

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clean space for the text.

March 2021 PS Admin Monthly Webinar

AGENDA

- ▶ Precode: Spring EOCEP
- ▶ CTE Placement (prior year data)
- ▶ Attendance in PowerSchool
- ▶ Preparing for 135th Funding
- ▶ QDC3
- ▶ End of Term Task
- ▶ Poll for PowerScheduler Training

Precode: Spring EOCEP

- ▶ School deadline: March 19, 2021
- ▶ Make sure students are enrolled in the appropriate EOCEP section.
- ▶ We sent a reminder last week.

EOCEP Course Codes for Precode Standard

Course Code	Course
4114	Algebra 1
4117	Intermediate Algebra
3024	English 1*
3025	English 2
3221	Biology 1
3320	U.S. History and the Constitution
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB US History

Non-Standard (for students not enrolled in traditional credit-bearing courses)

The 7th and 8th characters MUST be coded with two zeros.

Course Code	Course
4850__00	English 1 (4850) *
4857__00	English 2 (4857)
4851__00	Algebra 1 (4851)
4852__00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal accountability requirements.

***English 1:** Students enrolled in a course beginning with 3024 or 4850 (i.e., English 1 students) will only be Precoded if their 9GR (Ninth Grade Code) is less than 20. Students enrolled in these courses with a 9GR of 20 or greater are excluded from EOCEP precoding for the English 1 test.

CTE Placement (prior year data)

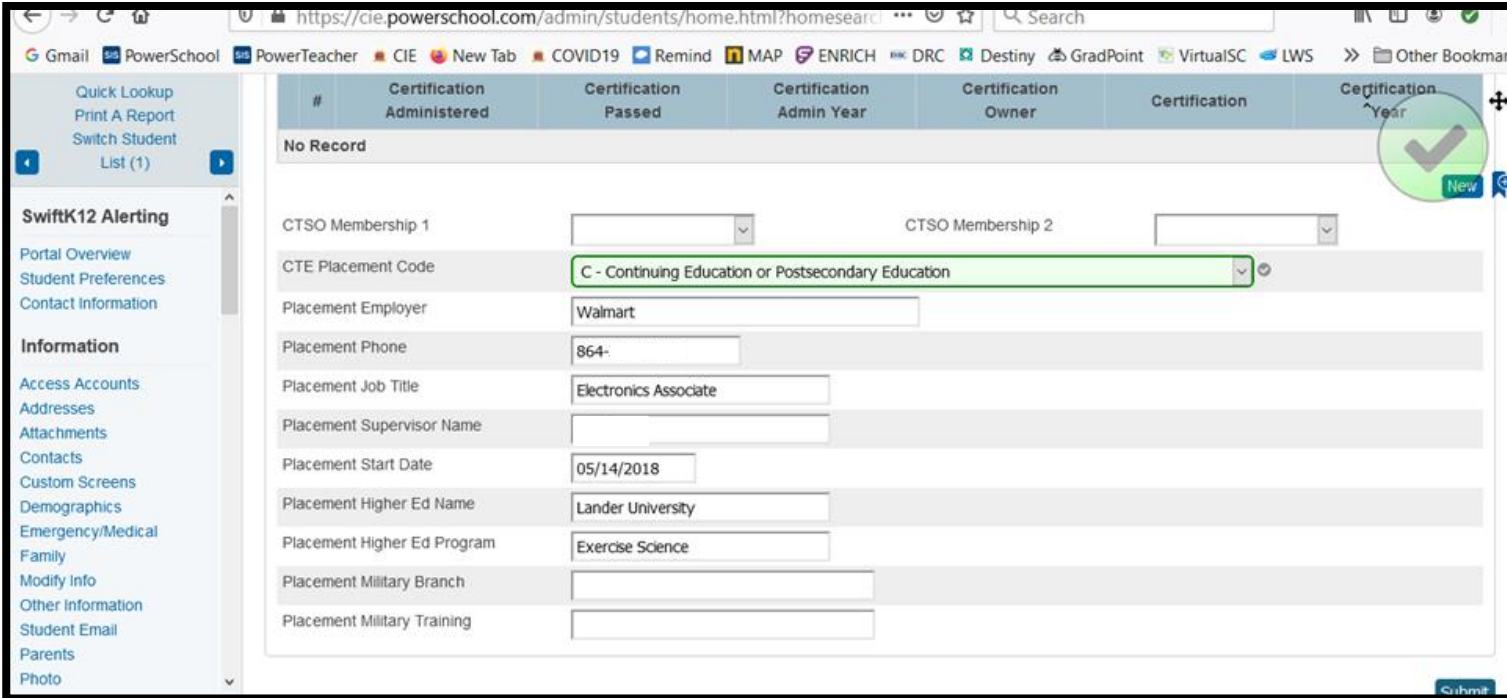
- ▶ Student Placement Follow-up Report Deadline: **April 14, 2021**
- ▶ School districts and career centers are required to survey their Career and Technical Education (CTE) completers ten months after graduation to determine their placement status with regard to employment, postsecondary education, military service, advanced training, national community service, or Peace Corps. Once determined, the placement status must then be entered on the CTE Page in PowerSchool
- ▶ This year's CTE Placement data collection is based on *CTE completers who graduated during the 2019-20 school year*.
- ▶ make sure all CATE course codes are using UPPERCASE letters for academic and unit tag.
- ▶ Ensure that the correct placement code has been entered in the CATE Placement field for each prior-year completer when doing student placement follow-up.
- ▶ In order to be available for placement, students must be program completers and must have graduated.

CTE Placement (prior year data)

- ▶ The CTE manual says to survey your completers 10 months after graduation to determine if they are employed, attending college or in the military.
- ▶ Some students may become completers as early as their junior year; if this is the case the placement follow up data is only reported once they graduate. (Ex: If a junior (class of 2022) in the 2020-2021 school year becomes a completer this data is not entered until the school year following their graduation (The 2023 Student Placement Follow Up Report))
- ▶ 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.
- ▶ Placement data are used to assess the placement indicator required by Perkins V. 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.

CTE Placement (prior year data)

- ▶ Start with the Field CTE Placement Code (This is a requirement for all students).
- ▶ The fields related to employment, higher education and military should be filled out based on what applies to your students.
- ▶ The example below: shows a student who was both employed and attending college 10 months after graduation.



The screenshot displays the CIE Powerschool admin interface for a student's CTE placement. The browser address bar shows the URL: <https://cie.powerschool.com/admin/students/home.html?homesearch>. The page features a navigation sidebar on the left with options like 'Quick Lookup', 'Print A Report', 'Switch Student List (1)', 'SwiftK12 Alerting', 'Portal Overview', 'Student Preferences', 'Contact Information', and 'Information'. The main content area shows a table with columns: '#', 'Certification Administered', 'Certification Passed', 'Certification Admin Year', 'Certification Owner', 'Certification', and 'Certification Year'. Below the table, there is a 'No Record' message and a 'New' button with a checkmark icon. The form fields are as follows:

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

CTSO Membership 1: CTSO Membership 2:

CTE Placement Code:

Placement Employer:

Placement Phone:

Placement Job Title:

Placement Supervisor Name:

Placement Start Date:

Placement Higher Ed Name:

Placement Higher Ed Program:

Placement Military Branch:

Placement Military Training:

Submit

CTE Placement (prior year data)

- ▶ 2020-21 Career and Technical Education (CTE) Student Reporting Procedures Guide: <https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2020-21-srpg/>
- ▶ Pgs. 9-10 of the “2020-2021 CTE Student Reporting Procedures Guide” explain the fields you will use for the “Follow Up Report.”

Attendance in PowerSchool

Per the SCDE:

- **Elementary School (Grades K - 5)** - can take daily attendance or meeting attendance. This is the decision of the school. *Exception: Charter schools who charter states 6th grade is elementary.*
- **Middle School (Grades 6 - 8)** - can only take meeting attendance.
- **High School (Grades 9 - 12)** - can only take meeting attendance.
- **Kindergarten - 12th Grade Schools** - Grades K - 5 (*including the exception above*) can be set up to take daily or meeting attendance. Grades 6 - 12 (middle school/high school) can only take meeting attendance.
- Schools are not allowed to take meeting and daily attendance for middle school and high school student. Only meeting attendance.

