January 2023 PS Admin Monthly Webinar

Jenn Roach

Agenda

- Institute Bulletin: Announcements, Reminders, Celebrations

- 90 Day State Reporting & QDC2

- Permanently Storing Grades – Q2/S1

- End of S1/S2 Reminders

- Winter/Early Grads

- Employability Credential

- IGPs

- Truancy & Chronic Absenteeism

- Incident Management

# Institute Bulletin: Announcements, Reminders, Celebrations

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

Institute Bulletin: Celebrations

Kristie Gault of Summit Classical School says…
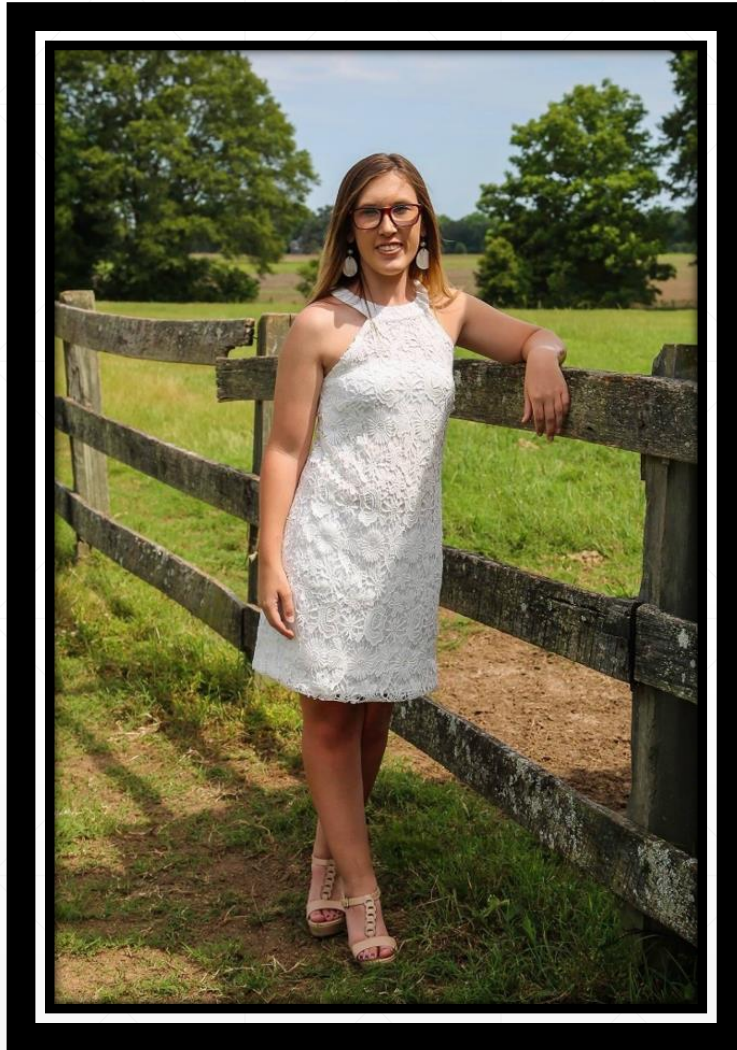
My daughter, MaKenzie, graduated from Lander University in December.

Erika Harrison of Lowcountry Connections Academy says…

I am one proud mom! My son, Caleb, graduated University of Alabama at Birmingham with a 4.0 (Major Computer Science with a Minor in Education)! He accepted a job at Apple as a software engineer. He will be moving to Cupertino, California to work at the Apple Headquarters!

(Pictured are Caleb and his new wife Karlee)
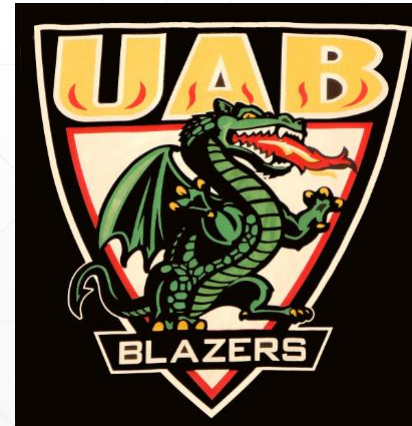
Rachel Williamson of SC Virtual Charter School says…

Our school has been recognized as a BRONZE level high school within The Charter Institute at Erskine. This means that SCVCS outperformed the state average in English 2, Biology I, and Algebra 1. This is monumental achievement for our school that would not have been possible without the hard work and dedication of our teachers and staff.

