CIE May 2021 PS Admin Monthly Webinar PPT

AGENDA

- District Office
- Preparing for End of Year Process
- QDC4
- Incident Management Reminder
- First Days of Testing Data
- Students Not Tested
- CRDC
- Transcript
- EOY
- Summer Training Class

Messages from District Office Staff

LWS

Submissions:

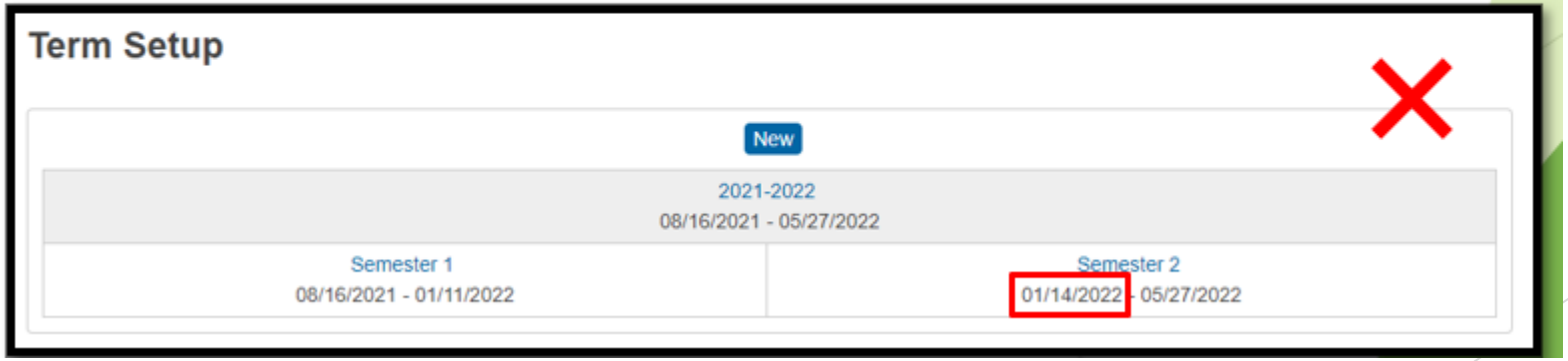
- **Reporting Submission-180th Day:** Please your signed 180th day report
- **New School PowerSchool Info:** This submission is to collect the details that will be listed in PowerSchool for the new school.
- **End of Year Checklist:** PowerSchool Admins should see the attached End-of-Year guide and confirm steps have been taken to ensure a successful end of year process for your school.
- **ALL PowerSchool Users Training:** 2021 ALL PowerSchool Users Training. This must be submitted by June 21, 2021, to have a lunch provided.
- **End of year transcripts and class ranking reports:** Please submit copies of your end of year transcripts and class ranking reports for grades 9-12.

- Also review Announcements in LWS

Preparing for End of Year Process

- Pre-EOY Check-Off List Completed by **Friday, June 18, 2021 (LWS)**
- Years and Terms
  - Remember not to have any break in dates between terms. Do not skip dates because of weekend, holiday's, etc.

Spaces between schedule terms. This is not recommended.

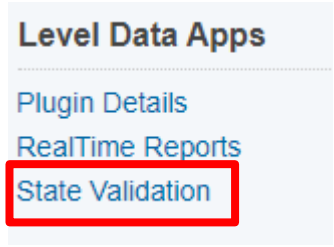


Preparing for End of Year Process

- Remember to correct LD State Validation errors
- Cantey will be running data analysis on school's data for EOY Prep
- Remember to run transcripts (high school credit courses) before or no later than June 30, 2021. This impacts Palmetto Scholarship.
- Remember to run Class Rank for 10th -12th graders. Students can qualify if they rank in the top 6% during any of these years. This impacts Palmetto Scholarship.
- Make sure the grade level is correct for the student under the *Scheduling Setup > Next Year Grade*
- Remember if a student is retained for next year to also populate the **Retained Reason** on the SC page. *Start page > select a student(s) > click State/Province – SC > click South Carolina Student Information > scroll down to Retained Reason and select an option and save.*
- Populate the correct school for **Next School Indicator**
- **COMMIT SCHEDULE IN POWERSCHEDULER!!!**