Attendance in PowerSchool

Attendance Setup:

Start Page > School setup page:

▶ Attendance Codes:

- Can only be the SCDE 33 approved attendance codes.
- School and districts are no longer allowed to use their own custom attendance codes

Attendance in PowerSchool

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	<input type="text" value="1"/>
SC-UNEX	Unexcused/Unverified		Yes	Absent	<input type="text" value="2"/>
SC-EX	Excused		Yes	Absent	<input type="text" value="3"/>
SC-PA	Principal Approved		Yes	Absent	<input type="text" value="4"/>
SC-MED	Medical		Yes	Absent	<input type="text" value="5"/>
SC-FLU	Flu-Influenza		Yes	Absent	<input type="text" value="6"/>
SC-PN	Parent Note		Yes	Absent	<input type="text" value="7"/>
SC-UEPN	Unexcused Parent Note		Yes	Absent	<input type="text" value="8"/>
SC-IMNZ	Immunization		Yes	Absent	<input type="text" value="9"/>
SC-AH	Administrative Hearing		Yes	Absent	<input type="text" value="10"/>
SC-ETRD	Excused Tardy		Yes	Present	<input type="text" value="11"/>
SC-BTRD	Bus Tardy		Yes	Present	<input type="text" value="12"/>
SC-UTRD	Unexcused Tardy		Yes	Present	<input type="text" value="13"/>
SC-HMBD	Homebound		Yes	Present	<input type="text" value="14"/>
SC-HBSD	Homebased Instruction		Yes	Present	<input type="text" value="15"/>

Attendance in PowerSchool

SC-FT	Field Trip/School Activity	Yes	Present	16
SC-REL	Religious	Yes	Absent	17
SC-OSS	Out of School Suspension (OSS)	Yes	Absent	18
SC-WTHR	Weather	Yes	Absent	19
SC-LEG	Legal/Court	Yes	Absent	20
SC-COL	College Visit	Yes	Present	21
SC-REC	Attendance Recovery/Saturday Recovery	Yes	Absent	22
SC-ONST	On Site Services	Yes	Present	23
SC-ISS	In School Suspension (ISS)	Yes	Present	24
SC-BRV	Bereavement/Death in Family	Yes	Absent	25
SC-DSML	Dismissal	Yes	Absent	26
SC-EDSM	Early Dismissal	Yes	Present	27
SC-UEDM	Unexcused Early Dismissal	Yes	Present	28
SC-CKIN	Check-in	Yes	Present	29
SC-SKIP	Skip Code	Yes	Absent	30
SC-LATE	Late Arrival	Yes	Absent	31
SC-NURS	Nurse	Yes	Absent	32
SC-VTP	Virtual Present Code	Yes	Present	33

Attendance in PowerSchool

▶ Attendance Code Categories

- Can only be the SCDE 4 approved attendance codes.
- School and districts are no longer allowed to use their own custom attendance codes categories

Attendance Code Categories

New

Name	Code	Description
Excused	Excused	Excused
Unexcused	Unexcused	Unexcused
Out of School Suspension	OSSusp	Out of School Suspension
Tardy	Tardy	Tardy

Attendance in PowerSchool

- ▶ Attendance Conversions - this is where the attendance values are defined for Period (Meeting), Code (Daily), and Time.
 - The conversion name should always start with “SCDE Attendance”.
 - You should have Period, Code, Time defined. If any are not defined, please enter values for attendance.


Attendance Conversions

Note: This list of Attendance Conversions applies to [redacted] for the current year only.

FTE	Period		Code		Time	
SCDE Attendance Conversion						
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers	0 .. 1

Attendance in PowerSchool

➤ Period:

Period-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"	
 Note: This list of Attendance Conversions applies to Calhoun Falls Charter School only.	
Periods Present	Day Attendance Value
0	<input type="text" value="0"/>
1	<input type="text" value="1"/>
2	<input type="text" value="1"/>
3	<input type="text" value="1"/>
4	<input type="text" value="1"/>
5	<input type="text" value="1"/>
6	<input type="text" value="1"/>
7	<input type="text" value="1"/>
8	<input type="text" value="1"/>
9	<input type="text" value="1"/>
Used by Bell Schedules:	
Bell Schedule	9 periods defined.

Attendance in PowerSchool

➤ Code:

Code-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"	
Note: This list of Attendance Conversions applies to Calhoun Falls Charter School only.	
Code	Day Attendance Value
(Present)	1
SC-UNEX (Unexcused/Unverified)	0
SC-EX (Excused)	0
SC-PA (Principal Approved)	0
SC-MED (Medical)	0
SC-FLU (Flu-Influenza)	0
SC-PN (Parent Note)	0
SC-UEPN (Unexcused Parent Note)	0
SC-IMNZ (Immunization)	0
SC-AH (Administrative Hearing)	0
SC-ETRD (Excused Tardy)	1
SC-BTRD (Bus Tardy)	1
SC-UTRD (Unexcused Tardy)	1
SC-HMBD (Homebound)	1
SC-HBSD (Homebased Instruction)	1
SC-FT (Field Trip/School Activity)	1
SC-REL (Religious)	0
SC-OSS (Out of School Suspension (OSS))	0

Attendance in PowerSchool

- ▶ Full-Time Equivalencies (FTE) - this is where schools will select the default attendance mode calculation.

Elementary Schools (Grade K - 5) *with exception:*

Start Page > School Setup > Full-Time Equivalencies (FTE) Blur Students Data:

Full-Time Equivalencies (FTE)

[New](#)

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

Note: This list of Attendance Conversions applies to Belton Preparatory Academy during the 2020-2021 school year only.

Attendance in PowerSchool

- ▶ **FTE:** Middle School, High School, and K -12th grade schools:

Full-Time Equivalencies (FTE)

New

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Meeting	TimeDay

Note: This list of Attendance Conversions applies to Calhoun Falls Charter School during the 2020-2021 school year only.

Attendance in PowerSchool

► Preference:

Attendance Preferences

Recording	
Attendance recording methods	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Enable Clock In/Clock Out <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Time <input type="checkbox"/> Interval Interval Duration (in Minutes) <input type="text" value="0"/>
Meeting and daily attendance bridge	<input type="radio"/> One-way, section to daily attendance <input checked="" type="radio"/> Two-way, keep records in synch
Audit attendance records	<input type="checkbox"/>
Default attendance page	<input type="text" value="Meeting"/>
Disable Group by Track for Teacher Attendance	<input type="checkbox"/>
Enable multiple character attendance codes	<input checked="" type="checkbox"/>
Prevent Attendance page submit if blank attendance is used (PowerTeacher)	<input type="checkbox"/>
Number of school days teachers may alter attendance prior to current date (PowerTeacher)	<input type="text" value="5"/>
Number of school days teachers may alter attendance after the current date (PowerTeacher)	<input type="text" value="5"/>
Show Saturday and Sunday on attendance views	<input type="checkbox"/>
Start of Week	<input type="text" value="Monday"/>

Calculating and Reporting	
Calculation accuracy	<input type="text" value="2"/> decimal places
Count Meeting attendance recorded at another school for students enrolled at this school	<input type="checkbox"/>
Count these codes for period conversion	<input type="text" value="Presents"/>
Round or truncate	<input type="text" value="Round"/>

Attendance in PowerSchool





- ▶ Students **MUST** be scheduled in a class.
- ▶ Check Section Enrollment Audit for a list of students who are not scheduled in any courses. (*System Reports > Membership and Enrollment > Section Enrollment Audit*)
- ▶ Attendance should be taken in PowerSchool for every student active at the school. By default, all students are “PRESENT” until an attendance code is entered.
- ▶ Remember if a student is virtually present for instructional lessons you should enter the attendance code (**SC-VTP Virtual Present Code**) for the student's attendance.
- ▶ For Middle School Grades & High School grades it is imperative that attendance be taken EVERY period. If even one teacher does not mark a student absent, Truancy data will be inaccurate and incomplete as it only captures Full-Day absences.

Attendance in PowerSchool

- ▶ 10-Days Consecutive Absent Days: Per the SCDE Pupil Accounting manual “A pupil shall be dropped from membership on the day when the number of unlawful days absent exceeds ten (10) consecutive days (the 11th day) or when the pupil leaves school because of transfer, death, expulsion, graduation, legal withdrawal, or for any other reason.” On the 11th day a student must be transferred out of PowerSchool.
- ▶ If a student returns to school a new school enrollment must be created. In this instance a student may have multiple school enrollment records in PowerSchool on the Transfer Info page.
- ▶ Run the Consecutive Absences report and enter “10” for Number of Consecutive Days to Scan*. *System Reports > System tab > click Consecutive Absences*

Attendance in PowerSchool

Consecutive Absences Report

Report Name	Consecutive Absences
Version	3.5
Description	A report listing consecutive absences for one absence code.
Comments	
Attendance Mode	Meeting ▾
Attendance Codes	<div style="border: 1px solid gray; padding: 2px;"><p>ALL CODES</p><p>SC-UNEX (Unexcused/Unverified)</p><p>SC-EX (Excused)</p><p>SC-PA (Principal Approved)</p><p>SC-MED (Medical)</p><p>SC-FLU (Flu-Influenza)</p><p>SC-PN (Parent Note)</p><p>SC-UEPN (Unexcused Parent Note)</p><p>SC-IMNZ (Immunization)</p><p>SC-AH (Administrative Hearing)</p></div>
Begin Date and Ending Date	08/24/2020  3/16/2021 
Processing Options	In Background Now ▾
Specific Date/Time	MM/DD/YYYY  /  <input type="text"/>
Data to be filled	
Number of Consecutive Days to Scan*	<input type="text" value="10"/>
Scan*	All Enrollment Records ▾
Include Student Number	<input checked="" type="checkbox"/>
Itemize by Day	<input checked="" type="checkbox"/>
Report Output Locale	English ▾

Attendance in PowerSchool

Other Reports to Run:

- ▶ Start Page > PSCB Custom Reports > Attendance > under header Daily Attendance (*only Elementary schools can run this report*) > Daily Attendance - Consecutive Days Absent

Daily Attendance - Consecutive Days Absent

Report Filters

Start Date	End Date	Min Days
08/24/2020	3/16/2021	10

Select parameters and click submit [Submit](#)

Consecutive Days Absent Report Total Records: 2

[Copy Data](#) [Export CSV File](#) [Make Current Student Selection](#)

Std Number	Student	Grade	Status	Start Date	End Date	# Days
<input type="text"/>	<input type="text"/>	3	Inactive	09/09/2020	09/25/2020	13
		K	Inactive	09/11/2020	09/25/2020	11

Attendance in PowerSchool

State Board Regulation 43-274 Student Attendance

Link to Regulation:

<http://ed.sc.gov/scdoe/assets/File/stateboard/documents/274.pdf>

State Laws regarding Attendance

S.C. Code Ann. 59-65-10 to 59-65-280

Truancy

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.

