who are seeking the Employability Credential.
- Note: The **Seeking Diploma Type (for Transcript)** box should NOT be checked for students seeking the Employability Credential, even though that field may currently be red when the value of (blank) - None is selected. The red is indicating a validation from last year that will soon be updated.
- Postgraduate Student Email
  - Deadline for populating this field for Employability Credential students is **March 1, 2023 at 4:00 p.m.**
  - This is a field on the student's Demographics page in PowerSchool (*Start Page > Student Selection > Demographics*).

Mailing Address - Copy From Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Home phone

**Postgraduate Student Email**

By February 1, 2023, populate this field with a valid email address for the student that the student can access after exiting the high school.

# Employability Credential

- The **Postgraduate Student Email** field must be populated with a valid email address that the student can access after exiting the high school.
- **Note:** *Please do not use the student's school/district email address, as such email addresses are often unavailable to students after they have exited high school. This email address will serve as a unique id for the student, which is necessary for both paper and digital issuances, and it will enable the student to claim the credential digitally if desired.*
- Rosters will be pulled and submitted to the designated vendor to create paper copies of the Employability Credential for graduation and then digital copies of the Employability Credential will be issued later in the summer.
- [SCDE Employability Credential Memo - February 7, 2023](#)

# Employability Credential

## Earned Employability Credential

- For students who earn an Employability Credential, the Employability Credential Earned checkbox must be checked and the Employability Credential Date must be populated (the last day of instruction for the student). **This must be completed by June 15, 2023 @ 4:00pm or August 1, 2024, for students earning the Employability Credential during the Summer.**

**Earned**

The Earned section is for recognition that the student has earned.

Diploma Earned	<input type="text" value=""/>	Graduation Date	<input type="text" value="MM/DD/YYYY"/>
Employability Credential Earned	<input type="checkbox"/>	Employability Credential Date	<input type="text" value="MM/DD/YYYY"/>

- Transfer Information Page
  - The Exit Date should be populated with the date after the student's last day of instruction in school.
  - The Exit Code for students exiting with an Employability Credential (also known as the High School Credential) is W41.
  - Exit Comment should be populated with *Employability Credential*.

# 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



# 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

# 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 2022-23 Career & Technical Education (CTE) Student Reporting Procedures Guide:  
<https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2022-23-srpg/>
- Page 17 PowerSchool Exports to Validate Data
- **CTE Data Reporting Deadlines**
  - **Placement Data Collection** *April 7, 2023*
  - **CTE Data Collection** *QDC 4 June 23, 2023*

# 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.

# CTE Page Reminders

- CTE Page in PS: The program section of the CATE Page has been duplicated to identify students who become concentrators and/or completers in a second state-recognized CATE program.
- Ensure that the appropriate CIP Code(s), Concentrator field(s), and Completer field(s) are correctly coded.
- Ensure that the Diploma Earned field has been completed for all twelfth-grade students on the South Carolina Student Information Page. The Diploma Earned field on the CTE page is Read-Only and will populate from the SC Student Information Page.
- Ensure that the seven-digit school identification number (SIDN) is correctly entered in the Remote School Number field to identify location of the CTE program (if applicable).
- School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53- 160) and by State Board of Education Regulation 43-234 to survey their CTE completers ten months after graduation to determine their placement status with regard to employment, postsecondary education, or military service.
- A record of the responses to this survey must be maintained by the districts/career centers for a period of three years. The survey records should contain sufficient information to allow for the verification of all reported placements. In order to be available for placement, students must be program completers and must have graduated.
- For the CTE Placement Code you have the following options:

**Data Entry** (dropdown box): appropriate CTE placement code

- A – Employed, Related
- B – Employed, Unrelated
- C – Continuing Education or Postsecondary Education
- D – Military
- E – Unemployed or Not Seeking Employment
- F – Not Available for Placement (Status Unknown, Deceased, Incarcerated, or Medical Disability)
- G – Deleted
- H – Advanced Training
- I – National Community Service
- J – Peace Corps