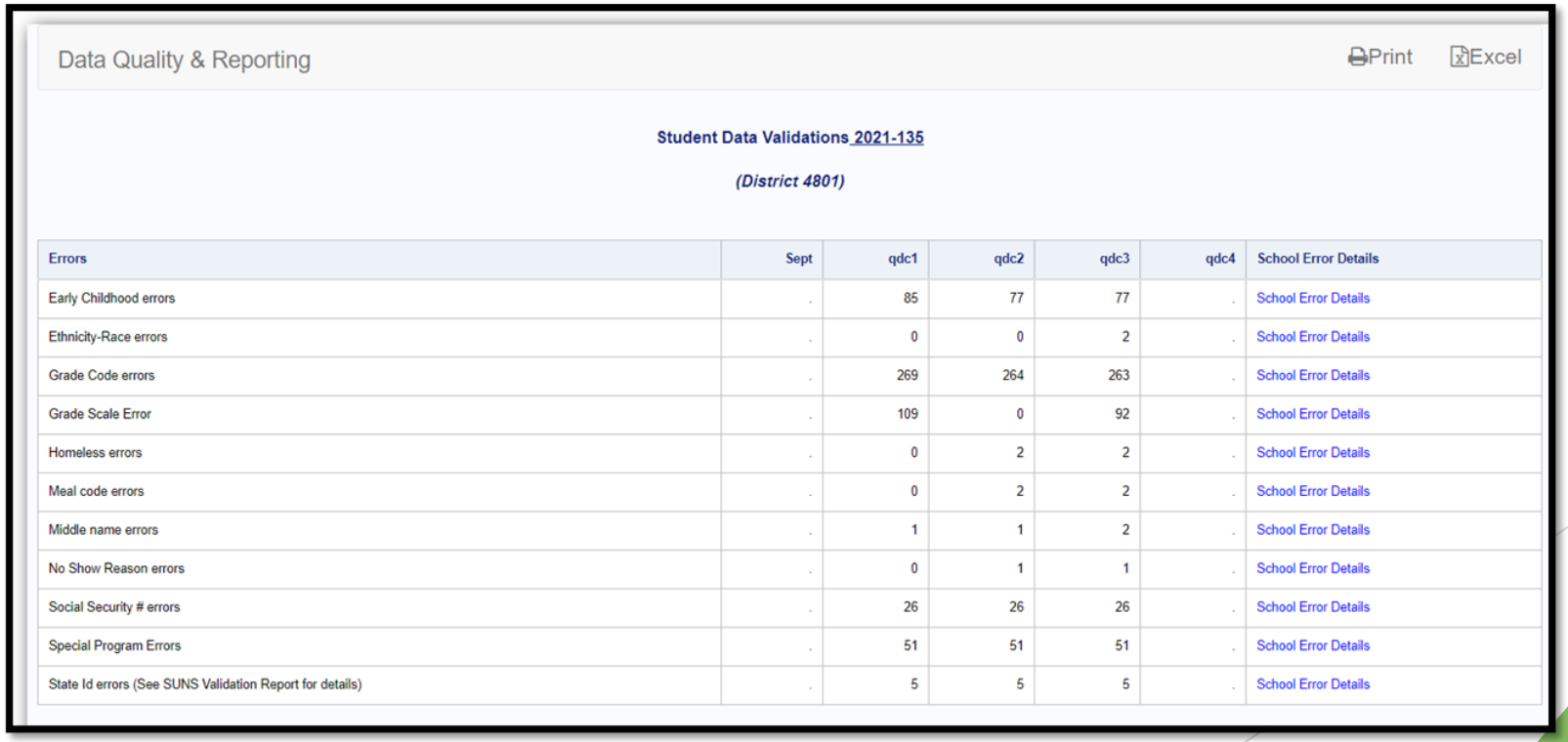
QDC4

- Upload 180th Reports into LWS by **June 14, 2021.**
- 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/
- Correct LD State Validation Errors



QDC4

- Correct SAS Portal / Data Quality Reports (DQR) Errors the errors can be 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 credential



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

QDC4

- South Carolina State Reporting Pages:
  - Contacts (SC)
  - Chronic Absenteeism
  - Truancy
  - CTE
  - Early Childhood
  - South Carolina Student Information
  - ESOL
  - Precode
  - Students Not Tested on State Assessments
  - Work-based Learning
  - Homeless Student Information
- Individual Graduation Plan (IGP)
- Incident Management

Individual Graduation Plan (IGP)

- 100% should be completed by the end of QDC4
- Grades 8 – 12
- Use LD RealTime Reports (Graphs & Tables)
- In PowerSchool when I run a search of active students in grades 8 or higher, I get **10,278.**
  - As a district 8,621 students have a Primary – Locked IGP which put the district at 80.8%
  - Currently the district has 885 students with NO IGP for this year. Which is 8.3% of the district.