- Only full-day unexcused absences contribute to truancy.
- Excused absences and suspensions do not affect truancy

Attendance in PowerSchool

- All truancy incident data must be coded using Incident Management.
- All truancy incidents are based on a three consecutive unlawful absences or a total of five unlawful absences - not hours, or not half days.
- Truants can be identified by using SC 41 Truancy School Detail Report.
- When a student is coded as [151 Truant] an Intervention Plan must be developed.
- If a student reaches the level of Habitual Truant, an intervention must occur before the student is referred to family court. (Examples: Alternative School Program Referral, Truancy Court, Truancy Diversion Program, Other intervention)
- Review reports weekly to identify truants
- Ensure that students suspended are not coded as truant.
- Do not code students as truant until school policy for student's parent notes has expired and absences are unexcused.
- Suspension is not to be counted as an unlawful absence for Truancy purposes.
- If a student transfers to another public school in South Carolina the intervention plan shall be forwarded to the receiving school.
- Truancy coding resets at the beginning of each school term.

Attendance in PowerSchool

- Truancy Data should be reported for
 - Regular School Schedule
 - Hybrid (On-Site and Remote Learning)
 - Virtual (Remote Learning, E-Learning)
- Truancy coding resets at the beginning of each school term.
- Court orders will remain in place based on the effective dates stated in the court order.
- You cannot request that the traditional school district take a student to court that is enrolled at your school.
- Tardies are not considered absences for truancy reporting.
- Intervention plans must be aligned with 504 Plans and IEP's for students with special needs.

Attendance in PowerSchool

Truancy - Incident Management:

- ▶ Incident Type-Truancy
- ▶ Date-Reflects the dates on which the student accumulated enough unexcused/unlawful absences to cause him/her to become truant
- ▶ Truancy Duration-Time frame for in which the intervention plan is in place
- ▶ Time Frame- During School Hours
- ▶ During School Hours- DCL During Class
- ▶ Title-Truancy
- ▶ Location-Classroom

Attendance in PowerSchool

Truancy - Incident Management:

- ▶ Offender-Name of student who is truant
- ▶ Behavior-(151 Truant, 152 Habitual Truant, 153 Chronic Truant)
- ▶ Action code-
 - Intervention Plan
 - ALT-Referred to Alternative School Program,
 - Referral
 - Truancy Diversion Program
 - Truancy Contract
 - Family Court Referral, Violation of Court Order

Attendance in PowerSchool

Truant Incident

Incident Builder

Participants

Reporters

Victims


Offenders

Anaysa Cooper Lauwers
[1] 151 Truant^
└ Intervention Plan^ - Original^

Witnesses

Incident Elements

Type	Description		
Behavior 🖐	[1] 151 Truant^	✎	🗑



Cancel Delete Submit Incident

Attendance in PowerSchool

Truant -Withdrawal Prior to Intervention

Incident Builder

Participants

Reporters

Victims

Offenders

Dejhanae Elizabeth Malyon
↳ [1] 151 Truant^
↳ Withdrawal Prior to Intervention^ - Other^

Witnesses

Incident Elements

Type	Description		
Behavior 🖐️	[1] 151 Truant^	✎	🗑️

The student transferred before the intervention was completed.

Cancel Delete Submit Incident

Attendance in PowerSchool

A Habitual Truant with a referral to an Truancy Diversion

Incident Builder

Participants

Reporters

Victims

Offenders


Anaysa Cooper Lauwers

- [1] 151 Truant^
 - Intervention Plan^ - Original^
- [2] 152 Habitual Truant^
 - Truancy Diversion^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 151 Truant^		
Behavior	[2] 152 Habitual Truant^		



Attendance in PowerSchool

154 Truancy Previous School

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Cesarina Michael Merfin

- ↳ [1] 154 Truant Previous School/District^
 - ↳ Intervention Plan^ - Addendum^
- ↳ [2] 152 Habitual Truant^
 - ↳ Truancy Diversion^

Witnesses

Incident Elements

Type	Description		
Behavior 🖐	[1] 154 Truant Previous School/District^	✎	🚫
Behavior 🖐	[2] 152 Habitual Truant^	✎	🚫

Cancel Delete Submit Incident

Attendance in PowerSchool

Chronic Truant

▼ Incident Builder

Participants

Reporters

Victims


Offenders

Anaysa Cooper Lauwers

- ↳ [1] 151 Truant[^]
 - ↳ Intervention Plan[^] - Original[^] ★
- ↳ [2] 152 Habitual Truant[^]
 - ↳ Family Court Referral[^] ★
 - ↳ Truancy Diversion[^] ★
 - ↳ Court Ordered Attendance[^] ★
- ↳ [3] 153 Chronic Truant[^]
 - ↳ Violation of Court Order[^] ★

Incident Elements

Type	Description		
Behavior 🖐️	[1] 151 Truant [^]	✎	🚫
Behavior 🖐️	[2] 152 Habitual Truant [^]	✎	🚫
Behavior 🖐️	[3] 153 Chronic Truant [^]	✎	🚫



Attendance in PowerSchool

Customized Truancy and Attendance Reports

1. On the Start page click **System Reports**.
2. Click on the **State Reporting** tab
3. Click on the **Truancy Update Process**
4. Click on the **SC 40 Truancy Report by Student**
5. Click on the **SC 41 Truancy School Detail Report**

Attendance in PowerSchool

SC Truancy Update Process

Truancy Update Process Complete for:		
School(s) Run For	Student Name	Student ID
Test Elementary School	Test, Student Fifth	108801
Total Students: 1		

Attendance in PowerSchool

Truancy Page -
Student Page

Contacts	Chronic Absenteeism	Truancy	CATE	Early Childhood	SC Student Information	Precode	Students Not Tested
			Transport	Work-Based Learning			
Student Information		Full Day Unexcused Absences					
Student Name	Tony Harding					10/26/2017	
Student Number	780046					10/27/2017	
Birth Date	03/08/2010					10/30/2017	
Grade	2						
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	0						
OSS Full Day Absences	0						
Total Full Day Absences	3						
Tardy	0						
Early Dismissal	1						
Dismissal	0						

Attendance in PowerSchool

SC40 Truancy Report by Student

Date: January 09, 2018 **Page:** 7

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

Student Information:		Full Day Unexcused Absences:	
Student Name	Test Student	09/13/2017	
Student Number	4414	09/14/2017	
Birth Date	07/06/2008	09/15/2017	
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		

Attendance in PowerSchool

SC41 Truancy School Detail Report

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 Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
785418		5	4
774793		4	3
780046	Harding, Tony	2	3
			Student Count: 3
Truant (5 Non-Consecutive Full Day Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
778244		5	6
779443		3	5
785413		5	6
			Student Count: 3
Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
			Student Count: 0
10 or more Non-Consecutive Full Day Unexcused Absences			
Student Number	Student Name	Grade	Full Day Unexcused Absences
			Student Count: 0

Attendance in PowerSchool

▶ SC 41 Truancy School Detail Report

- This report identifies truants at the school level.
- The report includes school name, district name, student number, student name, student age, student grade, and total number of full day absences.
- This report includes students who are active and inactive at the school who were flagged as truant.
- Inactive students will display on the report, but their names will be enclosed inside parentheses.
- The report displays students who are ages 6 to 16 and 11months years old. (This report **should not display** students ages 5 and younger or 17 and older)
- The report lists all full day unexcused absences that identified the student as truant listed by dates.
- Students listed on this report should be coded as truant in Incident Management.
- Students listed on the report should have an intervention plan developed.

Attendance in PowerSchool

Level Data Real Time Reports and State Validation

The screenshot displays the PowerSchool user interface. On the left is a navigation sidebar with the following sections:

- Teacher Schedules**
- Reports**
 - System Reports
 - ReportWorks
 - PSCB Custom Reports
 - sqlReports
- People**
 - Student Search
 - Staff Search
 - Contact Search
 - Enroll Student
 - Create Staff** (highlighted)
 - Create Contact
- Setup**
 - School
 - System
- Applications**
 - PowerLunch
 - PowerScheduler
 - PT Administrator
 - ReportWorks Developer
- Level Data Apps**
 - Plugin Details
 - RealTime Reports
 - State Validation

Two green arrows point from the bottom of the sidebar to the 'RealTime Reports' and 'State Validation' links.