Institute Bulletin: Announcements

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 15-18, 2023 in Myrtle Beach

  - 4 Day Event (Like National Event)
    https://easyregpro.com/e/2023-southeast-psug-event/evt_home

Institute Bulletin: Training Opportunities

PowerSchool Master Schedule Building Workshop

- Two-Day Interactive Workshop

- In-Person Option ($1000 per person)

- Online Option ($600 per person)

- Multiple Dates (starting October)

- Hands-on, comprehensive training

- Manual Construction methods for all levels of users

- Link to Page: https://support.powerschool.com/msbw/main.action

- Link to Register: https://support.powerschool.com/msbw/register/step1.action

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, January 17, 2023		Ask the Experts	
Tuesday, February 7, 2023	11 AM ET	PowerScheduler: Getting Started	Register Now
Tuesday, March 7, 2023		PowerScheduler: Launch	
Tuesday, April 11, 2023		PowerScheduler: Committing the Schedule	

Institute Bulletin: Training Opportunities

McKinney-Vento Training

Where: The Charter Institute at Erskine (Virtual Webinar)

Who: Federal Programs Office of CIE

Date: February 2, 2023

Time: 10 AM- 11 AM

Link to Join: The Zoom link for this virtual session can be accessed here:

https://erskinecharters.zoom.us/j/86951627580

An invite was sent out December 13, 2022 to McKinney-Vento Liaisons and School Leaders

Other Reminders

2023-2024 Local Board Approved Course Reminder

- If you have Course_Number=XX99, make sure that course was approved by the Charter Institute.

- Start thinking about LBAs that need approval for 23-24
  - Annual LBA Approval Submission in LWS: *Due February 10, 2023*

- If you have any questions or concerns about a course, let us know.

Incident Management

- All Truancy and Disciplinary Incidents *must be in PowerSchool* through Incident Management
  - Log Entries are not sufficient for reporting truancy/discipline
  - No Truancies/Disciplinary Incidents in Incident Management is a red flag.

Other Reminders

eCollect

- Available to all schools to use

- Support and training available!

Precode: SC Ready Preliminary File (Print Phase)

- Available Now

- Update File Due in late February

- Work with testing Coordinator and Special Education Department

Course Code Catalog (Activity Coding System Manual)

- Final Year using PDF version of ACM

- Spreadsheet Version in Future

- More information coming soon!

Other Reminders

Homeless

- Homeless Student Information
  - Primary Night Time Residence
  - Served by ARP-HCY
  - Unaccompanied Youth

- Incorporated in Pupils in Poverty Add-On Weighting

- To ensure accurate coding, the Homeless Liaison and PS Coordinator should have policies and procedures in place.
  - If a student is an Unaccompanied youth, AND meets the McKinney-Vento definition of homeless, then you must populate both the Primary Nighttime Residence and the Unaccompanied youth fields. Verify that the Primary Nighttime Residence field selection indicates where the student stays at night and that the Unaccompanied youth selection is set to Yes.
  - If the student is NOT homeless, verify that the default setting is blank.

- Once coded Homeless during the year, coding remains entire school year.

PIP/SEI File

- SEI File from December Uploaded

- Add-On Weightings

Primary Night Time Residence (At the time of the initial identification of homelessness)   (blank)

Served by ARP-HCY   (blank) - No ▾

Unaccompanied youth   (blank) - No ▾

B-Substandard Housing
S-Shelters, transitional housing
D-Doubled-up means sharing the housing of other persons (friends, relatives) due to economic hardship, loss of housing or other reasons (such as domestic violence)
U-Unsheltered (e.g.; cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)
H-Hotels/Motels

Home Page > Search & Select Student > State/Province – SC > **Homeless Student Information**

Homeless Coding in PowerSchool

PS Search for those coded Homeless: S_SC_STU_X.Night_Residence#

Other Reminders

Level Data

- Ensure you are reviewing Level Data often and correcting errors
  - S2 will likely bring more errors to review
  - Connected to ARC Ratings for PowerSchool
  - Clean Level Data will ensure a faster and more efficient EOY process for all involved

SCDE SAS Reporting

- Log into your SCDE Account > Report Portal > Sign into SAS > Hover Over Data Quality > Click Data Quality & Reporting
  - Student
  - Activity Code
  - Teacher
  - State ID
  - PowerSchool Setup
  - ALL

Other Reminders

Military Opt-Out Form

- Please have parents log into Parent Portal and fill out the Military Opt-Out form if they have not already

- [Link to SCDE Memo](#)

SCDE Climate Survey is Coming!

- 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

90 Day Reporting & QDC2

90 Day Reporting

- LWS - Reporting Submission – 9+0th Day - Due Date: Jan. 20, 2023

- *__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).

- You should run all reports and archive for school.

- Archive = Save both a **hard copy** and **digital copy** of your reports

- Please let other "responsible" staff know where archived reports are located

90th Day Reporting

These are reports that should be ran and uploaded to LWS:

Legacy Reports:

- **SC01 Data Verification** - This report lists any EFA or EIA errors in student data that must be corrected. If there are no records found, no records are inserted into the Verification Error Log.

- **SC02 Cumulative Class Report** *(schools that server PK3 and PK4 students)* - The Cumulative Class Report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. *(do not create an extract, just run Report Only)*

90th Day Reporting

Legacy Reports:

- **SC03 Cumulative Class List** *(schools that server PK3 and PK4 students)* – is a tool used by South Carolina schools to provide details to support the SC02 Cumulative Class report by listing students with assigned EIA classifications for a specified time period. The list is sorted by grade level.

- **SC04 Daily Activities Log** - The Daily Activities Log lists each EFA classification and the students that enrolled in or withdrew from school within each classification. You enter a time period for the report that is within the selected school year.

  ➢ Cumulative: which includes school enrollments and withdrawals from the beginning of the school year up to and including the date specified on the report interface page.