# CTE Page Reminders

- For students placed in Placement Code A or B (Employment), data entry should include the following:

**Placement Employer**

**Entry:** name of the business where the CTE completer is employed ten months after graduation

**Placement Phone**

**Entry:** phone number of the CTE completer's place of employment ten months after graduation

**Placement Job Title**

**Entry:** CTE completer's job title at the place of employment ten months after graduation

**Placement Supervisor Name**

**Entry:** name of the CTE completer's supervisor at the place of employment ten months after graduation

**Placement Start Date**

**Entry:** CTE completer's start date at the place of employment ten months after graduation

# CTE Page Reminders

- For students placed in Placement Code C (Higher Education), data entry should include the following:

**Placement Higher Ed Name**

**Entry:** name of the postsecondary institution in which the CTE completer is enrolled ten months after graduation

**Placement Higher Ed Program**

**Entry:** name of the program at the postsecondary institution in which the CTE completer is enrolled ten months after graduation



# CTE Page Reminders

- For students placed in Placement Code D (military), data entry should include the following:

**Placement Military Branch**

**Entry:** name of the military branch in which the CTE completer is serving ten months after graduation

**Placement Military Training**

**Entry:** type of military training received from the military branch in which the CTE completer is serving ten months after graduation

- Placement data is used to assess the placement indicator as mandated in Section 59-53-1960 of the Code of Laws of South Carolina.

# CTE Page Reminders

- As mandated in Section 59-53-1960 of the Code of Laws of South Carolina, to continue existing work force preparation programs, other than career and technology agriculture, 50 percent of the graduates available for placement must be placed during the prior three years in the area for which training was provided.
- The placement data reported each school year is compiled with the data reported for the previous two years to obtain the average placement rate over the three-year period.
- Students must be advised prior to enrollment in a work force preparation program of the possible discontinuation of the program and of the employment outlook for program graduates.
- Students enrolling in CTE programs that are not preparatory for employment must be clearly advised of this fact by the school district

# 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 2022-23 academic year is June 23, 2023. (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	<p>L - 500+ Employees</p> <p>M - 50-499 Employees</p> <p>S - 0-49 Employees</p>	<p>1 - Agriculture, Food, and Natural Resources</p> <p>2 - Architecture and Construction</p> <p>3 - Arts, Audio-Video Technology, and Communications</p> <p>4 - Business Management and Administration</p> <p>5 - Education and Training</p> <p>6 - Finance</p> <p>7 - Government and Public Administration</p> <p>8 - Health Science</p> <p>9 - Hospitality and Tourism</p> <p>10 - Human Services/Family and Consumer Sciences</p> <p>11 - Information Technology</p> <p>12 - Law, Public Safety, Corrections, and Security</p> <p>13 - Manufacturing</p> <p>14 - Marketing</p> <p>15 - Science, Technology, Engineering, and Mathematics</p> <p>16 - Transportation, Distribution, and Logistics</p>
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	<p>1 - Motivational Speaker</p> <p>2 - Monetary Support</p> <p>3 - Equipment Contributions</p> <p>4 - Teacher Training</p> <p>5 - Other</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>

\* - Required Fields

# 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 Size 1	S - 0-49 Employees
WBL Worksite Email Address 1	abc123@gmail.com		
WBL Worksite Phone 1	803-555-5555		
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		

- L - 500+ Employees
- M - 50-499 Employees
- S - 0-49 Employees

- 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

- 1 - Motivational Speaker
- 2 - Monetary Support
- 3 - Equipment Contributions
- 4 - Teacher Training
- 5 - Other

A calendar page is shown in the background, slightly blurred. A white rectangular border is drawn around the text. The text is centered and reads "135TH DAY / QDC 3". The calendar grid shows dates from 4 to 28, with some dates in red (4, 11, 18, 25) and others in black (5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 26, 27, 28).