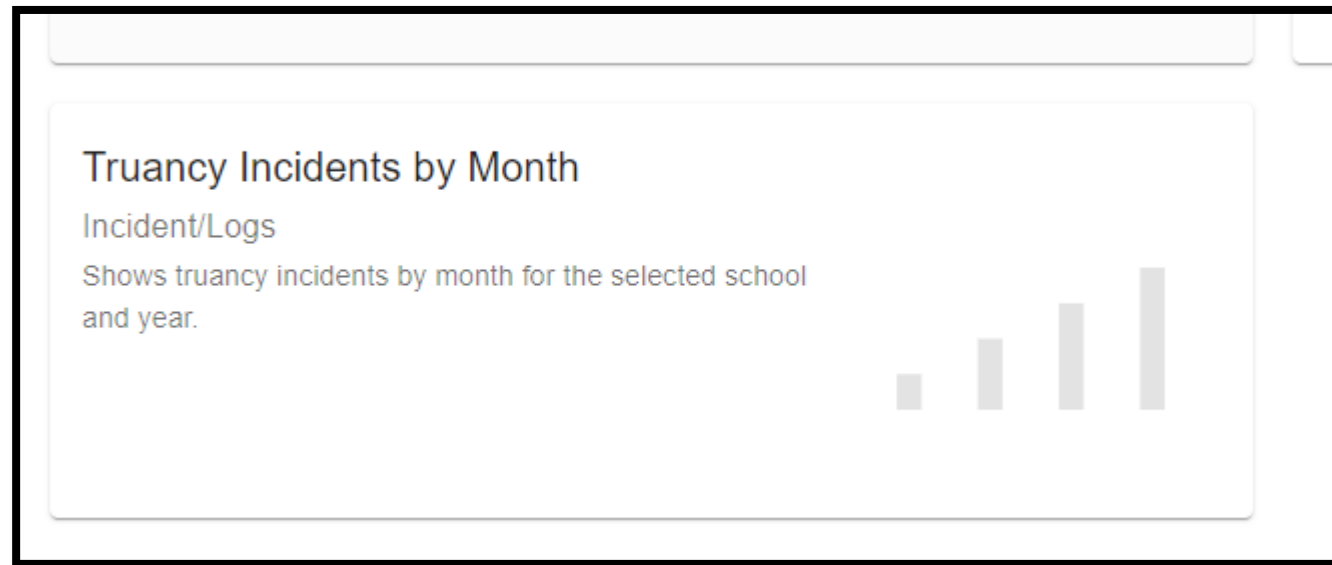
The main content area is titled **Current Student Selection (0)** and contains a search bar with the message "There are no search results." Below the search bar are buttons for "Select By Hand" and "Select Function".

The next section is titled **Daily Bulletin - Wednesday, September 02, 2020** and contains the message: "No bulletin items were found for this date. Comments? Something to put in the bulletin? Email to".

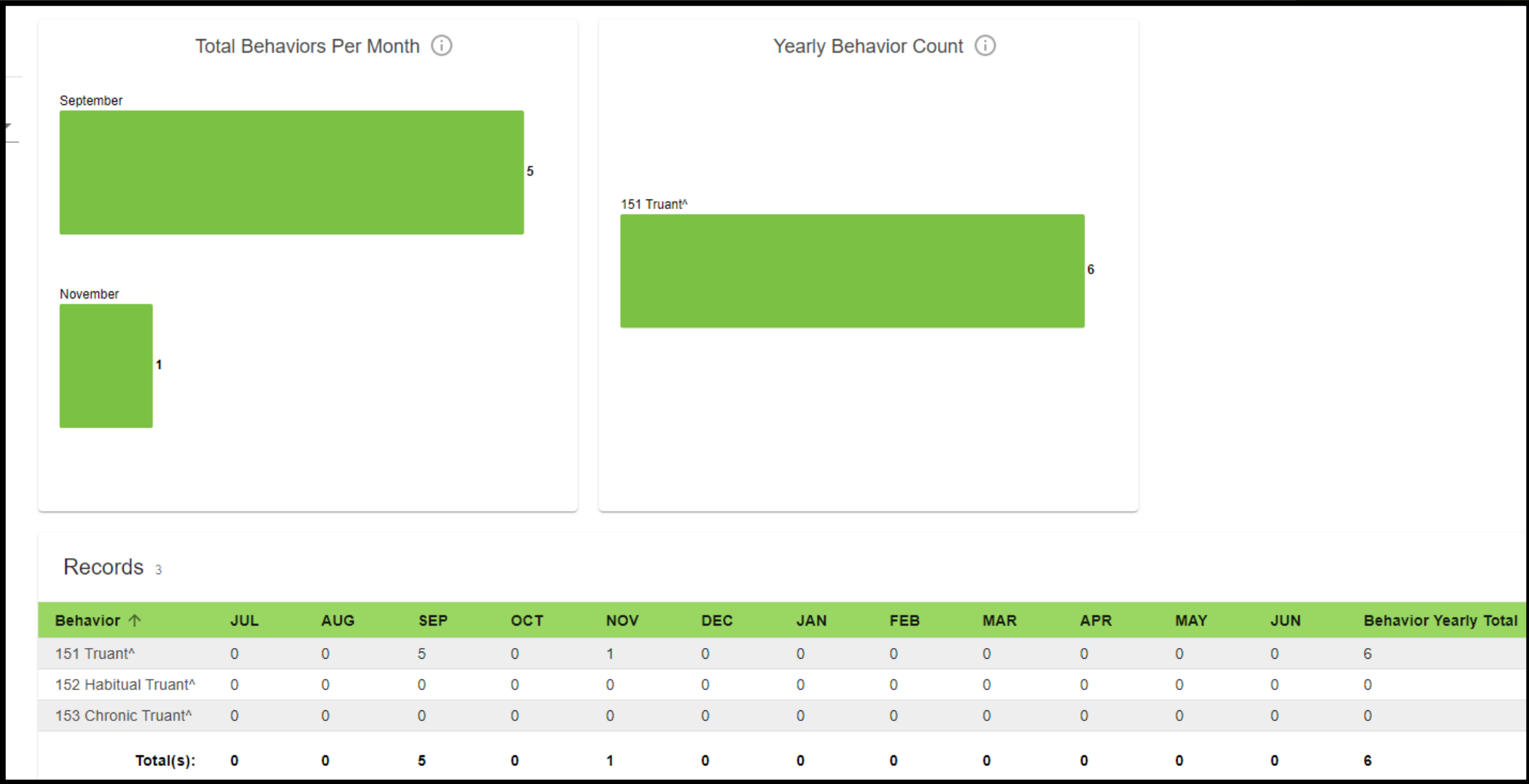
The bottom section is titled **Legend** and contains the text: "Icons [calendar icon] - Date Entry".

Attendance in PowerSchool

Level Data Realtime Truancy Reports



Attendance in PowerSchool

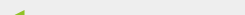
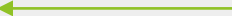






Attendance in PowerSchool

Level Data State Validation

Miscellaneous	Don't Show	Demographics	Precode	EFA/EIA	Incident Management	Reports/Lists	Courses	Staff	Enrich Special Ed	CERDEP
Enrollment	LEP	Setup	Historical Grades							

Page 1 of 3 <<< 1 2 3 >>>

Validation Rule	Error Count	Action
Habitual/Chronic Truancy Behavior/Age Mismatch 	0	✓
Invalid Pending Parent Conference	0	✓
Listing of Students with 10 or More Unexcused Absences 		Run ⓘ
Missing Habitual Truant Behavior Code 		Run ⓘ
Missing Object Code Comment for Misc Object	0	✓
Missing/Invalid Incident Location 	0	✓
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch	0	✓
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch	2	List
Missing Incident Behavior Code (1010) 	0	✓
Missing Incident Action Code (1050) 	0	✓

Page 1 of 3 <<< 1 2 3 >>>

Attendance in PowerSchool

Validation Rule	Error Count	Action
Missing/Misplaced Action Code	0	✓
Missing Object Code Comment for Weapon	0	✓
Missing Incident Offender	0	✓
Missing Required Duration Code (1000)	0	✓
Invalid Truancy Incident (1020)	0	✓
Missing Physical Injury Code (1030)	0	✓
Invalid Pending Expulsion (1040)	0	✓
Invalid Weapon Type (1060)	0	✓
Warning Incident Type (1070)	0	✓
Missing/Invalid Intervention Action Code for Truant Behavior	0	✓

Attendance in PowerSchool

Level Data State Validation

Miscellaneous	Don't Show	Demographics	Precode	EFA/EIA	Incident Management	Reports/Lists	Courses	Staff	Enrich Special Ed	CERDEP
Enrollment	LEP	Setup	Historical Grades							

Page 3 of 3 << 1 2 3 >>

Validation Rule	Error Count	Action
Missing/Misplaced Action Code for Truant Behavior ←	0	✓
Invalid Incident Type for Truant Behavior ←	0	✓
Missing Weapon Type	0	✓
Consecutive Days Unexcused Absences >= 3 ←		Run ⓘ
Non-Consecutive Days of Unexcused Absences >= 5 ←		Run ⓘ

Page 3 of 3 << 1 2 3 >>

Attendance in PowerSchool

Truancy Data Analysis Results:

- ▶ 2 schools have students with truancy incidents in Incident Management, **but no students flagged on the SC 41 Truancy School Detail Report.**
- ▶ Either the attendance is not setup correctly per the SCDE or they overlapped student schedules.
- ▶ 4 schools have student flagged on the SC 41 Truancy School Detail Report **but did not create a truancy incident in Incident Management.**
- ▶ These schools will need to create a truancy incident and implement an Intervention Plan.
- ▶ 14 school have students flagged on the SC 41 Truancy School Detail Report and have truancy incidents, but the totals do not match.
- ▶ And some schools based on the student enrollment have questionable truancy counts.

135th Day Funding

- ▶ Check Calendar and make sure the 135th day inside of PowerSchool falls on the correct day.
- ▶ On the Start Page click **Term:** in the upper right-hand corner of the pager > then click the **green check mark** that appears > then verify the number of in-session days in the calendar and what day the 135th falls on.

Verify # of school days in this term. ✕

School Days

2020-2021 Year

180 school days.