- **SC05 Daily Activities Summary Log** - shows the total number of students added and deleted from each EFA classification on a user-specified day due to school withdrawals and enrollments. This report also shows cumulative values from the start of school to the user-specified date. It is used by school and district administrators to review changes in the numbers of students within each EFA classification.

90th Day Reporting

Legacy Reports:

- **SC06 Membership and Attendance Report** - The Membership and Attendance Report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. *(do not create an extract, just run Report Only)*

- **SC07 Membership and Attendance Worksheet** - This report supports the Membership and Attendance Report and contains running membership totals along with counts of new and dropped students and attendance counts by EFA classification code for each day in a specified date range.

- **SC08 Master Classification List -** The Master Classification List supports the Membership and Attendance Report and list students, their EFA classification codes and days duration. It identifies the students in each EFA code based on the number of days the student was assigned to each EFA code. Schools often use this report as a monitoring tool and as supporting detailed information for the SC07 Membership and Attendance Report.

90th Day Reporting

Add-On Weightings:

- **SC27 Add On Weightings List Report** - The SC27 Add On Weightings List is a tool used by South Carolina schools to provide details to support the SC27 Add On Weightings Total report by listing students with assigned Add On Weightings classifications for a specified time period. The list is sorted by grade level.

- **SC28 Add On Weightings Report** - The SC28 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. *(do not create an extract "No", just run Report Only)*

- **SC31 High Achieving List -** The High Achieving List is a tool used by South Carolina schools to provide details to support the SC Add On Weightings Total report by listing students that have been identified as GTA, GTR, AP or IB for a specified time period.

- **SC34 High Achieving Report** - The SC34 High Achieving Report totals all High Achieving classification occurrences by grade from the beginning of the school year up to and including a specific date or school day for that school.

QDC2

- **Deadline January 20, 2023**

Student Information System Data Entry Manual 22.09.03 - **https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/**

QDC2 Data Requirements:

➢ Sections

➢ Teachers Information

➢ 22-23 SCDE Activity Course Codes - **https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2021-22/**

QDC2

Student Data:

- **Demographics** (Start Page>Student Selection>Demographics)
  - Update Legal Name & Legal Gender

- **CTE (CATE) – Work with your school's CTE Personnel**

- **22-23 CTE Reporting Guide: https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2022-23-srpg/**

- **Early Childhood** – MUST be populated for Pre-K and Kindergarten Students

- **South Carolina Student Information –** Populate all fields on the page that apply to the student.

- **ESOL-Work with your school's ESOL Personnel**

- **Precode - https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/**

QDC2

Student Data (cont):

- **Work-based Learning –** Work with your school's CTE Personnel Deadline TBA (Usually May)- https://ed.sc.gov/instruction/career-and-technical-education/career-guidance/work-based-learning/work-based-learning-guide/

- **Homeless Student Information**

- **Attendance –** Enter Meeting (6-12) or Daily attendance (K-5, 6th per Charter)

- **Historical Grades –** F1 (final grades) for S1 term or possible Q2 term

- **Incidents (Discipline and Truancy)**

QDC2

Student Data (cont):

- **All Enrollments / Modify Schedule**

- **Special Programs - Only enter the exit date if the student transfers out school or when the school year ends.**

- **Transfer Info**

- **Scheduling Setup**

Data Collection Validation Tools

- ❑ **SCDE Member Center** – DQR/SAS Portal Reports

- ❑ **Level Data State Validation Reports**

- ❑ **Quick Export– validate data**

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** Reports are not in Real Time like Level Data

- Any issues that cannot be resolved, please reach out to Cantey

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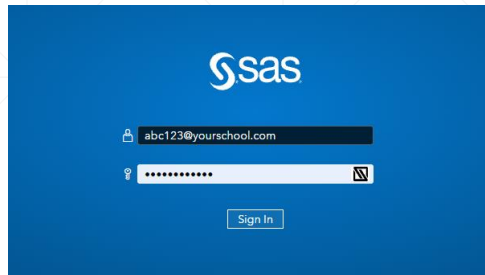
- Hover over the Data Quality Tab & Click Data Quality & Reporting

Level Data Validations

LEVEL DATA ON PAGE VALIDATIONS

LEVEL DATA STATE VALIDATIONS

LEVEL DATA ON PAGE VALIDATIONS

Level Data On-Page Validations

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
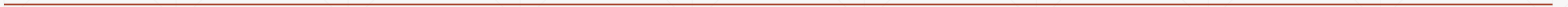
Staff

CERDEP

Enrollment

ESOL

Setup

Historical Grades

EFA/EIA

Storing Q2/S1 Grades

Storing Grades

- ***Every school*** needs semester 1 grades stored by the end of the month.

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	
Name	Q2
Starting Date	10/20/2021
Ending Date	1/14/2022
Suppress Letter Grade Display	☐
Suppress Percent Display	☐

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.

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 🗓

Recommended

☑ 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 ▼

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 affe...