135TH DAY / QDC 3

# QDC 3 / Incident Management Data Collection

- The Data Collection schedule indicates the collection period for QDC 3 and Incident Management will close on **April 14, 2023**
- Review your data and verify the required fields have been populated (including but not limited to):
  - Basic Demographic Data
  - SC Contacts 1 and 2
  - Early Childhood
  - South Carolina Student Information
  - ESOL
  - Precode
  - Homeless Student Information/Migrant/Foster
  - G&T Qualified
  - Parent Military Status (If applicable)
  - Incident Management
  - CTE (CATE) - <https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2022-23-srpg/>
- All students should be coded with an EIA/EFA Code. If your student has an IEP or 504 be sure those are coded in PowerSchool appropriately. Be mindful of changing VOC EFA codes.
- All incidents should be coded in Incident Management, and the required fields populated.



# Incident Management

- All discipline and truancy data must be reported in Incident Management System.
- All incidents coded must have an offender, behavior, action, removal type (*if applicable*) associated with the incident.
- *System Reports > SDE Reports tab*
  - Discipline Reports
  - Incident Management Reports
- **SCDE PowerSchool Incident Management** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-training-101/>
- **SCDE Powerschool Incident Management Frequently Asked Questions** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-faq/>
- **SCDE Powerschool Incident Management-discipline Incidents Step By Step Guide** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-behavior-incident-guide/>
- **SCDE Powerschool Incident Management-truancy Incident Step By Step Guide** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide1/>

# Incident Management

Start Page > Level Data State Validation > Incident Management Tab (02/10/2023 @ 3:35 PM)

Validation Rule	Count	Action
Incident Management ISS Dates/SC-ISS Attendance Dates Mismatch	8	List
Incident Management OSS Dates/SC-OSS Attendance Dates Mismatch	20	List
Invalid Pending Parent Conference	0	✓
Missing Object Code Comment for Misc Object	0	✓
Missing/Invalid Incident Location	24	List
Recommended for Expulsion^ Action Code Missing Secondary Action Code	0	✓
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch	12	List
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch	49	List
Missing Incident Behavior Code (1010)	4	List
Missing Incident Action Code (1050)	5	List

Validation Rule	Count	Action
Missing/Misplaced Action Code	30	List
Missing Object Code Comment for Weapon	0	✓
Missing Incident Offender	3	List
Missing Required Duration Code (1000)	8	List
Missing Physical Injury Code (1030)	0	✓
Invalid Pending Expulsion (1040)	1	List

# Incident Management

## **Required Fields**

- **Incident Type**
  - **Date**
  - **Time**
  - **Time Frame**
  - **Title**
  - **Location**
  - **Offender**
  - **Victims- Bullying or Level Physical Injury**
  - **Participant Attributes - Physical Injury**
  - **Behavior Codes**
  - **Action Codes**
  - **Action Date Range**
  - **Duration Code**
  - **Object Codes**
  - **Subcodes Dropdown**
- 
- Please code Truancy Incidents in real time once your school's Attendance/Excuse Policy timeframe has passed. Do not wait until the end of the year.
  - Incident Elements pertaining to Habitual and Chronic Truancy must be coded before the student reaches the age of 17. When Habitual and Chronic Truancy Incident Elements are added on a date that occurs after the student's 17th birthday, an unresolvable error will show in level data.

# SCDE Training Materials

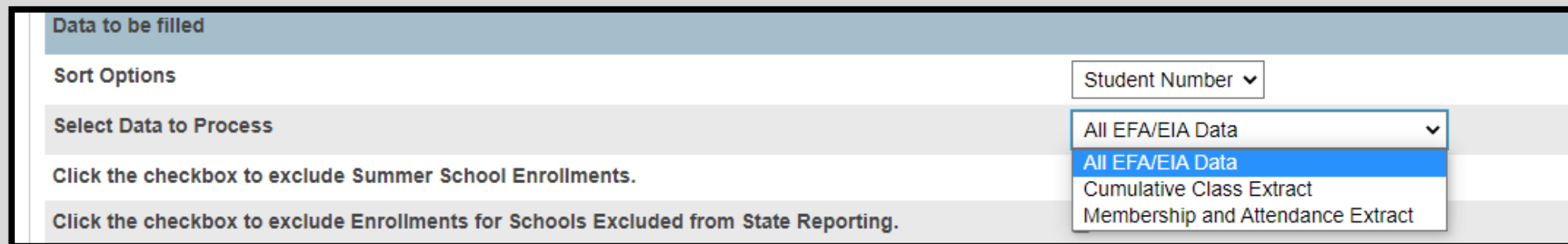
Training Materials and Recordings for:  
Incident Management and Truancy Webinar