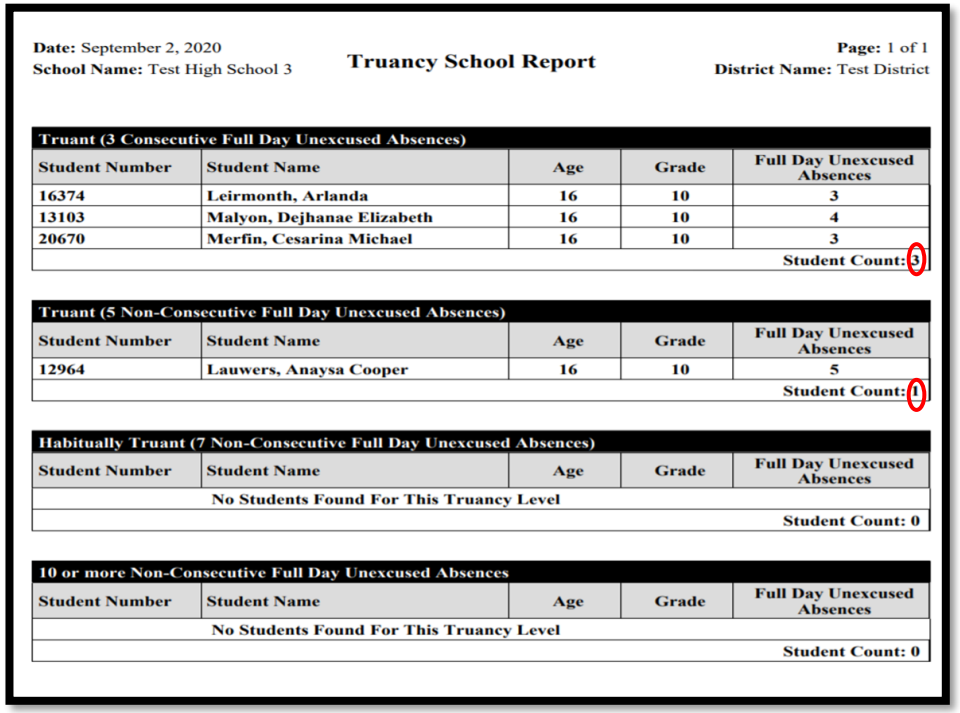
Incident Management Reminder

- Last day to enter data into PowerSchool – **End of QDC4**
- All discipline and truancy incidents MUST be entered into PS
- None Virtual School or Hybrid Schools – not having a discipline incident for the entire year - red flag.
- This year schools were either e-learning for the first half of the year or most of the year. Which may allow for a reason at a possible lower discipline incident number than previous year, but there are still some red flags and concerns in the number.
- School's incidents counts broken down by subgroups:
  - No Discipline Incidents (virtual schools are excluded from this count): 2
  - No Truancy Incidents: 3
  - One Discipline Incident: 1
  - One Truancy (all 3 levels are grouped together): 1
  - No Incidents for the year: 2

Incident Management Reminder

- The SCDE is uploading their validation reports for the 180th day now. If we see any errors or concerns, we will email the school directly.
- Remember to be mindful when selecting the appropriate Behavior for a student's incidents. We do have schools that have incidents that fall under Persistently Dangerous Schools Validation (PDS). If the Behavior is correct that is fine, but just double check your incidents.
- If a student is flagged and Truant, they should have a Truant Incident created in PowerSchool.
- A report that can be used to help with this is the SC41 Truancy School Detail Report.
- Run the SC41 Truancy School Detail Report and make sure the total count on that report matches the number of Truant Incidents in PowerSchool.

Incident Management Reminder



Date: September 2, 2020
School Name: Test High School 3

Truancy School Report

Page: 1 of 1
District Name: Test District

Truant (3 Consecutive Full Day Unexcused Absences)

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
16374	Leirmonth, Arlanda	16	10	3
13103	Malyon, Dejhanae Elizabeth	16	10	4
20670	Merfin, Cesarina Michael	16	10	3
				Student Count: 3

Truant (5 Non-Consecutive Full Day Unexcused Absences)

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
12964	Lauwers, Anaysa Cooper	16	10	5
				Student Count: 1

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

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
No Students Found For This Truancy Level				
				Student Count: 0

10 or more Non-Consecutive Full Day Unexcused Absences

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
No Students Found For This Truancy Level				
				Student Count: 0

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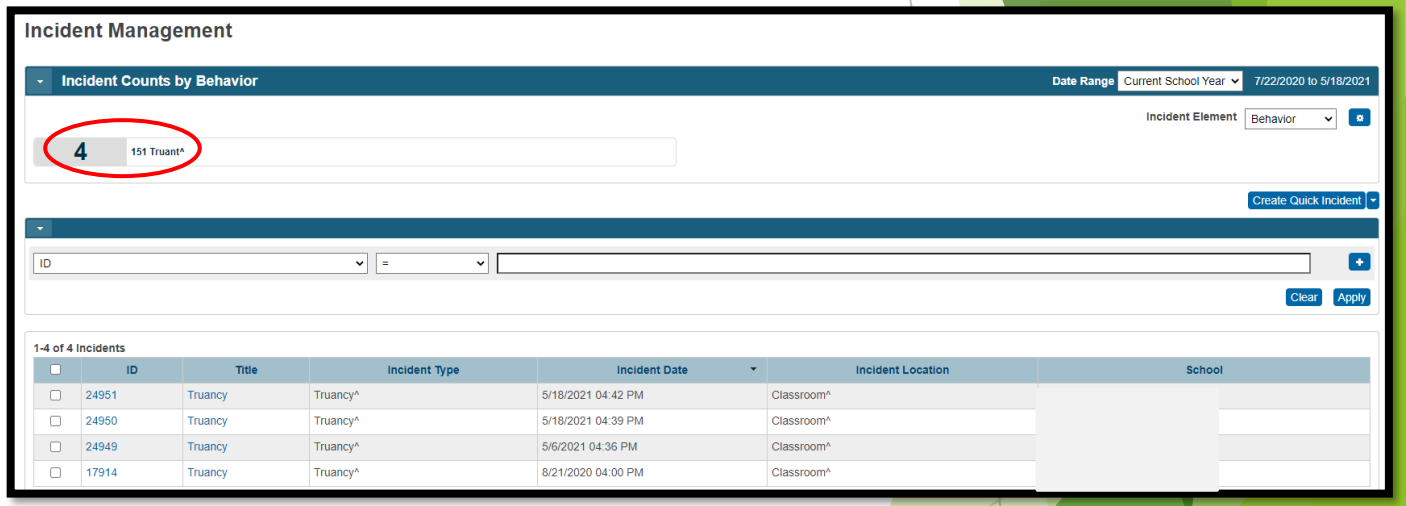