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 ▾

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 cred
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 affe

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 ▼

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

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 credit
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 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 ▾

Storing F1 Grade & Credit for a Semester 1 Only Class

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

End of Term (S1) & Beginning of Term (S2) Reminders

End of Semester 1 Reminders

-Run 1ˢᵗ Semester Report Cards

-Class Ranking

- ▪ Home > System Reports > Grades and Gradebook: Class Ranking
  - ▪ Choose Grade Level
  - ▪ Choose Class Rank Method

Class Ranking Report

Option	Value
Grade Level	9 ▼
Class Rank Method	SC UGP GPA 2017 Updated ▼
Display GPAs	____ to ____ (leave blank to display all)
Display Percentiles	____ % to ____ %

End of Semester 1 Reminders

Honor Roll 2nd Nine Weeks

Calculating the Honor Roll

▪ Once the Honor Roll Method and Honor Roll Levels are setup, the Honor Roll can be calculated. Calculating the Honor Roll creates records in the [HonorRoll] table.

To calculate the Honor Roll:

1. Select the appropriate students on the Start Page.

2. Navigate to Start Page > System > Calculate Honor Roll.

3. Verify that the correct number of students are in the selection.

4. Enter a store code to be associated with the Honor Roll. The store code can be any letter and number combination; it is not determined by any setup in PowerSchool.

5. Select the appropriate Honor Roll Method.

6. Click Submit.

7. Records are now stored in the [HonorRoll] table.

Calculate Honor Roll

Which Students	⦿ All 610 currently enrolled students
Store code	S1 for 2015-2016
Honor Roll method	Honors ▾

Submit

End of Semester 1 Reminders

Honor Roll 2ⁿᵈ Nine Weeks (Cont.)

Running Honor Roll Report

1. On the Start Page, select the students to include in the report.

2. From the Start Page, choose Reports from the main menu.

3. On the Reports page, click Run Reports.

4. On the Run Reports page, click Honor Roll. The Honor Roll Report page appears.

5. Populate the following fields:

• **Which Students:** Verify that the correct number of students are included in the selection.

• **Report Title:** Enter the name for this honor roll report.

• **Honor Roll Method:** Choose the honor roll method you would like to use from the pop-up menu. Specify a single honor roll method or all honor roll methods.

• **Store Code:** Either (1) enter the store code for which you would like to run the report, or (2) leave this field blank to list records from the current school year. The store code was assigned when calculating the Honor Roll.

• **Historical Grade Level:** Either (1) enter the grade level for which you would like to run the report, or (2) leave this field blank to list all grade levels.

Honor Roll Report

Which Students		All 649 currently enrolled students
Report Title		Honor Roll Report
Honor Roll Method		Honors ▾
Store Code		S1 (leave blank for all)
School Year		2015 (leave blank for current school year)
Historical Grade Level		(leave blank for all)

11/17/2015 - Apple Grove High School

Honors - 2015-2016 Q1

Student Name	Student #	Grade Level	Level	GPA
Anderson, Cameron	25	12	Honorable Mention	3.5379
Anderson, Riley	24	12	Honorable Mention	3.6130
Babb, Judy H	34	12	Honorable Mention	3.5501

Beginning of Semester 2 Reminders

- EFA/EIA Coding

  - Enter your EFAs/EIAs for newly enrolled students

  - <u>Close out VOCs that are not 2nd Semester VOCs</u>; Enter *newly enrolled* VOCs

- Add-On Weighting Coding

  - Remember to code any new High Achieving Students

    - Gifted and Talented (G & T)

    - Advanced Placement (AP)

    - International Baccalaureate (IB)

- Enter English Proficiency Levels for All Students

Early (Winter) Graduates

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 (Winter) Graduate Transcripts** will be submitted by January 20, 2023 in LWS.

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)

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

Exclude From Class Ranking ✓

- 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.

Recalculate current class ranks   Daily

Recalculate now

Submit

Early Graduates (Winter Grads): Graduation Process
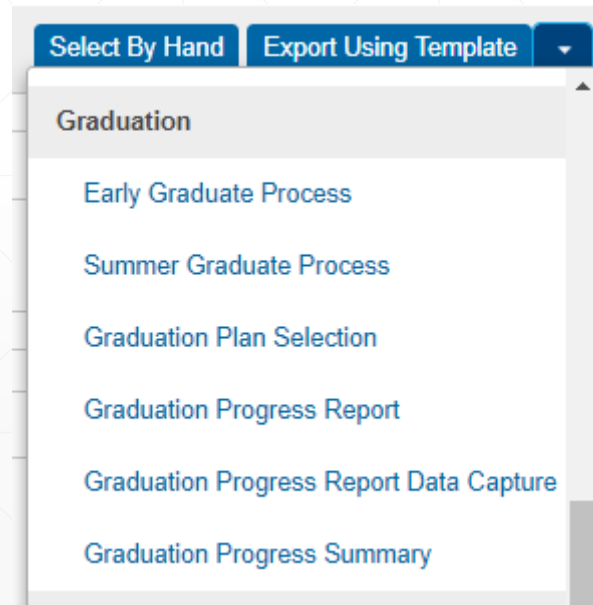
Before Running Graduation Process for Student:

- 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	Not Ranked
Date Calculated	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	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	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 (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	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	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 (Submit is disabled until Exit Date is entered)

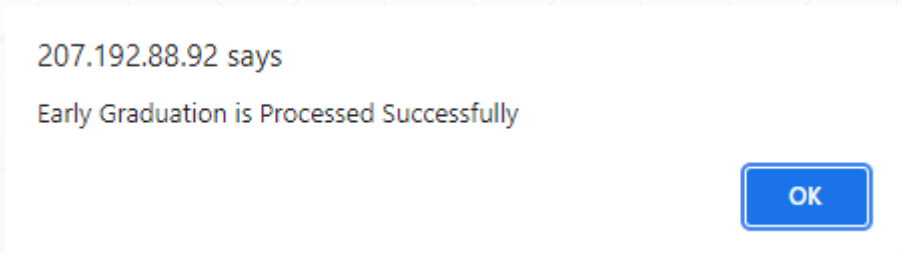| Student Name	Student Number	Date of Birth	Grade Level	School
			12	

Perform Early Graduate Processing

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.