1. August 20 Thursday	62. November 11 Wednesday	123. February 26 Friday
2. August 21 Friday	63. November 12 Thursday	124. March 1 Monday
3. August 22 Saturday	64. November 13 Friday	125. March 2 Tuesday
4. August 24 Monday	65. November 16 Monday	126. March 3 Wednesday
5. August 25 Tuesday	66. November 17 Tuesday	127. March 4 Thursday
6. August 26 Wednesday	67. November 18 Wednesday	128. March 5 Friday
7. August 27 Thursday	68. November 19 Thursday	129. March 8 Monday
8. August 28 Friday	69. November 20 Friday	130. March 9 Tuesday
9. August 29 Saturday	70. November 23 Monday	131. March 10 Wednesday
10. August 31 Monday	71. November 24 Tuesday	132. March 11 Thursday
11. September 1 Tuesday	72. November 30 Monday	133. March 12 Friday
12. September 2 Wednesday	73. December 1 Tuesday	134. March 15 Monday
13. September 3 Thursday	74. December 2 Wednesday	135. March 16 Tuesday
14. September 4 Friday	75. December 3 Thursday	136. March 17 Wednesday
15. September 8 Tuesday	76. December 4 Friday	137. March 18 Thursday

135th Day Funding

- ▶ Make sure all student that are no longer at your school are withdrawn from school.
- ▶ Make sure any student with 10 consecutive absences are withdrawn on the 11th day. You can run the **Consecutive Absences** report to identify these students.
- ▶ Make sure all active students are enrolled in PowerSchool.
- ▶ All students should have a EFA code
- ▶ Funding is based on Average Daily Membership (ADM) only.
- ▶ Run the School Enrollment Audit and correct any error for the current year.
- ▶ Work with SPED & ELL Coordinators to make sure students' disability EFA codes and LEP codes are coded correctly.
- ▶ Review classes on the All Enrollments page and make sure they are enrolled in a CATE course that starts with a “5” or “6” if a student EFA Primary is **VOC - Vocational (Gr9-12)**.

135th Day Funding

Acceptable EFA Codes & Weightings

EFA Code	Description	Weight
K	Kindergarten	1.00
P	Primary (Grades 1 – 3)	1.00
EL	Elementary (Grades 4 – 8)	1.00
HS	High School (Grades 9 – 12)	1.00
AU	Autism	2.57
EM	Mental Disability - Mild	1.74
EH	Emotional Disability	2.04
HH	Deaf/Hard Hearing	2.57
HO	Homebound	1.00
LD	Specific Learning Disability ¹	1.74
OH	Orthopedic Impairment ²	2.04
SP	Speech/Language Impairment	1.90
TM	Mental Disability –Moderate ³	2.04
VH	Visual Impairment	2.57
VOC	Vocational (Grades 9 - 12)	1.29
*OHI	Other Health Impairment	1.74
*DD	Developmental Delay	1.74
*PMD	Mental Disability - Severe	2.04
*TBI	Traumatic Brain Injury	2.04

¹ Includes DD and OHI

² Includes TBI

³ Includes PMD

Grade(s)	Default EFA Primary Code	Code
K	Kindergarten	K
1-3	Primay	P
4-8	Elementary	EL
9-12	High School	HS

135th Day Funding

VOC (grades 9-12) Funding

Specific Criteria for Career and Technology Education (CATE)

- ▶ A pupil must be assigned in grades 9-12 and maintain membership in at least 250 minutes of instructional time per week or its equivalent in an appropriate CATE program approved by the SCDE. (R43-172)
- ▶ A pupil must maintain membership in a minimum of 200 minutes of daily instructional time or its equivalent. (R43-172)
- ▶ Travel/transportation time to and from career centers cannot be counted as a career center class period.
- ▶ A student must be enrolled in a SCDE approved CATE activity course code, which is outlined in the most current manual. 2020-21 SCDE ACTIVITY CODING MANUAL - <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2020-21/>
- ▶ CATE courses start with the number “5” or “6” as the first character.
- ▶ Courses with Local Board Approved (LBA) in the title are not valid CTE course codes for state and federal accountability and funding purposes.
- ▶ Teachers teaching these CATE (CTE) courses should be certified in the subject matter.

135th Day Funding

VOC (grades 9-12) Funding - student should be funded for VOC.

▶ All Enrollments

▶ EFA Code

Entered	Exited	Term	Exp	Course
08/18/2020	01/12/2021	S1	P1(A)	Introduction to Communication (504101CH.2401)
08/18/2020	01/12/2021	S1	P1(A)	US History A (332001CH.3004)
08/18/2020	01/12/2021	S1	P1(A)	Internship and Work Study I A (37990ACH.2394)
08/18/2020	01/12/2021	S1	P1(A)	Algebra 2 A (411501CH.2022)
08/18/2020	01/12/2021	S1	P1(A)	Intro. to Culinary Arts Management A (572001CH.2398)
08/18/2020	01/12/2021	S1	P1(A)	Earth Science A (326501CH.2129)
08/18/2020	01/12/2021	S1	P1(A)	English 3 A (302601CH.2197)
01/14/2021	06/02/2021	S2	P1(A)	Internship and Work Study I B (37990BCH.2395)
01/14/2021	06/02/2021	S2	P1(A)	Algebra 2B (411502CH.2023)
01/14/2021	06/02/2021	S2	P1(A)	English IIIB (302602CH.2201)
01/14/2021	06/02/2021	S2	P1(A)	Workplace Communications (504102CH.3009)
01/14/2021	06/02/2021	S2	P1(A)	Earth Science B (326502CH.2130)
01/14/2021	06/02/2021	S2	P1(A)	Intro. to Culinary Arts Management B (572002CH.2399)
01/14/2021	06/02/2021	S2	P1(A)	US History A (332001CH.3008)

EFA Primary:

EFA Secondary Codes

EFA 2:

EFA 4:

EFA 6:

EFA 8:

EFA 10:

EFA History					
Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4
08-18-20		VOC	HS		



135th Day Funding

- ▶ EFA Query - run this query to review student EFA/EIA values, making changes if needed.
- ▶ Correct any error listed on the Level Data State Validation pages. The tabs that impact funding is the **Demographic, Reports/Lists, Enrollment, ESOL, EFA/EIA, Enrich Special Ed.**
- ▶ Before creating an extract for funding, start running the SC01 Data Verification report to fix any errors.
- ▶ SC01 Data Verification must be error free before you can create an extract for funding selection.
- ▶ Start Page > System Reports > click the State tab > report is listed under Legacy Report head 'SC01 Data Verification'.
- ▶ On the SC01 EFA/EIA Data Verification Report page before creating an extract select **All EFA/EIA Data** and click Submit to run report.
- ▶ Run the state supportive reports and review the data and make any needed changes, edits, correction in PowerSchool.

135th Day Funding

Legacy Reports	Version	Description
SC01 Data Verification	3.13	This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.
SC02 Cumulative Class Report	5.5	This report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specified date available and includes preparing data for 45 day and 135 day state reporting.

SC01 EFA/EIA Data Verification Report

Report Name	SC01 EFA/EIA Data Verification
Version	3.13
Description	This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.
Comments	
Processing Options	In Background Now ▾
Specific Date/Time	MM/DD/YYYY  / 
Sort Options	Student Number ▾
Select Data to Process	All EFA/EIA Data ▾

135th Day Funding

- ▶ Before the 135th day or leading up to the 135th day use the current date/day when running the state reports.
- ▶ Before creating an extract for membership funding run the SC06 Membership and Attendance Report. Use the current day/date if your school has not reached the 135th day.
- ▶ Review the ADM and verify that the ADM is correct. If its not correct calculate the break down of the SC06 report and run supportive reports: SC04 Daily Activities Log, SC05 Daily Activities Summary Log, SC07 Membership and Attendance Worksheet Report, and/or SC08 Master Classification List.
- ▶ When running the SC06 Membership and Attendance Report before making the funding selection do not create an extract, select **Report Only(default)**.

135th Day Funding

Legacy Reports	Version	Description
SC01 Data Verification	3.13	This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.
SC02 Cumulative Class Report	5.5	This 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. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC03 Cumulative Class List	2.6	This report supports the Cumulative Class Report by listing each student participating in the EIA classification codes during the specific time period.
SC04 Daily Activities Log	1.9	This report lists all students added to or deleted from each EFA classification code for a specified date or school day or a cumulative time period from the beginning of the school year up to and including a specific date or school day.
SC05 Daily Activities Summary Log	1.9	This report lists a summary of student adds and deletes by EFA classification code for a specified date or school day and a cumulative summary for all in-session days in the school year up to the specific date or school day.
SC06 Membership and Attendance Report	3.13	This 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. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC07 Membership and Attendance Worksheet Report	1.13	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	4.3	This report supports the Membership and Attendance Report and lists students, their EFA classification codes, and days duration.

135th Day Funding

Create an Extract of the SC06 Membership and Attendance Report and the SC28 Add-On Weightings Report to select **membership and add on weighting funding**.

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.

1. Refresh Premier Attendance Views Data: Special Functions > Attendance Functions > Refresh Premier Attendance Views Data > All Students > leave every other selection on the default > Submit. *Note: Run Refresh Premier Attendance Views Data for membership, absences, and ADM to calculate correctly on the report.*
2. After the Refresh Premier Attendance Views Data function completes. Run the SC01 Data Verification report - This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for funding to send to the SCDE.
 - I. Start Page > System Reports > click the State tab > report is listed under Legacy Report head 'SC01 Data Verification'. Separately run Membership and Attendance Extract (SC06) and Cumulative Class Extract (SC02 - *if applicable*).
 - II. SC01 MUST be error free before running any reports and selecting an extract for 135th day. Once SC01 Data Verification is Error Free you can then run reports SC02-SC09
3. Run SC01-SC09 report archive/save & store (hard copy or electronically). **Note:** Multiple staff members should know where these reports are stored

135th Day Funding

4. **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. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. An extract option is available and includes preparing data for 135 day.
5. **SC06 Membership and Attendance Report**
 - ❑ Day: enter 135
 - ❑ Self Contained Only: No (default)
 - ❑ Output Type: Report and Extract

135th Day Funding

REPORT INPUT:

SC06 Membership and Attendance Report



Report Name SC06 Membership and Attendance

Version 3.13

Description This 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. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.