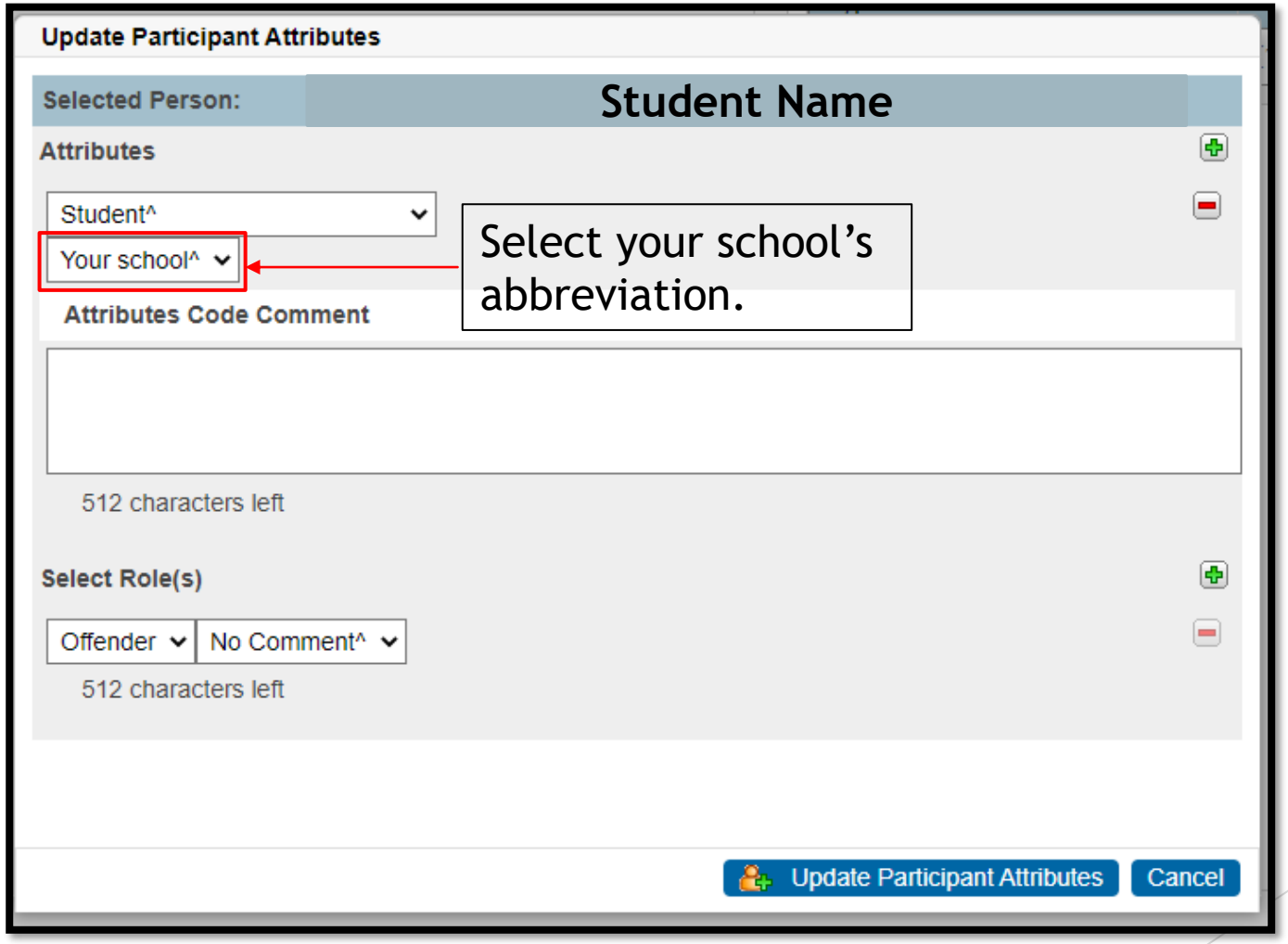
Incident Management Reminder

- Remember not to add the student's name or SUNS number to the incident Title. Remove any student names or SUNS number in the title of the incident.
- Students should not have multiple Truancy incidents. When they first become truant, you create the incident with the "151 Truant" behavior then if they go to the next levels of truancy, you add the next level of Behavior to that original incident.
- **Action Code:** *Withdraw Prior to Intervention^ > Withdrawal Pending In-School Suspension^*: This code should be used if a student withdraws before serving the In-School Suspension for an incident.
- All incidents must have a Location selected, including for Truancy. The location for an incident will always be Classroom.
- All SUX-Pending Expulsion should be resolved before the 180th day reporting (Expulsion, Alternative School, OSS, Overturn Expulsion or other outcome).
- All SPC-Pending Parent Conference should be resolved and updated before the 180th day reporting.

Incident Management Reminder

- When coding 789 Weapons you must coded a sub code and action taken. (Subcodes 780,781, 782, 783, 784, 785, & 786)
- All weapons incidents must have a final action. All of the following are weapons incident:
  - 781-Handguns
  - 782-Rifles
  - 783-Other Firearms
  - **Note: Please note that a call to parent is not a final action for the incidents listed above.**
- Fireworks should be coded as 010 Fireworks.
- Tardies are not considered Truancy. The tardy code of 180 should be used for excessive tardies.
- Incidents must be coded with Participant Attributes for each student.

Incident Management Reminder



First Day of Testing

- **The First Days of Testing Data Collection**: This is the PowerSchool data collection used by the SCDE to identify students eligible for testing. All data relating to student's grade level, true grade level, 9GR, and course enrollment must be entered/verified/corrected/submitted by the collection date for these data. This is the school's responsibility.
- **SCDE Deadline May 28, 2021 @ 4:00 pm**
- By the time the SCDE collects your PowerSchool data, all students who withdrew, died or were expelled on or prior to the first day of testing should already be inactive/withdrawn in PowerSchool.
