June 2021 PS Admin Monthly Webinar (Erskine)

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AGENDA

- ▶ Preparation for End of Year
- ▶ Transcripts Deadline
- ▶ QDC4
- ▶ P-EBT
- ▶ 180th Day State Reporting
- ▶ Usernames Changes in PowerSchool
- ▶ PowerSchool Summer Schedule

Preparation for End of Year

- End of Year Preparation Deadline – June 30, 2021
- School Responsibility:
  - Create Year and Terms for the 21-22 school year
  - Full-Time Equivalencies (FTE) – make sure all grades served next year are checked.
    - SCDE at this time only allows 1 FTE to be created for a school.
  - Permanently Store Final Grades (F1)
  - Print and save (archive) students final report card for the 20-21 school year.

Preparation for End of Year

➢ Run and correct **School Enrollment Audit** – current 20–21-year errors.

- ❑ Start Page > System Reports > System > scroll down to the Membership and Enrollment header > School Enrollment Audit

- ❑ Students with enrollment date overlap or misalignment

  - ✓ Error is located on the Transfer Info page

  - ✓ The Current Enrollment date overlaps or misaligns with enrollment records under Previous Enrollment.

- ❑ 322 district-wide errors (minus students in the graduated school)

Current Enrollment			
Entry Date / Code		**Exit Date / Code**	**Grade**
08/12/2020	E	06/02/2021	11

Previous Enrollments				
Entry Date / Code		**Exit Date / Code**		**Grade**
08/18/2020	E	08/18/2020	NS	11
08/20/2019	E	06/01/2020	P	10

Preparation for End of Year

➤ Run and correct **Section Enrollment Audit**– current 20–21-year errors.

- ❑ Start Page > System Reports > System > scroll down to the Membership and Enrollment header > Section Enrollment Audit

- ❑ Students enrolled in school, but not in any classes

- ❑ Students with course date misalignments with school enrollments

  - ✓ To identify this error, make sure Entry Date on the Transfer Info page does not misalign with the section Date Enrolled. You can view the section enrollment dates on the All Enrollments page.

- ❑ 20 district-wide errors

Student Number: ☐ Grade: 9 E: 08/31/2020 L: 06/05/2021
Fundamentals of Computing E: 08/28/2020 L: 06/05/2021
Physical Education 1 E: 08/28/2020 L: 12/22/2020

Preparation for End of Year

➢ Assign all students Next School Indicator

  ❑ Student with a blank "Next School" = 216 students listed district-wide

  ❑ All students in PowerSchool should have this field populated.

  ❑ Make sure to populate this field for Pre-Registered students also.

  ❑ Only selected "Graduated Students" for students that graduated high school this year.

➢ Assign all students Next Year Grade

  ❑ Student Next Grade Level that equal 0 (blank) that is not a retained kindergarten or being promoted from PK-4 = 216 students listed district-wide

  ❑ *REMINDER:* Make sure students graduating high school and need to get rolled over to the graduated school have a value of "99"

  ❑ Make sure to populate this field for Pre-Registered students also.

  ❑ Make sure the retained student have the current grade as the value. *Note: Populate Retained Reason on the SC Student Information page*.

  ❑ If a senior did not graduate during spring 2021 then their value should be "12", not "99". You cannot enter a 99 until the student has officially graduated high school.

Preparation for End of Year

- Teacher Certification – There are teachers still being flagged under LD Validations that have a teacher certification number.

  - You should work with your human resource personnel to get the correct teacher certification number so it can be entered into PowerSchool.

  - Educator Certification Status: Public Lookup - https://ed.sc.gov/educators/public-lookup/

  - There is a public lookup page where you can go and lookup teacher certification number. This page will display:

    - Certification Number

    - Certification Status

    - What they are certified in

- PowerScheduler – Commit Schedule

- Run and save (archived) HS transcripts by but no later than June 30, 2021. This includes any middle schools' students taken HS credit courses. This impacts Palmetto Scholarship.

Preparation for End of Year

▶ Run and save (archived) class rank for HS students by but no later than June 30, 2021. Students can qualify if they rank in the top 6% during any of these years. Grades 9 - 12. This impacts Palmetto Scholarship.