Comments

Processing Options In Background Now ▾

Specific Date/Time MM/DD/YYYY  / 

Data to be filled (Check checkbox on the right to save as default value) **Reset All** ▾

***Enter Date or Day Number to run this report.**

Date	MM/DD/YYYY 	<input type="checkbox"/>
Day	135	<input type="checkbox"/>
Self-contained only	No ▾	<input type="checkbox"/>
Output Type	Report and Extract ▾	<input type="checkbox"/>

Submit

135th Day Funding

REPORT OUTPUT:

Date: 04/10/2013
 BEDS Code: ###
 Name: My School Name

SC Pupil Accounting System
 Membership and Attendance Report
 135 Day Data as of 03/25/2013
 Options:
 Self-contained only: No

The Reporting Date → The date the report was ran for

District Name: _____ Page: 1

Line	EFA Code	PK	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
1	K2	P															
3	EL																
4	HS																
5	AU																
6	EM																
7	EH																
8	HH																
9	HO																
10	LD																
11	OH																
12	SP																
13	TM																
14	VH																
15	V1																
16	V2																
17	V3																
18	*OH																
19	*TBI																
20	*PMD																
21	*DD																
22	Total																
23	ADM																
24	Absent																

Grade Levels - There should not be an EFA code in a grade level that the school does not teach

EFA Codes

Can be ignored ADA is only here because of historical purposes

The total number of days that a student(s) have been in membership (enrolled) at the school. 2 students with the EFA Code LD that have been enrolled since Day 1 would total 270 (135 + 135 = 270). 2 students with the EFA Code of LD with 1 student being enrolled since day 1 and the other being rolled on the 100th day would be 170 (135 + 35 = 170)

Total number of membership days per EFA code

Total of each EFA Codes divided by the number of days in the reporting period (51392/135 = 380.68)

* The extract for this report was created successfully 04/10/2013 5:09:52 PM

The date and time the extraction was created that will be sent to the SCDE funding and other reporting purposes

Totals per EFA Code divided by the number of days being reported (17736/135 = 131.377778 rounded to 131.38)

Total ADM for the school when each grade is added together.

417.50

135th Day Funding

Once an extract has been created review the ADM number. If the number is not correct make the needed changes in PowerSchool. If the number is correct select the funding that you want the SCDE to use for your schools 135th day.

6. Select EFA/EIA Funding Extract - Once you create an extract it will be time stamped here and you will need to select one of the selections and click **SUBMIT**. *System Reports > State tab > scroll to the bottom of page and click **Select EFA/EIA Funding Extract***.
 - ▶ You should not make a change to your selection after the SCDE has finalized funding and the 135-day deadline has passed (**After April 30, 2021**).

Select EFA/EIA Funding Extract

This page lists the 45 day and 135 day Membership and Attendance and Cumulative Class 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 selection should not be made after the state data collection has ended.

If no extracts are displayed, be sure a school is selected.

Membership and Attendance

45 Day Membership and Attendance Extract	
Date/Time Created	<input checked="" type="radio"/> Oct 21, 2020 11:40:17 AM
135 Day Membership and Attendance Extract	
Date/Time Created	<input checked="" type="radio"/> Mar 9, 2021 4:10:29 PM

The extract date and time stamp that was created for the 135th day will be listed here. **Select the correct date and time**, especially if you have multiple extract date and time stamps.

135th Day Funding

- ▶ **SC09 Membership & Attendance from Extract** - SC09 Membership & Attendance from Extract allows users to select a previously generated report extract for reprinting the SC06 Membership & Attendance Report for the currently selected school year and the currently selected school. The report will be the data that was generated when the extract was originally created. The report will include the date/time each extract was created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, the Self-contained indicator, and the Date/Time the report extract was created.
- ▶ Confirm EFA membership funding was selected for the SCDE.

Note: After you have selected an extract for funding, go to the Mem & Att Report from Extract to ensure the 'Y' is displayed beside the extract you want SCDE to use to calculate your funding

135th Day Funding

SC09 Mem & Att from Extract Report

Report Name SC09 Mem & Att from Extract

Version 1.4

Description This report option allows for the creation of the Membership and Attendance Report based on prior report extracts for the currently selected school year and currently selected school. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, the Self-contained indicator, and the Date/time the report extract was created.

Comments

Processing Options In Background Now ▾

Specific Date/Time MM/DD/YYYY /

Please select one or more report extracts for printing and click Submit.

School Name	Day Number	Date Time Created	Selected for Funding	Self Contained
[REDACTED]	135	2019-10-23 11:48:55 AM	Y	N

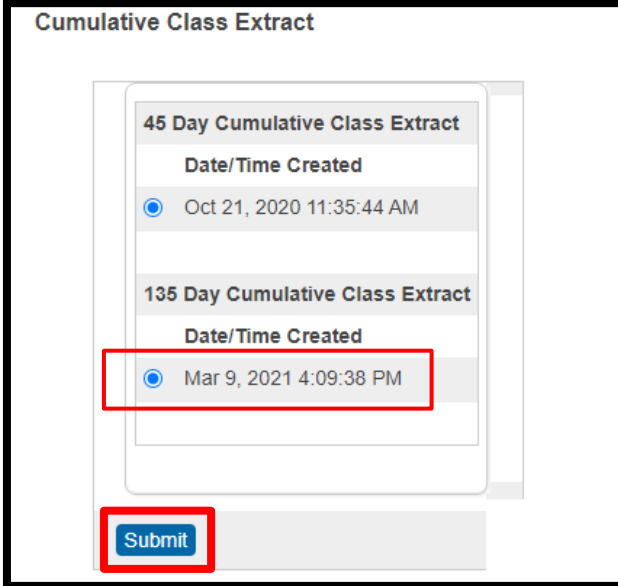
135th Day Funding

- ▶ **SC02 Cumulative Class Report (*if applicable*)** - 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. An extract option is available and includes preparing data for 135 day. This is only ran if you're a school that teaches PK3 and PK4 students.
 - ▶ EIA Code - An extracted only needs to be created and selected for funding for PK3 and PK4 grade levels.
 - ▶ The EC3 or EC4 codes should be used for Pre-kindergarten students enrolled in either a full day or half day course code.
 - ▶ Only 2 schools in the district will create an extract for funding.
1. SC02 Cumulative Class Report
 - Day: enter 135
 - Output Type: Report and Extract

135th Day Funding

Once an extract has been created review the total count number. If the number is not correct make the needed changes in PowerSchool. If the number is correct select the funding that you want the SCDE to use for your schools 135th day.

6. Select EFA/EIA Funding Extract - Once you create an extract it will be time stamped here and you will need to select the date and time stamp under 135 Day Cumulative Class Extract and click SUBMIT.
 - ▶ SC02 Cumulative Class Report -> PreK 3 & 4 total count
 - ▶ You should not make a change to your selection after the SCDE has finalized funding and the 135-day deadline has passed, which is after April 30, 2021.



The screenshot shows a web form titled "Cumulative Class Extract". It contains two sections for selecting an extract type and its creation date/time. The first section is for a "45 Day Cumulative Class Extract" with a radio button selected for "Oct 21, 2020 11:35:44 AM". The second section is for a "135 Day Cumulative Class Extract" with a radio button selected for "Mar 9, 2021 4:09:38 PM". A red box highlights the "135 Day Cumulative Class Extract" section and the "Submit" button at the bottom of the form.

Cumulative Class Extract	
45 Day Cumulative Class Extract	
Date/Time Created	
<input checked="" type="radio"/>	Oct 21, 2020 11:35:44 AM
135 Day Cumulative Class Extract	
Date/Time Created	
<input checked="" type="radio"/>	Mar 9, 2021 4:09:38 PM
<input type="button" value="Submit"/>	

135th Day Funding

- ▶ **SC09 Cum Class from Extract** - The Cum Class from Extract allows for the creation of the Cumulative Class Report based on prior report extracts for the currently selected school year and currently selected school. The report will be the data that was generated when the extract was originally created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/Time the report extract was created.
- ▶ Confirm EIA funding was selected for the SCDE.

Note: After you have selected an extract for funding, go to the Cum Class Report from Extract. You will look on this page to ensure the 'Y' is displayed beside the extract that you want SCDE to use to calculate your funding.

135th Day Funding

SC09 Cum Class from Extract Report



Report Name SC09 Cum Class from Extract

Version 1.4

Description This report option allows for the creation of the Cumulative Class Report based on prior report extracts for the currently selected school year and currently selected school. Report extracts may or may not be ones that are re state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/time the report extract was created.

Comments

Processing Options In Background Now ▾

Specific Date/Time MM/DD/YYYY  / 

Please select one or more report extracts for printing and click Submit.