- The five business days before testing rule for students who are expelled, withdrawn, or die before the first day of testing, no longer applies.
- Do not document* or code students as not tested in PowerSchool if not actively enrolled as of the first day of the school's testing window.
- Combined Students Not Tested on Elementary, Middle, and High School Report (SNTEMHR) Guidelines School Year 2020–2021 - https://ed.sc.gov/data/information-systems/power-school/sis-documents/2021-combined-students-not-tested-on-elementary-middle-and-high-school-report-guidelines/

Students Not Tested

- SCDE Deadline **June 30, 2021 @4:00 pm**
- For 2020-2021, the SCDE will continue to collect Students Not Tested (SNT) data from PowerSchool for all applicable assessments: EOCEP Fall administration; SC READY and SCPASS; Alternates for SC READY, SCPASS and EOCEP; EOCEP Spring; and Access for ELLs and Alternate Access for ELLs. HOWEVER, the SCDE will not process SNT for exclusionary reasons. This means the SCDE will not be collecting supporting documentation for reasons where exclusions to the accountability calculations would normally apply.
- The South Carolina Department of Education (SCDE) will no longer collect all documentation for Students Not Tested Report (SNTEMHR), although districts should continue to maintain documentation on all students. Instead, 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. Using a random selection methodology ensures that each exclusionary reason is represented and only documentation for students coded appropriately in PowerSchool with approved exclusionary reasons will be included.
- **Students Not Tested 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

Students Not Tested

- Specific to EOCEP and Alternate-EOCEP, all student expected to test in the current school year, must be coded in PowerSchool with the appropriate course/activity code. Students not appropriately coded in PowerSchool cannot receive any SNT exclusion. All course enrollment is expected to be reflected on the students' transcript.

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.