Begin Graduate Process   Perform Early Graduate Processing

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

207.192.88.92 says

Early Graduation is Processed Successfully

OK

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

Test Server Example: Early Grad Process

- https://207.192.88.92/admin/home.html

- Test Student

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 **February 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 **February 1, 2023**, are as follows:
  - **Seeking Employability Credential (for Transcript)** checkbox
    - Deadline for checking this box for Employability Credential students: **February 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*).

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 February 1, 2023 at 4:00 p.m.
  - This is a field on the student's Demographics page in PowerSchool (*Start Page > Student Selection > Demographics*).

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.

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).

Earned			
The Earned section is for recognition that the student has earned.			
Diploma Earned	[dropdown]	Graduation Date	MM/DD/YYYY 📅
Employability Credential Earned	☐	Employability Credential Date	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*.

Individual Graduation Plan (IGP)

IGP
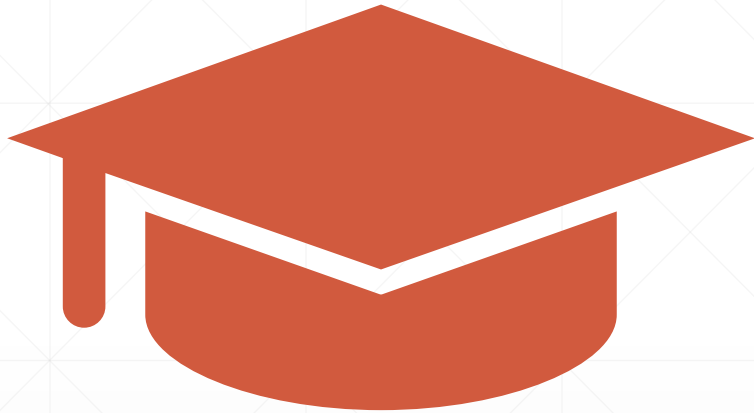
- Individual Graduation Plan (IGP)

- Starts in grades 8th – 12

- Courses are based on student's Next School field being populated correctly

- Seniors with Next School populated as "Graduated Students", change the Next School back to your school's name when working on the IGP and when the IGP is completed/locked change the Next School field back to Graduated Students.

- Courses must have HS populated in the credit type field to display.

- Email: **help@canteytech.com** if you need assistance with major creation and courses appearing under IGPs

IGP

- IGP Success Planner for Curriculum Manager (School IGP Setup) – **http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-CurrManagers.pdf**

- IGP Success Planner for Guidance Personnel (Create the individual student IGP for the year) - **http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf**

- Cantey must add Majors into PowerSchool for your individual schools and edit or add the Courses to the majors.

  - We will provide a template so you will have to select:

    - Cluster – this is defined by the SCDE

    - Major – School is responsible for naming the major

    - CIP Code - this is defined by the SCDE

    - Course Number – courses that will align with the major

IGP

How to get the Course Catalog to appear under IGP – set up course catalog in PowerScheduler. (*Note: this has been done by Cantey EDU*)

- Create Year and Terms for up coming year. Just need the year term for this setup. (*Note: This does not apply if school will be using PowerScheduler)*

- Then go PowerScheduler

- Click **Auto Scheduler Setup** – go through wizard

- Create a **Course Catalog and make it active under the Active Scenario**

IGP Reports

- **<u>Access real-time reports</u>**: Log into PS and on the start, page scroll to the bottom of the left menu to the Level Data Apps header and the "RealTime Reports" should be there.

- IGP reports can easily identify students with a missing IGP or whose IGP is not set as Primary and/or Locked is now at your fingertips. Please email **help@canteytech.com** if you need access to "RealTime Reports."

Level Data Apps

Plugin Details
RealTime Reports
State Validation

Truancy and Chronic Absenteeism

Truancy

When is a Student Classified as Truant?

Once a student between the ages 6 – 17 has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year.