▶ Make sure that state funding reports (Membership and Add-On Weighting) for 5th, 45th, 90th, 135th, 180th are printed and saved (archived).

▶ Make sure for the 180th day a final Truancy and Chronic Absenteeism report are printed and saved (archived)

▶ Remove all staff members that will not be returning the next year.

▶ Correct LD Validation Reports

▶ Meet the district deadline for LWS submissions "End of Year Checklist" & "End of year transcripts and class ranking reports".

▶ Make sure that you follow "CIE School PS Admins Pre-End of Year Responsibility v4.0" document that was sent out a couple of weeks ago.

Transcript Deadline

- Transcript deadline for this year only is June 30, 2021. Any transcripts ran after June 30,2021 will disqualify students from Palmetto Scholarship.

- This applies to any student that is taking a high school credit course (Grade 7 – 12).

- Run and Print Class Rank for Graduating Class (especially for grades 9-12). This is a Commission of Higher Learning (CHE) request.

- Don't wait until the last day June 30th to print and archive transcripts. You can start this process as soon as the school year ends.

- After archiving these transcripts, <u>DO NOT RERUN</u> transcripts using PowerSchool. Any grade data changes after this Final run can present GPA and class rank errors that will potentially disqualify a school's students from scholarship eligibility. Only these archived reports should be sent to colleges, universities, and the SC Commission on Higher Education.

- Date Calculated is the date on which these reports are run. It is required on all transcripts used for state scholarship purposes. This date is the actual system date on which final transcripts were processed in PowerSchool, not the date archived transcripts were printed.

QDC4

- QDC4 Data Collection School Deadline – **Wednesday, June 30, 2021, by COB**

- DQR/SAS Portal (Report Portal) in SCDE Member Center

- LD Validation Errors in PowerSchool

- PowerSchool Data Collection Manual with Specific Fields Defined: https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/

- Incident Management (IM)

- Chronic Absenteeism

- Truancy

- Individual Graduation Plan (IGP)

- CTE (CATE)

- South Carolina Student Information

QDC4

- Contacts *(on the South Carolina State Information page)*
- Early Childhood
- ESOL
- Precode
- Students Not Tested on State Assessments
- Homeless Student Information

QDC4

CTE Completer and Certification Requirements - Data Collection Extension

- Recently, the Office of Career and Technical Education granted extensions to seniors beyond the date of graduation for the completion of hours and certification requirements for specific CTE programs:

  - Certified Nurse Aide (CNA)

  - Firefighting

  - Barber/Master Hair Care

  - Cosmetology, Esthetics

  - Nail Technology.

- Seniors must earn all of the required units/hours in the state-recognized program by July 1 to be counted as completers for the 2020–21 school year.

- Career and Technical Education – Senior Extensions and Waivers Memo: https://ed.sc.gov/newsroom/school-district-memoranda-archive/career-and-technical-education-senior-extensions-and-waivers/career-and-technical-education-senior-extensions-and-waivers-memo/

QDC4

- Completer and certification data for seniors in the specific CTE programs listed on the previous slide can be entered and transmitted to the agency after the PowerSchool roll-over process has been completed at the district.

- The extended deadline is now **August 4, 2021.**

- This extension is an <u>exception for the 2020-21 school year only</u>.

- Entering these data for students who have graduated can be accomplished in one of two ways:

  - Locating the student records in the district "Graduated School," or

  - Locating the student records in the school from which they graduated using the "***as_of= [*enter the students graduation date*]**" function in the student search.

    - Example: *as_of=05/29/2021

QDC4

Students Not Tested (SNT) Data Collection: This is the PowerSchool data collection used by the SCDE to identify students who did not test and their reason for not testing.

- Remember the SCDE will provide districts with a list of the students for which documentation must be submitted by districts for review. This list will be generated randomly from all SNTEMHR coded in PowerSchool for reasons defined as exclusionary

- Students not appropriately coded with the correct activity course code for EOCEP and Alternate-EOCEP in PowerSchool cannot receive any SNT exclusion.

- To ensure compliance with all state and federal reporting requirements, districts should code in PowerSchool all eligible students who do not test (or have no scores) on one or more applicable assessments with the reason they did not test, regardless of whether an exclusion is being requested.