Students Not Tested

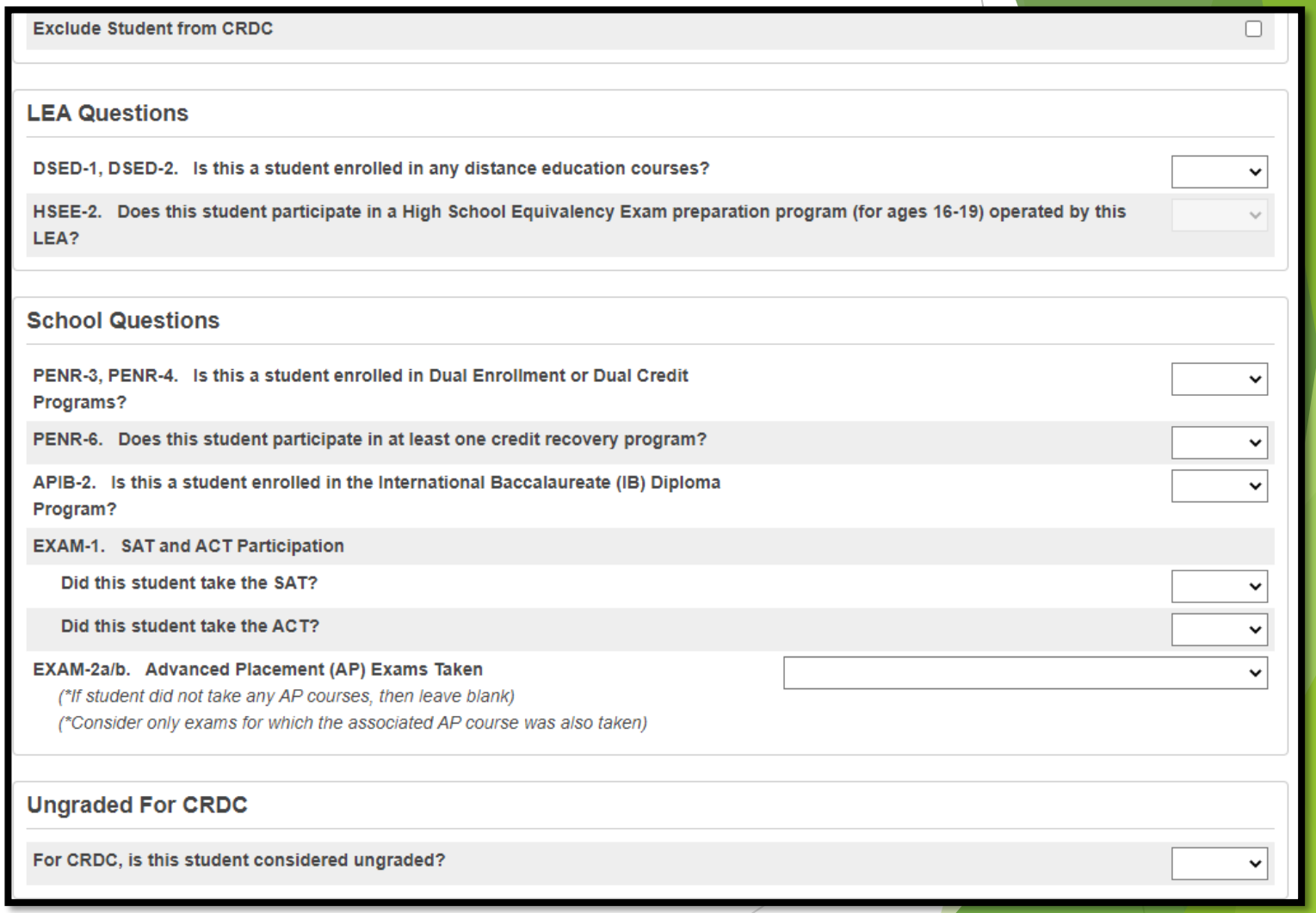
- Students Not Tested (SNT) information will be collected for both fall and spring administrations for students enrolled in the following EOCEP courses: English 1, English 2, Algebra 1, Biology 1, and/or US History and the Constitution.
- To ensure compliance with all state and federal reporting requirements, 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.
- Combined Students Not Tested on Elementary, Middle, and High School Report (SNTEMHR) Guidelines School Year 2020–2021 - https://ed.sc.gov/data/information-systems/power-school/sis-documents/2021-combined-students-not-tested-on-elementary-middle-and-high-school-report-guidelines/

CRDC

- Civil Rights Data Collection (CRDC): to collect data on key education and civil rights issues in our nation's public schools. The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency, and disability. This data is collected once every two years. This collection provides the U.S. Department of Education's (ED's) Office for Civil Rights (OCR) with critical data needed to support OCR's mission to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's public schools.
- 2020–21 Civil Rights Data Collection – School Form: https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-school-form.pdf
- 2020–21 Civil Rights Data Collection: List of CRDC Data Elements for School Year 2020–21 - https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-data-elements.pdf
- ***CHANGES** Due to COVID-19 - Students must be counted in the school where they physically and/or virtually attend for more than 50% of the school day.
- Pre-school through 12th grade