- Only full-day unexcused absences contribute to truancy

- Excused absences and suspensions do not affect truancy
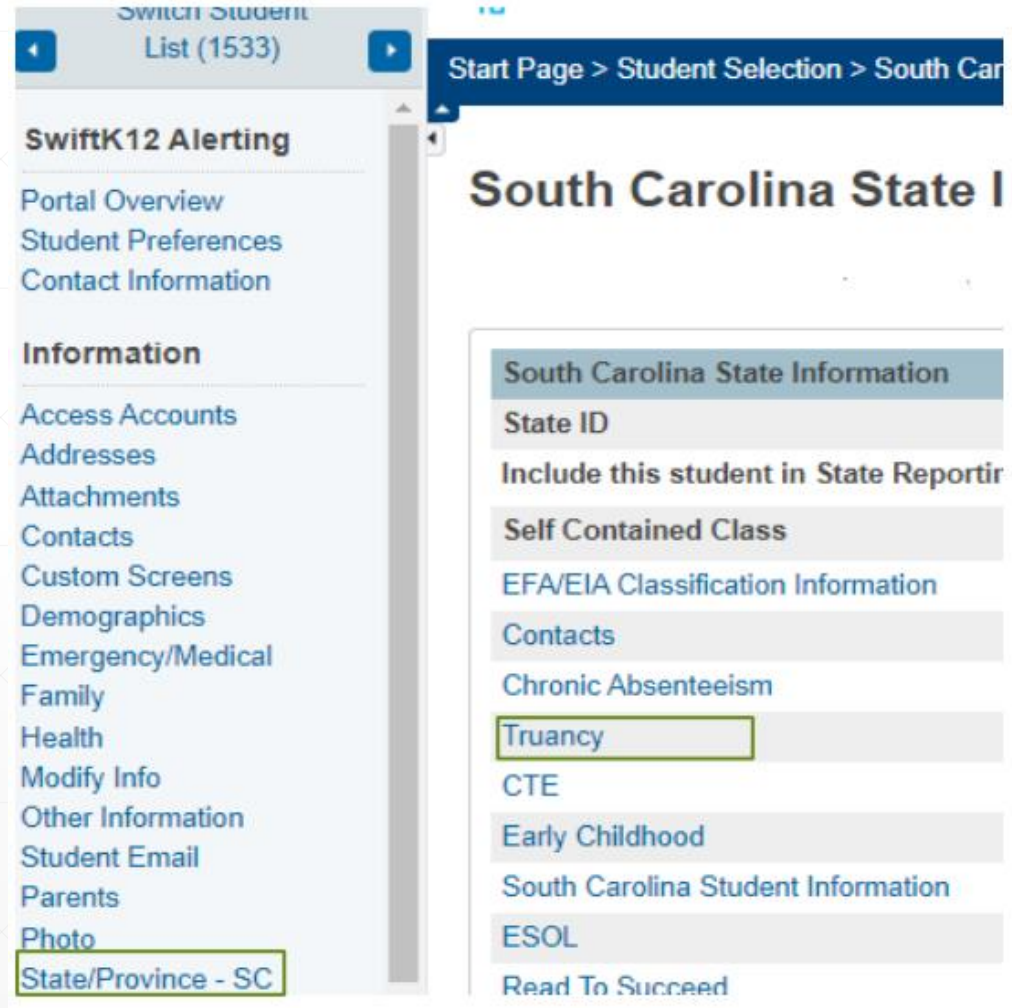
Truancy Regulations

- Link to Regulation (State Board Regulation 43-274 Student Attendance)
  https://ed.sc.gov/index.cfm?LinkServID=C27C05BB-0716-7048-590443881932F1A6

- Link State Laws Regarding Attendance (SC Code Ann 59-65-10 to 59-65-280)
  https://www.scstatehouse.gov/code/t59c065.php

Types of Absences

Lawful Absences	Unlawful Absences
Absences caused by a student's own illness	Absences of a student without the knowledge of his or her parents
Absences due to an illness or death in the student's immediate family	Absences of a student without acceptable cause with the knowledge of his or her parent
Absences due to a recognized religious holiday of the student's faith	
Absences due to activities that are approved in advance by the principal	
Suspension is not to be counted as an unlawful absence for Truancy purposes	

Student Truancy Tab
Start Page > Student Selection > State/Province – SC > Truancy

What is displayed on the Truancy Page?

School Level Truancy Reports

SC 40 TRUANCY REPORT BY STUDENT

SC 41 TRUANCY SCHOOL DETAIL REPORT

School Level Truancy Reports

1. On the Start page click System Reports.

2. Click on the State tab.

3. Click on the SC 40 Truancy Report by Student.

4. Click on the SC 41 Truancy School Detail Report.

Truancy	Version	Description
📄 SC Truancy Update Process	1.0.6	Updates Truancy and Full Day Absence tables
📄 SC40 Truancy Report by Student	1.0.2	Generates SC Truancy Report by Student
📄 SC41 Truancy School Detail Report	1.0.4	Generates SC Truancy Detail Report By School
📄 SC42 Truancy District Detail Report	1.0.2	Generates SC Truancy detail Report By District
SC Truancy List	1.0	Displays the most recent list of students with Truancies.