School Name	Day Number	Date Time Created	Selected for Funding
	045	2020-10-21 11:35:44 AM	Y
	135	2021-03-09 04:09:38 PM	Y

135th Day Funding - AOW

Add-On Weightings	Weight
Academic Assistance	.15
Dual Credit	.15
High Achieving (to include GT Academic, GT Artistic, IB and AP)	.15
Limited English Proficiency	.20
Pupils in Poverty	.20

Add-On Weighting

- ▶ The Add-on Weightings are calculated as Average Daily Membership.
- ▶ Academic Assistance (AA) - In previous years and for next year the SCDE generates this file to be imported by the district. This year due to schools not taking assessments last year due to COVID-19 the SCDE so AA will not come from PowerSchool and the report will display 0.00. The SCDE will send the AA funding directly to district.

135th Day Funding - AOW

- ▶ **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. PS Admin must manually add High Achieving to a student's account. Student Account > State/Province - SC > EFA/EIA Classification Information > High Achieving tab > Click Add button > Select the students "High Achieving #" values (its possible for a student to have more than one entered) Enter Effective Date and if GT enter the GT Academic Area field.

EFA Code Entry EIA Code Entry High Achieving Add On Weightings Standardized Test Performance Level EFA History EIA History High Achieving History Add On Weightings

Effective Start Date: 8/19/2019 GT Academic Area: M - Math

High Achieving Codes

High Achieving 1: GTA - G&T Academic High Achieving 2: High Achieving 3: High Achieving 4:

135th Day Funding - AOW

- ▶ **LEP** - Limited English Proficiency ESL (“English Prof” field is located on the South Carolina Student Information page) value scores of 1-5, 6.0, A1, A2, A3. 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 ASAP to indicate proficiency levels of the English language. Student Account > State/Province - SC > South Carolina Student Information

The screenshot shows a form with several fields. The 'English Proficiency Levels (PL)' field has a dropdown menu open, showing the following options: 'Select One', '1 - Entering', '2 - Emerging', '3 - Developing', '4 - Expanding', '5 - Bridging', '6.0 - Reaching', '8 - English Speaker', '9 - Native Speaker' (highlighted in blue), 'A1 - Initiating', 'A2 - Exploring', 'A3 - Engaging', 'M1 - 1st Year Monitor', 'M2 - 2nd Year Monitor', 'M3 - 3rd Year Monitor', 'M4 - 4th Year Monitor', '10 - 3K EL Status Pending', '11 - 4K EL Status Pending', and 'AW - Awaiting'. Other fields include 'Birth Country', 'U.S. School Entry Date', 'Language First Acquired', 'Language Spoken Most Often', 'Primary Home Language', 'Oral Communication Language', 'Written Communication Language', 'Instructional Setting' (with '(blank) - Regular Ed - Full' selected), and 'Universal Screener'.

135th Day Funding - AOW

- ▶ **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. This is flagged when a student is enrolled in a section that has an "E" in the seventh character.

Entered	Exited	Term	Exp	Course
08/20/2019	06/06/2020	19-20	1(A)	Wildlife Mgmt (567400CW.01)
08/20/2019	01/15/2020	S1	2(A)	Dual Enroll. Probability and Statistics (414300EW.01)
01/15/2020	06/06/2020	S2	2(A)	Dual Enrollment College Algebra (MAT 110 (413300EW.01)
08/20/2019	06/06/2020	19-20	3(A)	Dual Enrollment Teacher Cadet Program (373500EW.01)

135th Day Funding - AOW

- ▶ **Poverty** - Pupils in Poverty (PIP). Which is defined using Directly Certified, Direct Certification Extended, SNAP/TANF, runaway. This information is imported into PowerSchool by the district and no changes can be made. Also this information is encrypted for student security. ***Homeless, *Migrant, *Foster.*Bold identifies the PS Admins, or a school staff is responsible for entering these values into PowerSchool.**

Primary Night Time Residence (At the time of the initial identification of homelessness)	S-Shelters, transitional housing
--	----------------------------------

Migrant*	<input checked="" type="checkbox"/> *An SEA reviewed and approved Certificate of Eligibility is required for Migrant students. See PowerSchool Data Collection Manual with Specific Fields Defined.
----------	---

Foster Home	Y - Yes ▼
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135th Day Funding - AOW

Running, Creating an Extract and Selecting Add-On Weighting Reports:

- ▶ Run Reports: Start Page > System Reports > State tab > Under Add-On Weightings header
 - First run **SC24 Add-On Weightings Update**. Run this report to update all changes made. Anytime you make a change to a field that impacts AOW run this report.
 - **SC28 Add-On Weightings Report** - create extract for the 135th day. Select “Day 135 - (MM/DD/YYYY)”.
 - No - Run anytime. Run to check numbers. Running this does not create an extract.
 - Yes - Selecting this means you are ready to select your schools funding, and this will create an Extract report. PS time stamps the date and time of this report.

135th Day Funding - AOW

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	12/11/2020 09:25 PM

Comments

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

As Of Day - (Date)*

Create Extract* Yes No

Scheduling

Please select when to run

Run Now Schedule

Submit

135th Day Funding - AOW

How to calculate the Membership or Add-On Weighting Reports

Add-On Weighting Classification	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
Academic Assistance	0	0	0	0	1098	1342	1781							4221	0.00
Dual Credit	0	0	0	0	0	0	0							0	0.00
High Achieving	0	0	0	0	0	0	0							0	0.00
LEP	0	0	0	0	0	0	0							0	0.00
Poverty	1546	1945	1830	2072	2195	1464	1255							12307	100.88
Totals	1546	1945	1830	2072	3293	2806	3036	0	0	0	0	0	0	16528	135.48
ADM	12.67	15.94	15.00	16.98	26.99	23.00	24.89	0.00	0.00	0.00	0.00	0.00	0.00	135.48	

Total of each AOW code divided by the number of days in the reporting period.

These are the total number of days that student(s) flagged with the AOW classification has been in membership (enrolled) at the school.

Total number of membership days per AOW code

Totals per AOW code divided by the number of days being reported. (rounded)

Total ADM for the school when each grade is added together.

135th Day Funding - AOW

3. **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 the correct date and time stamp for the 135th day Add On Weighting Extract.

➤ Click Submit once you have made a selection.

Note: A change to your selection should not be made after the state data collection has ended which is April 30, 2021.

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	12/11/2020 08:52 PM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) Clear All ▾
135 Day Add On Weightings Extract	03/09/2021 03:35:46 PM - **Selected For Funding** ▾ <input type="checkbox"/>
45 Day Add On Weightings Extract	10/21/2020 11:42:18 AM - **Selected For Funding** ▾ <input type="checkbox"/>

135th Day Funding - AOW

Confirm your school's AOW funding selection on the SC29 Add-On Weightings from Extract report.

SC29 Add-On Weightings from Extract

Report Information	
Description	This report option allows for the creation of the Add On Weightings Totals Report based on prior report extracts for the currently selected school year and currently selected school. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/Time the report extract was created.
Version	1.0.2
Output File Name	SC29_AddOnWeightings_From_Extract
Category	Add-On Weightings
Published Date	12/11/2020 08:52 PM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) Clear All ▾
Available Reports*	<div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none">- Day 45 - 11/03/2020 03:08:26 PM- Day 45 - 10/21/2020 11:42:18 AM Set For Funding<li style="border: 2px solid red;">- Day 135 - 03/09/2021 03:35:46 PM Set For Funding</div> <input type="checkbox"/>

Scheduling

135th Day Funding - AOW

Let's Work Smart (LWS) Submissions:

- ▶ LWS Submission will start 4/6/2021
- ▶ Deadline Date in LWS 4/16/2021
- ▶ Upload all reports listed in the submission
- ▶ Principal or Principal Designee must sign these reports before you upload in LWS:
 - SC02 Cumulative Class Report - needs to be signed by schools that teach PK3 & PK4.
 - SC06 Membership and Attendance Report
 - SC28 Add-On Weighting Report

SC02 Cumulative Class Report
SC03 Cumulative Class List
SC01 Data Validation
SC04 Daily Activities Log
SC05 Daily Activities Summary Log
SC06 Membership and Attendance Report
SC07 Membership and Attendance Worksheet Report
SC08 Master Classification List
SC09 Cum Class from Extract
SC09 Mem and Att from Extract
SC24 Add-On Weighting Update
SC27 Add-On Weighting List
SC28 Add-On Weighting Report
SC29 Add-On Weighting from Extract
SC31 High Achieving List
SC34 High Achieving Report

135th Day Funding

- ▶ SC Department of Education (SCDE) - Membership Count
<https://ed.sc.gov/finance/financial-services/student-data/membership-counts/>
- ▶ Funding data from PowerSchool will appear on this page starting April 12, 2021 - April 30, 2021
- ▶ Once the window open schools will need to verify that the ADM listed on the website matches the ADM number their school signed off on for 135th-Day.

The screenshot shows a web browser window with the URL ed.sc.gov/finance/financial-services/student-data/membership-counts/. The page header includes the South Carolina Department of Education logo and navigation links: Districts & Schools, Tests, Educators, Instruction, Data, Finance, SBE, and Policy. A breadcrumb trail reads: Home / Finance / Financial Services / Student Data / Membership Counts. The main heading is "Membership Counts". Below this, there are three dropdown menus: "Fiscal Year" set to "2020-21", "Report Cycle" set to "135-Day", and "Status" set to "Not Available". Under "Report Options", the "School" radio button is selected. The "District" dropdown is set to "SC Public Charter School District" and the "School" dropdown is set to "None selected". A blue "View Report" button is located at the bottom of the form.