[2022-Training Materials \(padlet.com\)](https://padlet.com)



# 135<sup>th</sup> Day Funding - Running Reports

- 1<sup>st</sup>, run **Refresh Premier Attendance Views Data**. Note: Can be run at the school level
- On the Start Page click **Special Functions** > click **Attendance Functions** > click **Refresh Premier Attendance Views Data**
- Run **Refresh Premier Attendance Views Data** in order for membership, absences, and ADM to calculate correctly on the report. Run for all students at the school.
- Run Reports: *Start Page* > *System Reports* > *State tab* > *Under Legacy Reports header*
- 2<sup>nd</sup> run SC01 Data Verification
  - The SC01 must be run with Membership and Attendance Extract to run the SC06 with Extract
  - SC01 must be run with Cumulative Class Extract to run the SC02 with Extract
  - You will get an error when running the SC06 if you do not run the SC01 with extracts first.



The screenshot shows a software interface with a light blue header bar labeled "Data to be filled". Below the header, there are several sections: "Sort Options" with a dropdown menu set to "Student Number", "Select Data to Process" with a dropdown menu open showing options: "All EFA/EIA Data" (highlighted in blue), "All EFA/EIA Data", "Cumulative Class Extract", and "Membership and Attendance Extract". Below the dropdown, there are two instructions: "Click the checkbox to exclude Summer School Enrollments." and "Click the checkbox to exclude Enrollments for Schools Excluded from State Reporting."

# 135<sup>th</sup> Day Funding - Running Reports

- Once SC01 Data Verification is **Error Free** you can then run reports SC02-SC09.
- **Select EFA/EIA Funding Extract** - Make sure that the extract that your school wants sent to the SCDE is selected. The Date/Time Created  
**Note:** *You should not make a change to your selection after the SCDE has finalized funding.*
- DO NOT FORGET TO CLICK THE SUBMIT BUTTON - to make sure your selection is saved and sent to the SCDE.
- After you run SC01-SC09 reports, print, save & store (hard copy and electronically).  
*Note: Multiple staff members should know where these reports are stored.*

[SCDE - Instructions for Running 45 & 135 Day Reports](#)

[Cantey - Pre-Reporting and Funding Checklist](#)

# 135<sup>th</sup> Day Funding - AOW

- The Add-on Weightings are calculated as Average Daily Membership; that is, the Add-on Weightings will be an ADM - total number of days served divided by the Day Number selected when running the report, such as the 135th day.
- **Academic Assistance** [Standardized Test Performance Level] - students who score as Not Met/Fail/Low (a value of '1' which means "Not Met" or "Below Basic") on selected standardized state test. This file is created by the SCDE then sent to districts and imported into PowerSchool. Cantey will notify you when the file has been imported into PowerSchool. **Note:** You may want to wait until this file is imported into PowerSchool before running your 135th day Add-on Weighing reports, so you do not have to run them multiple times.
- **High Achieving** - Gifted and Talented - Academic (GTA), Gifted and Talented - Artistic (GTR), Advanced Placement (AP), International Baccalaureate (IB). GTA/GTR students must be STATE-IDENTIFIED ~and~ SERVED in a GT/Honors Program. Use the first day of the school year as the effective start date. Grades 3 - 12 for GTA & GTR. Grades 9 - 12 for AP & IB.
- **LEP - Limited English Proficiency** ESL value of 1-5, 6.0, A1, A2, A3, CM, W. Each new LEP student must be evaluated within the first 10 days of school. All proficiency codes must be entered into PS for LEP students within the first 45 days of each school year to indicate proficiency levels of the English language.
- **Dual Credit** - Student must be enrolled at least 30 days in an approved Dual Enrollment course where 'E' is the 7th character of the Course Number
- **Poverty** - Pupils in Poverty (PIP). Which is defined using Directly Certified, Direct Certification Extended, SNAP/TANF, **Homeless, Migrant**, Runaway, **Foster**.