SC 40 Truancy Report by Student

- Report Description:
This report displays what is reflected on the Truancy Tab for each student

- Report is used for:

  - Documentation for Parent Meetings

  - Court Proceedings

Date: January 09, 2018   Page: 7

School Name: Test Elementary School 33   Truancy Student Report   District Name: School District

Student Information:	
Student Name	Test Student
Student Number	4414
Birth Date	07/06/2008
Grade	4
Gender	Male
School Name	Test Elementary School 33
District Name	School District

Full Day Absence Information:	
Last Updated	01/09/2018
Truancy Indicator	Yes
Unexcused Full Day Absences	3
Excused Full Day Absences	1
OSS Full Day Absences	0
Total Full Day Absences	4
Tardy	0
Early Dismissal Count	0
Dismissal Count	0

Full Day Unexcused Absences:
09/13/2017
09/14/2017
09/15/2017

SC 41 Truancy Report by Student

Report Description:

This report displays truant students at the school level that should be coded in incident management as truant

Report is used for:
Verifying students are coded correctly in incident management as truant

---

Date: January 09, 2018   **Page:** 1 of 1

School Name: Test Elementary School 33   **Truancy School Report**   **District Name:** School District

Truant (3 Consecutive Full Day Unxceused Absences)

Student Number	Student Name	Grade	Full Day Unexceused Absences
785418	]	5	4
774793	'	4	3
780046	Harding, Tony	2	3
			Student Count: 3

Truant (5 Non-Consecutive Full Day Unexceused Absences)

Student Number	Student Name	Grade	Full Day Unexceused Absences
778244		5	6
779443		3	5
785413	]	5	6
			Student Count: 3

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

Student Number	Student Name	Grade	Full Day Unexceused Absences
			Student Count: 0

10 or more Non-Consecutive Full Day Unexceused Absences

Student Number	Student Name	Grade	Full Day Unexceused Absences
			Student Count: 0

Chronic Absenteeism

What is Chronic Absenteeism?

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

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day

Example A

Chronically absent: Any student in grade K12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

- Example: Student has been enrolled for 30 days
  - The student has missed 2 half days of instruction
  - The student has missed 1 full day of instruction

Example B

- The 10 percent is based on the individual student's enrollment.

- Calculation: Total Days Absent ÷ Current Membership days × 100 = Absent Percentage

- 4 days absent ÷ 37 days enrolled × 100 = 10.81% Chronically Absent

- 4 days absent ÷ 41 days enrolled × 100 = 9.76% Not Chronically Absent

- 21 days absent ÷ 180 days enrolled × 100 = 11.66% Chronically Absent

Chronic Absenteeism Tab
Start Page > Student Selection > State/Province – SC > Chronic Absenteeism

How Students are Flagged as Chronically Absent

- A student must be enrolled at a school for at least 10 membership days to be included in the calculation

- A student will be flagged as a 'Y' (chronically absent) if attendance recorded in PowerSchool reaches or exceeds the 10 percent threshold of absent membership days. Absences will include excused, unexcused and/or out of school suspensions

- A student is considered absent if not present 50% or more of the school day

Chronic Absenteeism Page

Total Days Absent ÷ Current Membership days × 100 = Absent Percentage

$$27 \div 180 \times 100 = 15\%$$

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

Current Status

Last Updated	04/10/2018 12:01:13 PM	
Chronic Absenteeism Indicator	Y	Absences exceeding 10% of their membership days will be set to 'Y'
Total Days Absent	27	Total number of absences for the current membership
Unexcused Absences	6	Number of unexcused absences for the current membership
Excused Absences	18	Number of excused absences for the current membership
OSS Days	3	Number of out of school suspensions for the current membership
Membership Days Flagged	169	
Current Membership Days	180	
Current Absent Percentage	15%	

How to Access the Chronic Absenteeism Report

1. On the Start Page click **System Reports.**

2. Click on the **State** tab.

3. Click on the **SC 38 Chronic Absenteeism Report.**

SC 38 Chronic Absenteeism Report

Date: 01/16/2018   Page: 1 of 1
BEDS Code:12345   Chronic Absenteeism School Report   District: School District of
School Name: Test Elementary School 33   Membership Day: 91

Student Number	Student Name	Grade Level	Membership Days Flagged	Current Membership Days	Excused	Unexcused	Out-School Suspension	Total Absences	Absence Percentage
6596	(Student Name)	1	12	12	3	0	1	4	33.33%
3422	Help, Mia	3	91	91	9	2	0	11	12.09%

SC 38 Chronic Absenteeism Report

The Chronic Absenteeism School Report displays the total number of absences per student broken down by attendance code category

The student's name, student number, membership days, absence categories, total number of absences and absence percentage will be listed on the report

This report will only include students who were flagged at one point in the current school year as chronically absent

Note: Inactive students will still display on the report, but their names will be enclosed inside parentheses

Incident Management

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-guide-2019/

- 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

Level Data State Validation > Incident Management tab

▶ **SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch** - For each Incident Management record with the proper In-School Suspension action code, students must have a corresponding In-School (SC-ISS) attendance code. The action dates of the In-School Suspension in Incident Management must have matching dates marked with an In-School Suspension attendance code. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of In-School Suspension are not included in this validation.

▶ **SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch** - For each Out of School (SC-OSS) attendance code, students must have a corresponding Incident Management record with the proper Out of School Suspension or Suspension Pending Expulsion action code. The dates marked with the Out of School Suspension attendance code must match with the action dates of an Out of School Suspension or Suspension Pending Expulsion action code in Incident Management. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of Out of School Suspension are not included in this validation.

▶ **Invalid Pending Parent Conference** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.

▶ **Missing Object Code Comment for Misc Object** - All incidents with an Object Code of Misc Object must have an Object Code Comment.