QDC4

Students Not Tested (SNT) Data Collection:

Question Asked During Training: For students that did not take EOCs because they were virtual, I need to enter them in SNT, right? If yes, is the reason "Other"?

Answer: Ms. Junkins said they can leave the reason blank or put it as other. The SCDE is going to assume all SNT this year that is not medical is Covid related.

QDC4

- **Multi-Tiered System of Supports (MTSS)** and universal screening procedures.

- This MUST be populated for all Kindergarten and 1st graders.

- You must work with your schools SPED or MTSS Coordinator to populated the correct values for this field in PowerSchool.

- Field Name: Universal Screener

- Internal PS Name: S_SC_STU_X.Universal_Screener

- The field is answering a question:

  - Question: "Was this student identified as at risk of having a reading difficulty based on the universal screening process?"

Instructional Setting	(blank) - Regular Ed - Full Yr ▾	True Grade	(blank) - Select One ▾
Universal Screener	▾	504 Plan	▾
Medicaid No		Medicaid Consent Date	MM/DD/YYYY 🗓

0 - Not Screened
1 - Screened Identified
2 - Screened Not Identified

QDC4

▶ If a student is identified as at risk of having a reading difficulty during any of the three screenings, select **Screened Identified** as at risk of having a reading difficulty .

  ➢ Example 1: If a student is screened in the fall and not identified as at risk of having a reading difficulty but is screened again in the winter and identified as at risk, they should be coded as **Screened Identified.**

  ➢ Example 2: If the screening in the fall indicates a student is at risk of having a reading difficulty but a second screening in the winter indicates they are not at risk, they should still be coded as **Screened Identified.**

▶ This field in PowerSchool will be initialized for the following year, meaning that the field value will not carry over into the next school year. So, you will have to populate this field yearly.

▶ Indicate if your school has or has not assessed the student using a universal screener and if that student was identified as at risk of having a reading difficulty.

QDC4

Incident Management

▶ District Deadline to have all Discipline and Truancy incidents entered in PowerSchool is June 30, 2021.

▶ The SCDE is running validation reports on school's incident entries. If your school has an error flagged, Cantey will send you the information for you to correct in PowerSchool.

▶ REMEMBER the number of Truancy incidents should match the total number of truancies on the SC41 Truancy School Detail Report.

▶ None of your Actions in an incident should be left as "Pending".

➢ Some actions have a value pertaining to a student withdrawing from the school before an action took place, use those values if the student leaves before the action could completed.

✓ Withdrawal Prior to Action – Expulsion or Out of School Suspension (OSS)

✓ Withdrawal Prior to Intervention

QDC4

Incident Management:

- POWERSCHOOL INCIDENT MANAGEMENT FREQUENTLY ASKED QUESTIONS - https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-faq/

- 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/

- 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/

- POWERSCHOOL INCIDENT MANAGEMENT-USER TRAINING AND REFERENCE GUIDE (AUG 2018) - https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-guide-2018/

QDC4

Truancy:

- District Deadline for Truancy is June 30, 2021.
- Student is flagged as Truant.
  - Run the SC Truancy Update Process daily
  - If a student is flagged check their attendance and make any needed changes.
  - If the student is flagged correctly create a truant incident.
- Only children ages 6 to 17 years meets the definition of a truant.
- 3 consecutive unlawful absences or a total of 5 unlawful absences.
- Only full-day unexcused absences contribute to truancy.
- An Attendance Intervention Plan should be developed the first time a student is flagged as truant.
- Remember if a student has been flagged in PowerSchool as being Truant through the SC Truancy Update Process, they must have a Truant incident entered in Incident Management.
- Excused absences and suspensions do not affect truancy
- REMEMBER the number of Truancy incidents should match the total number of truancies on the SC41 Truancy School Detail Report.

QDC4

Chronic Absenteeism:

- District Deadline for Chronic Absenteeism is June 30, 2021.

- 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 at least half the school day.

- All types of absences contribute to chronic absenteeism:
  - Excused Absences
  - Unexcused Absences
  - Suspensions

- SC37 Chronic Absenteeism Update Process

- Run SC38 Chronic Absenteeism School Report to view chronically absent students flagged at your school.