QDC3

▶ QDC3 School Deadline: **April 23, 2021**

- Incident Management
- Individual Graduation Plans (IGP)
- State data collection from PowerSchool
- Student Information System Data Entry Manual 21.02.01:
<https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/>

▶ Remember to correct validation errors under:

- Level Data Validation - located in PowerSchool
- Data Quality Reports (DQR) - located on the SCDE website New Member Center

QDC3

- ▶ Level Data Validation - located in PowerSchool

Level Data State Validation

Miscellaneous Demographics Precode Incident Management Reports/Lists Courses Staff CERDEP Enrollment ESOL Setup Historical Grades EFA/EIA

Enrich Special Ed Early Childhood

Page 1 of 2 1 2

Validation Rule	Error Count	Action
Diploma Earned/Diploma Type Mismatch	0	✓
Diploma Ordered/Diploma Type Mismatch	0	✓
Diploma Ordered/Grade Level Mismatch	0	✓
Grade Level/Diploma Type Mismatch	172	Fix
Graduation Date/Grade Level Mismatch	0	✓
Instructional Setting/Diploma Type Mismatch	2	Fix
Missing/Invalid Diploma Ordered	0	✓
Missing/Invalid Universal Screener	13	Fix
Reason for Not Testing/Test Category Mismatch	0	✓
Requested Exclusion/Reason for Not Testing Mismatch	0	✓

Page 1 of 2 1 2

QDC3

- ▶ Data Quality Reports (DQR) - located on the SCDE website New Member Center
- ▶ www.ed.sc.gov > Login > under Application Web Portal click **Proceed to Application Web Portal Login** > Log in with credentials > Report Portal > SAS window will appear - enter Log in credentials

Data Quality & Reporting Print Excel

Student Data Validations 2021-135
(District 4801)

Errors	Sept	qdc1	qdc2	qdc3	qdc4	School Error Details
Early Childhood errors	.	85	77	77	.	School Error Details
Ethnicity-Race errors	.	0	0	2	.	School Error Details
Grade Code errors	.	269	264	263	.	School Error Details
Grade Scale Error	.	109	0	92	.	School Error Details
Homeless errors	.	0	2	2	.	School Error Details
Meal code errors	.	0	2	2	.	School Error Details
Middle name errors	.	1	1	2	.	School Error Details
No Show Reason errors	.	0	1	1	.	School Error Details
Social Security # errors	.	26	26	26	.	School Error Details
Special Program Errors	.	51	51	51	.	School Error Details
State Id errors (See SUNS Validation Report for details)	.	5	5	5	.	School Error Details

Data Validation Process & Report Schedule

The following schedule indicates when PowerSchool data collected via the Enrich Data Collection tool will be processed and validation reports will be 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

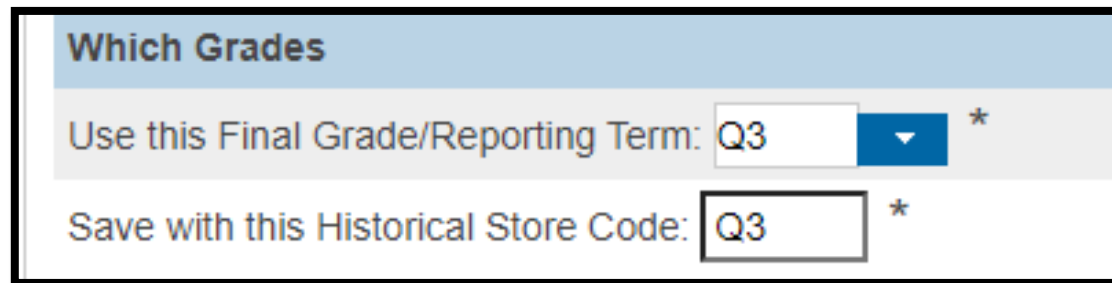
End of Term

1. Review grading terms and dates - *School > Final Grade/Reporting Term Setup*
2. Set deadlines
 - a) Notify school staff about grading deadlines
 - b) Verify grades for accuracy
 - c) Review Section Readiness report
3. Store Grades
 - How to Permanently Store Grades - PowerSource ID: 7833
 - How to Permanently Store Grades (MP4 video) - PowerSource ID: 79822
 - How to Permanently Store Grades for a single section - PowerSource ID: 67018
 - Grading Troubleshooting Guide - PowerSource ID: 56794
4. Print Report Cards
 - Report Card Resources - PowerSource ID: 53588
 - Report Card Creation Checklist - PowerSource ID: 68784
 - Printing Report Cards for Students Who Transferred Out - PowerSource ID: 7404

End of Term

Schools that only need to store Q3 grades.

- ▶ Click **System** > under Grades header click **Permanently Store Grades**
- ▶ Which Grades
 - Use this Final Grade/Reporting Term = **Q3**
 - Save with this Historical Store Code = **Q3**






The screenshot shows a form titled "Which Grades" with two input fields. The first field is labeled "Use this Final Grade/Reporting Term:" and contains the value "Q3" next to a blue dropdown arrow and an asterisk. The second field is labeled "Save with this Historical Store Code:" and contains the value "Q3" next to an asterisk.

End of Term

▶ Exclude/Include Class Enrollments

- Include only enrollment records that are currently active and that were active on this date: [Enter a date that is 2 - 3 days before the end of the term]

Exclude/Include Class Enrollments		
<input type="checkbox"/>	Exclude enrollment records where the student enrolled in the class after this date:	00/00/0000 
<input type="checkbox"/>	Exclude enrollment records where the student dropped the class before this date:	00/00/0000 
<input checked="" type="checkbox"/>	Include only enrollment records that are currently active and that were active on this date:	03/15/2021 

End of Term

- ▶ Additional Filter Options - optional

▼ Additional Filter Options	
<input type="checkbox"/> Store grades for currently selected (0) students only	
Request that grades be stored only for a specific section	<input type="text"/> (course.section)
Student Grade Level	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2
Track	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
School Exit Date	From <input type="text"/> MM/DD/YYYY <input type="button" value="📅"/> to <input type="text"/> MM/DD/YYYY <input type="button" value="📅"/>

End of Term

- ▶ Classes by term length
 - 2020-2021 = Store with no credit

Classes by term length		Store	% of course credit
<u>2020-2021</u>	(08/24/2020 - 06/10/2021)	Store with no credit ▼	0 %

- ▶ Classes by term length
 - Quarter 3 = Store with credit (Q3 only HS course)

Classes by term length		Store	% of course credit
<u>2020-2021</u>	(08/24/2020 - 06/10/2021)	Do not store ▼	%
Semester 2	(01/21/2021 - 06/10/2021)	Do not store ▼	%
<u>Quarter 3</u>	(01/21/2021 - 03/26/2021)	Store with credit ▼	100 %

End of Term

- ▶ Options for classes enrolled at other schools
 - Store grades for classes enrolled at = **This school only**
 - Record the school name of = **This school**

Options for classes enrolled at other schools	
Store grades for classes enrolled at	This school only ▼
Record the school name of	This school ▼

End of Term

- ❖ Leave all other values on the page as is or default

▼ Advanced Potential and Earned Credit Options	
When storing with credit	Store both Potential and Earned Credit ▼
▼ Variable Credit Storing Preferences	
Store these credit hours	Awarded and Attempted ▼
Store this when teacher has not entered variable credit hours	Credit Hours for course/gradescale ▼
Round or truncate	Round ▼
Number of decimal places in variable credit hours	0 ▼ decimal places
▼ Repeated Course Grade Suppression	
<input type="checkbox"/> Apply Repeated Course Grade Suppression Policy Rules	

Click Submit

End of Term

ore Grades Progress

Permanently Store Grades Progress

Storing grades into container
Using ... final grade
Setup Complete
Now Processing Stored Grades
...
Please Wait. This could take several minutes depending on the number of Grades to be Stored
...
20 Students processed.
0 Stored Grades updated.
100 Stored Grades inserted.
Processing Stored Grades Complete!

14. After storing grades PLEASE VERIFY THAT YOUR GRADES WERE STORED.

End of Term

5. Set up and Calculate Honor Roll (optional)
 - ▶ Tutorial: Honor Roll Setup - PowerSource ID: 55385
 - ▶ Setting Up Honor Roll Based on Current Grades - PowerSource ID: 7825
 - ▶ Setting Up Honor Roll Based on Stored Grades - PowerSource ID: 8051
 - ▶ Setting Up Honor Roll Based on Letter Grades, Not GPA - PowerSource ID: 7178
 - ▶ **After you setup honor roll at your school open a ticket with Cantey EDU and ask them to run the Calculate Honor Roll function. This process will generate Honor Roll records for students and store them on in a table. This must be executed first before a school can run their Honor Rolls Report.**
 - ▶ Running the Honor Roll Report - PowerSource ID: 5837
 - ▶ DAT tag for Honor Rolls - PowerSource ID: 6442
6. Update Current Grade Display (*if applicable*)
7. Quick Lookup Preferences (*if applicable*)

Survey for PowerScheduler Training

This is a survey that the district would like for you to fill out to determine the interest for a PowerScheduler training. This is a 2-Day training on March 30 & 31.



* Required

1. Are you interested in attending a PowerScheduler Training? *

No

Yes

2. Will you be able to attend the 2-Day Training on March 30 and March 31? *

No

Yes

Submit

Never give out your password. [Report abuse](#)

THE END
ANY QUESTIONS???

PowerScheduler Training Survey:

<https://forms.office.com/r/Hew7GY5Wxr>