Incident Management

Level Data State Validation > Incident Management tab

▶ **Missing/Invalid Incident Location** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.

▶ **Missing Incident Behavior Code (1010)** - All students reported as an Offender in an incident must have a Behavior Code.

▶ **Missing Incident Action Code (1050)** - All students reported as an Offender in an incident must have an Action Code.

▶ **Missing/Misplaced Action Code** - All incidents must contain an Action Code and the Action Code must be placed on the Behavior Code.

▶ **Missing Object Code Comment for Weapon** – All incidents with an Object Code of Weapon and an Object Sub-Code of 780 – Other Weapons must have an Object Code Comment.

▶ **Missing Incident Offender** - All incidents must contain an Offender.

▶ **Missing Required Duration Code (1000)** - All incidents with an Action Code of Detention, Suspension, or Expulsion must have a Duration Code.

Incident Management

Level Data State Validation > Incident Management tab

▶ **Missing Physical Injury Code (1030)** – When Behavior Code is Aggravated Assault, the Offender must have a Physical Injury attribute.

▶ **Invalid Pending Expulsion (1040)** – Incidents with an Action Code of Suspension^ should not be left with an Action Code of Pending Expulsion^ when there is not another valid Action Code assigned to the Behavior.

▶ **Invalid Weapon Type (1060)** – Incidents with the element object of weapon must be assigned a weapon type subcode.

▶ **Warning Incident Type (1070)** – Listing of incidents with a Behavior Code of Homicide or Kidnapping/Abduction.

▶ **Missing Weapon Type** – Incidents with a Behavior Code of 789 Other Weapons must have an Object Code describing the Weapon Type.

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

Create Quick Incident – Discipline (example)
Home > Incident Management

Incident Details

Incident Details

Participant 1

Incident Details

Incident Template

▼

Incident Description

Title

Profanity

*

Description

During class student used profanity toward the teacher and a student.

Approximately 3931 characters left

Incident Type

Discipline^ ▼ *

Incident Date

10/13/2021 📅 *

Time

🕐 02:21 PM

Time Frame

During School Hours^ ▼

DCL-During Class^ ▼

Time Frame Comment

512 characters left

Number of Participants

1 ▼

Prepared By

Jenn Roach

Location

Location

Classroom^ ▼

Location Comment

512 characters left

To add multiple participants, click "Number of Participants"

When typing the student's name, it will populate names based on what you type. Click correct name.

Create Quick Incident

✓ Incident Details

● Student Name

Participant Details

Participant

Type

Students ▾

Name

Student Name

Role

Offender ▾   Offender ▾   *

Behaviors ➕

Behavior

016 Inappropriate Language^ ▾

Behavior Comment

512 characters left

☑ Primary Behavior

☐ Allegation

Actions ➕

Actions ➕

Action

Call to Parents^ ▾

Action Comment

512 characters left

Begin Date   **End Date**

10/13/2021 📅   10/13/2021 📅

Action Taken Detail

Called parent and talked to mother about behavior. (add details)

192 characters left

Duration Code

Hours (Less than a day)^ ▾   1 hour^ ▾

Duration Code Comment

512 characters left

Assigned Duration   **Actual Duration**

Action Attributes

Zero_Tolerance_Policy^

No ▾

Create Quick Incident

Create Quick Incident

Create Quick Incident

School Acronym

Add Participant Attributes

Selected Person: **Student Name**

Attributes

Student^

Attributes Code Comment

← REQUIRED

Select Role(s)

Offender | No Comment^

REQUIRED

Add Participant Attributes | Close

SCDE Truancy Documentation and Process Resources

- **Session 2: Early Intervention Strategies: using Teams to Monitor & Identify Students in Need of Support Materials**
  - Attendance Team in Action video
  - Map of existing school teams worksheet
  - School Team Self-Assessment tool

- **Team Function #1: Organize a multi-tiered attendance strategy that begins with prevention and early intervention**
    - 3 Tiers of Intervention & Foundational Supports

- **Team Function #2: Examine attendance & absenteeism data to assess which groups of students have higher or lower levels of chronic absence**
  - Monitoring Attendance in Distance Learning
  - Expanded Attendance Metrics
  - Key Concepts for Leveraging Chronic Absence During the Coronavirus Pandemic
  - What should happen at our school for each level of absence? (sample form)
  - What should happen at our school for each level of absence? (blank form)
  - District & School Attendance Tracking Tools

- **Team Function #3: Identify factors & strategies that affect attendance**
    - Positive Conditions for Learning
    - Develop Programmatic Responses to Systemic Barriers
    - Addressing Reasons for Absences video

- **Matching Factors and Strategies**
  - Worksheet: Understanding the root causes for student absenteeism
  - Attendance Playbook (Covid edition) & Implementation Guide from Attendance Works and FutureEd
  - Worksheet: Understanding the root causes for student absenteeism

- **Appendix: Additional Resources**
  - Map of School Teams
  - What should happen at our school for each level of absence? Sample form and blank form
  - 3 Tiers of Intervention pyramid
  - 5 Whys Worksheet
  - District & School Attendance Tracking Tools
  - How-to Guide to Relationship Mapping

Questions?

help@canteytech.com