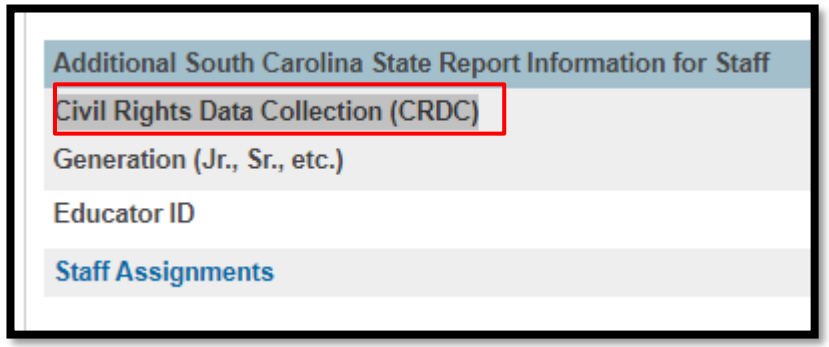
CRDC

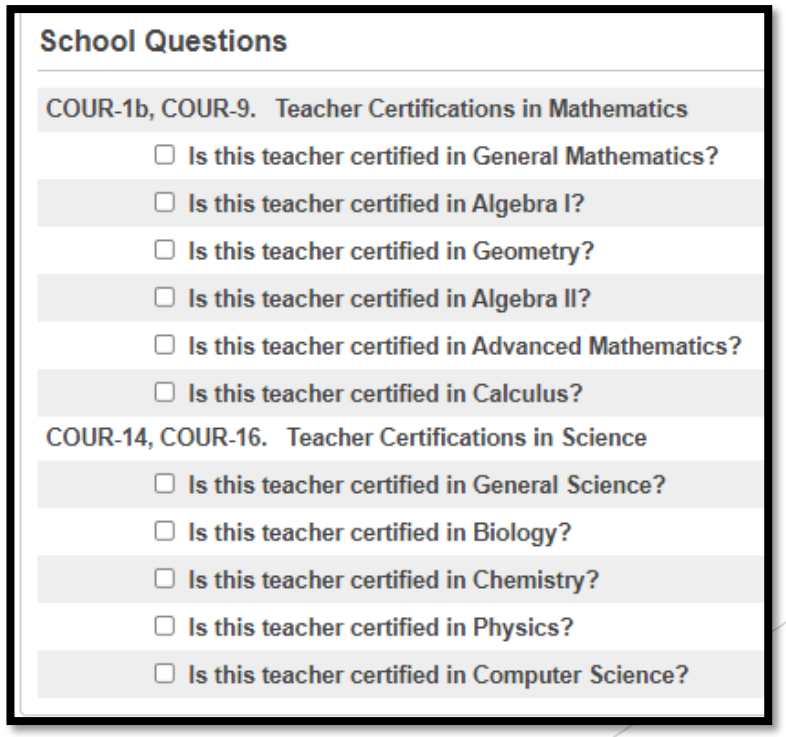
- Student data that should be populated and accurate for CRDC: *State/Province – SC > Civil Rights Data Collection (CRDC)*
  - Basic Demographic Information
  - Incidents in Incident Management.
  - Was the student retained – Retained Reason
  - Make sure **Race, Ethnicity and Scheduling/Reporting Ethnicity**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



CRDC

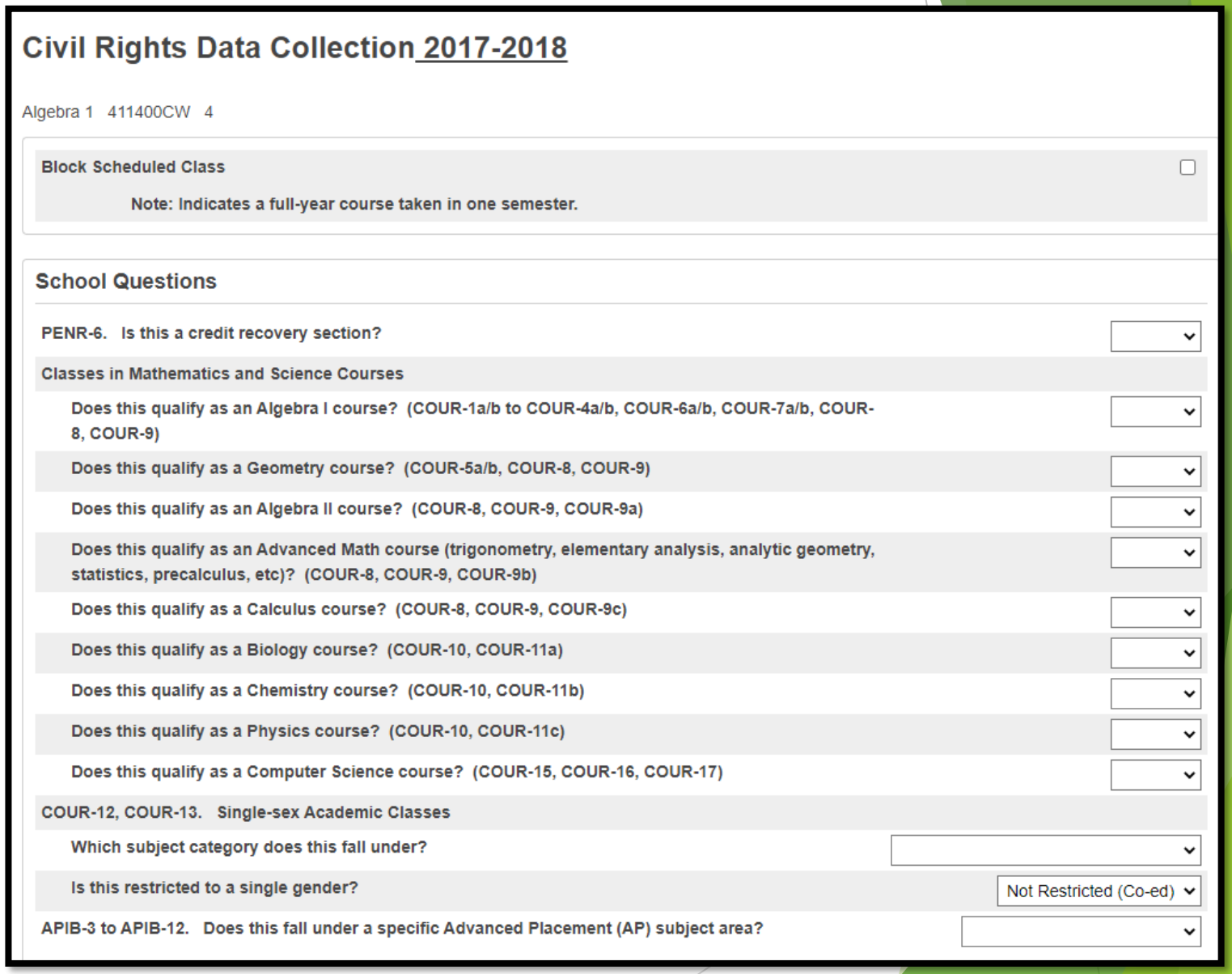
- Teachers – Scroll to the bottom of the teacher's Information page and click **Civil Rights Data Collection (CRDC)**
- Check a box if it applies to the teacher.