# 135<sup>th</sup> Day Funding - AOW

Run Reports: *Start Page > System Reports > State tab > Under Add-On Weightings header*

- 1<sup>st</sup> run - **SC24 Add-On Weightings Update**. Run this report to update any changes.
- **SC28 Add-On Weightings Report** - create extract for the 135th day.
- **SC29 Add-On Weightings from Extract** - generates SC Add-On Weightings Totals from Extract.
- **SC30 Add-On Weightings Select Funding Extract** - This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each to be used for state funding.  
**Note:** *A change to your selection should not be made after the state data collection has ended.*
- **SC28 Add-On Weightings Report & SC30 Add-On Weightings Select Funding Extract** - Print and archive/save this report (hard copy / electronically). *Make sure that multiple staff members know where these two reports are located.*



## SC28 Add-On Weightings Report

### Report Information

Description	The SC Add-On Weightings Report totals all Add On Weighting classification occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing date for 45 day and 135 day state reporting.
Version	1.1.0
Output File Name	SC28_AddOnWeightings_Report
Category	Add-On Weightings
Published Date	10/10/2019 11:37 PM

### Comments

Report Parameters (Check checkbox on the right to save as default value) Clear All ▾

As Of Day - (Date)\*  Choose Day 135 from the dropdown

Create Extract\*  Yes  No

## Scheduling

Please select when to run

Run Now  Schedule

Submit

# 135TH DAY FUNDING - AOW

# 135th Day Funding - AOW

## SC30 Add-On Weightings Select Funding Extract

### Report Information

**Description** This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each to be used for state funding. Warning: a change to your select should not be made after the state data collection has ended. If no extracts are displayed, be sure a school is selected.

**Version** 1.0.1

**Output File Name** SC30\_AddOnWeightings\_Select\_Funding\_Extract

**Category** Add-On Weightings

**Published Date** 10/10/2019 11:37 PM

### Comments

**Report Parameters** (Check checkbox on the right to save as default value)

Clear All ▾

135 Day Add On Weightings Extract  Choose the appropriate extract for your 135<sup>th</sup> day from the dropdown

45 Day Add On Weightings Extract  10/27/2022 11:31:34 AM - **\*\*Selected For Funding\*\*** ▾

## Scheduling

Please select when to run

Run Now  Schedule

Submit

# Reporting Reminders

- SC01 must be run with Membership and Attendance Extract to run the SC06 with Extract
- SC01 must be run with Cumulative Class Extract to run the SC02 with Extract
- You will get an error when running the SC06 if you do not run the SC01 with extracts first.
- You must select/submit extracts for 135<sup>th</sup> day. This includes the following:
  - SC02 Cumulative Class Report - Selected under System Reports > State > Miscellaneous > Select EFA/EIA Query
  - SC06 Membership and Attendance Report - Selected under System Reports > State > Miscellaneous > Select EFA/EIA Query
  - SC28 Add-On Weightings Report - Selected under System Reports > State > Add-On Weightings > SC30 Add-On Weightings Select Funding Extract

# 2023-2024 School Year Planning

Years & Terms

Calendar

Periods

Course Offerings

- LBA Courses

Adding Grade Levels

- Let Charter Institute know

The background features a gradient from dark blue at the top to dark brown at the bottom. Several envelopes in various colors (olive green, grey, dark green, purple, teal) are scattered across the scene. A white double-line border frames the central text area.

QUESTIONS?  
HELP@CANTEYTECH.COM