- You should not have "No Show" students listed on this report SC38 Chronic Absenteeism School Report.

P-EBT

- The **SC-VTP** should be used when marking a student present on virtual days. (Hybrid and Virtual days)

- Students attending on-site instruction - attendance should be taken as normal. (Default present) – **DO NOT USE SC-VTP.**

- All attendance must be corrected for P-EBT by **June 20, 2021,** in PowerSchool. This is the LAST DATA COLLECTION, and no more updates will be collected by the SCDE.

Daily Attendance

3/15-3/19				
M	**T**	**W**	**H**	**F**
🕐 420 SC-VTP	🕐 420 SC-VTP	🕐 420 SC-VTP	🕐 420 SC-VTP	🕐 420 SC-VTP

Meeting Attendance

3/29-4/2				
M	**T**	**W**	**H**	**F**
SC-VTP	SC-VTP	SC-VTP	SC-VTP	SC-VTP
SC-VTP	SC-VTP	SC-VTP	SC-VTP	SC-VTP
SC-VTP	SC-VTP	SC-VTP	SC-VTP	SC-VTP
SC-VTP	SC-VTP	SC-VTP	SC-VTP	SC-VTP
SC-VTP	SC-VTP	SC-VTP	SC-VTP	SC-VTP
SC-VTP	SC-VTP	SC-VTP	SC-VTP	SC-VTP

P-EBT

- Students are only paid for days where they were marked virtually present for 50 percent or more of the school day.

- Districts must ensure that attendance data has been entered correctly for students.

    - The PowerSchool default is that a student is physically present.

    - A district must take action to mark a student Virtually Present (SC-VTP) when that is the mode, and the student has met the criteria.

- **Pandemic EBT Frequently Asked Questions:**
https://ed.sc.gov/newsroom/school-district-memoranda-archive/p-ebt-request/p-ebt-faqs-attachment/

180th Day State Reporting

- ▶ *RECOMMENDED:* Run state Legacy Reports from SC01 – SC08 & Add-On Weighting Reports SC24 – SC30. You are running these reports to archive for end of school year.

  - ➤ Use the schools 180 Day or last day of school.

  - ➤ DO NOT CREATE AN EXTRACT OR SELECT FUNDING.

  - ➤ Run, save, and file these reports for the end of the 2020-2021 school year.

- ▶ Make sure you have previously saved and filed 5th Day, 45th, 90th,135th membership and add-on-weighting reports *(you should already have these reports filed)*. Make sure that multiple people at the district know where the reports are filed.

Legacy Reports

SC01 Data Verification

SC02 Cumulative Class Report

SC03 Cumulative Class List

SC04 Daily Activities Log

SC05 Daily Activities Summary Log

SC06 Membership and Attendance Report

SC07 Membership and Attendance Worksheet Report

SC08 Master Classification List

Add-On Weightings

SC24 Add-On Weightings Update

SC27 Add-On Weightings List

SC28 Add-On Weightings Report

SC29 Add-On Weightings from Extract

SC30 Add-On Weightings Select Funding Extract

Usernames Changes in PowerSchool

Statement from District: Please also make sure that any staff you enter have their username with the school number at the beginning. Please also have your username for login updated to include the school number at the beginning. After roll over I will be updating usernames without their schoolid/school number to no-access.

Example Usernames:

- 1JDoe
- 1JohnDoe

If you already do this in PowerSchool you should be fine.

PowerSchool Summer Schedule

▶ **PowerSchool Shutdown:** NO ACCESS TO POWERSCHOOL, POWERTEACHER, STUDENT/PARENT PORTAL

  ❑ **July 1, 2021 – July 9, 2021**. Expectation is sooner than July 9th.

▶ **New PS Admin Summer Training** *(ONLY NEW PS ADMINS for 2021-2022 school year)*

  ➢ July 13 – 14, 2021

▶ **2021 Start of Year PS Admin Summer Training Class:** *(mandatory)*

  ➢ July 20 – 22, 2021

THE END
ENJOY YOUR SUMMER BREAK!!!