CRDC

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



Civil Rights Data Collection 2017-2018

Algebra 1 411400CW 4

Block Scheduled Class ☐

Note: Indicates a full-year course taken in one semester.

School Questions

PENR-6. Is this a credit recovery section?

Classes in Mathematics and Science Courses

Does this qualify as an Algebra I course? (COUR-1a/b to COUR-4a/b, COUR-6a/b, COUR-7a/b, COUR-8, COUR-9)

Does this qualify as a Geometry course? (COUR-5a/b, COUR-8, COUR-9)

Does this qualify as an Algebra II course? (COUR-8, COUR-9, COUR-9a)

Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc)? (COUR-8, COUR-9, COUR-9b)

Does this qualify as a Calculus course? (COUR-8, COUR-9, COUR-9c)

Does this qualify as a Biology course? (COUR-10, COUR-11a)

Does this qualify as a Chemistry course? (COUR-10, COUR-11b)

Does this qualify as a Physics course? (COUR-10, COUR-11c)

Does this qualify as a Computer Science course? (COUR-15, COUR-16, COUR-17)

COUR-12, COUR-13. Single-sex Academic Classes

Which subject category does this fall under?

Is this restricted to a single gender? Not Restricted (Co-ed)

APIB-3 to APIB-12. Does this fall under a specific Advanced Placement (AP) subject area?

Transcript

- Students in grades 7th – 12th taken high school credit courses must have a Final Transcript ran, printed, and archived with a date before or on June 30, 2021. Any date ran after the June 30, 2021, will be voided for This impacts Palmetto Scholarship.
- Run all class ranking (9th -12th) for CHE. Students can qualify if they rank in the top 6% during any of these years.

CARNEGIE CREDITS

From SCDE Nicole Ivery:

- Dual enrollment courses on the high school transcript are to appear as a 0.25 Carnegie unit for 1 college credit; a 0.5 Carnegie unit for 2 college credits; and 1 Carnegie unit for 3 or more college credits. Creative credit combinations will be flagged in the Office of Research and Data Analysis' course validation process. Additionally, any laboratory course associated with the substantive course, i.e., chemistry and chemistry lab, do not receive separate dual enrollment course codes. Students are not penalized from this process since they are simultaneously building the college transcript which reflects all the respective course credits earned at the college level.

EOY Process - District

- Expect for PowerSchool and any application connected to PS to be down and not accessible during the End of Year (EOY) Process. Also, PowerSchool maintenance will be conducted during this time.
- Week of July 1 – 9

Summer Training Class

- **New PS Admin Training –** this is only for brand new PowerSchool Admins that have never used PowerSchool previously.
  - Dates: July 13-14, 2021
  - Time: 9:00 AM - 3:00 PM daily
  - Where: East Point Academy Elementary School Campus, 1043 Chris Dr, West Columbia, SC 29169
- **Start of Year PS Admin Training** – ALL PS Admins at every school must attend.
  - Dates: July 20-22, 2021
  - Time: 9:00 AM - 3:00 PM daily
  - Where: SC Virtual Charter School, 2023 Platt Springs Rd, West Columbia, SC 29169

THE END!!!