



# MAY 2022 PS ADMIN MONTHLY WEBINAR

Jenn Roach

# AGENDA

Institute Insights: Announcements, Celebrations, Reminders

Attendance

Truancy & Incident Management

QDC4

Parchment

Post-Graduate Student E-mail

End of Year Preparation

Staff Accounts

Course Information

First Days of Testing Data

Students Not Tested

# INSTITUTE BULLETIN: ANNOUNCEMENTS, REMINDERS, CELEBRATIONS

Send

Send any announcements, reminders, and celebrations in by the 2nd Tuesday of each month. Send to Jenn Roach (jennifer.roach@canteytech.com) after deadline.

- Staffing Updates
- Celebrations

Go

Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com

Link

Form: <https://forms.office.com/r/GPC8pESruk>



**PSUG Participants:**

Mandy Runyan

Kathy Ivey

Rachel Williamson

Monica Allen

Patti Rubenzer

Paula Smith

# INSTITUTE BULLETIN: CELEBRATIONS



# INSTITUTE BULLETIN: CELEBRATIONS

Robin Finley of Thornwell Charter School:

*My son Preston is graduating Clinton High School this year!*

Class of 2022



# INSTITUTE BULLETIN: TRAINING OPPORTUNITIES

- PowerSchool University: <https://support.powerschool.com/psu/main.action>
  - June 26-30, 2022 Anaheim, California
  - July 10-14, 2022 Boston, Massachusetts
  - To Register: <https://support.powerschool.com/psu/register/step1.action>
- PowerSchool University for Educators  
<https://support.powerschool.com/psu/main.action>
- SCDE (Aveene Coleman) **End of Year Reminders Webinar** – Recording April 29, 2022:  
<https://www.youtube.com/watch?v=E7NSOIU6Pn0>
- CIE PS Admin Summer Training

PSU Educators Coming Soon!  
Boston, Massachusetts  
July 12 - July 14, 2022  
Mobile, AL  
December 4 - December 8, 2022

# INSTITUTE BULLETIN: SUMMER TRAINING

Day	Date	Location	Purpose	Schools
Wednesday	July 6, 2022	Onsite at Charter Institute	Part 1 of 2: All New PowerSchool Admins plus optional refresher for returning admins; this includes new employees during the middle of the 21-22 school year. Must attend both days.	Required - BKPA, CCA, LCCA, OOL, SCPA Optional for any returning PS Admins
Thursday	July 7, 2022	Onsite at Charter Institute	Part 2 of 2: All New PowerSchool Admins plus optional refresher for returning admins; this includes new employees during the middle of the 21-22 school year. Must attend both days.	Required - BKPA, CCA, LCCA, OOL, SCPA Optional for any returning PS Admins
Monday	July 11, 2022	Virtual	Annual reminders/updates	All schools
Tuesday	July 12, 2022	Onsite at Charter Institute	Elementary focused and Scheduling Workshop	All K-8 grade Brick and Mortar Schools (BKPA, BPA, CCA, GS, SCS, MSE, MSC)
Wednesday	July 13, 2022	Onsite at Charter Institute	Middle and High School focused and Scheduling Workshop	High Schools and all K-12 Brick and Mortar Schools (BMC, CFCS, CDCS, GCA, LCA, LLCS, MSI, OCA, RLOA, TCS, VASC)
Thursday	July 14, 2022	Onsite at Charter Institute	Virtual schools focused and Scheduling Workshop	All Virtual Schools (CASC, LCCA, OOL, SCCA, SCPA, SCVCS)

# INSTITUTE BULLETIN: REMINDERS & NOTIFICATIONS

- **Civil Rights Data (CRDC 2021-22)** – code now for this year’s data. It is easier to code now rather than retroactively in August/September.
- **Mother/Father & Guardianship Email Legacy Fields** – Discussed in March Webinar. District is looking into disabling these fields now with unlimited contacts being priority.
- **New Customization for Staff & Contacts Pages**

The image shows two screenshots of a web application's search interface. The top screenshot is for the 'Staff' page. It features a search bar with 'Staff' and 'All' dropdown menus, a search icon, and a refresh icon. Below the search bar is a navigation bar with letters A-Z and links for Teachers, Staff, Lunch Staff, and Substitutes. A secondary navigation bar includes links for Staff Directory, Stored Searches, Stored Selections, View Field List, Advanced, and MultiSelect. The main content area is titled 'Current Staff Selection (0)' and contains a message box stating 'There are no search results.' At the bottom right of this section are buttons for 'Alert Selected Staff', 'Select By Hand', and 'Quick Export'. The bottom screenshot is for the 'Contacts' page. It has a search bar with 'Contacts' and 'Last Name' dropdown menus, a search icon, and a refresh icon. Below the search bar is a navigation bar with letters A-Z and filters for Status (All) and Access Status (All). There is also a checkbox for 'Filter By Current Student Selection (0)'. The main content area is titled 'Search results (0)' and contains a message box stating 'There are no search results.' A 'Select By Hand' button is located at the bottom right of this section.



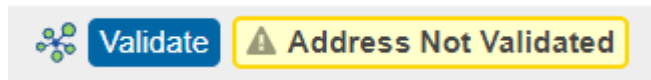
# INSTITUTE BULLETIN: REMINDERS & NOTIFICATIONS

- Geocoding Addresses
  - New Level Data Tab

## 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	Attendance/Truancy	Virtual/Learning Modality	Read to Succeed	<b>Address Validation</b>									

- Demographics Page > Validate Manually



# INSTITUTE BULLETIN: REMINDERS & NOTIFICATIONS

- ESSR Special Program Coding details to be announced next week.
- Due **June 24, 2022**

# INSTITUTE BULLETIN: REMINDERS & NOTIFICATIONS

- New MBA EOY Reports: School EOY Validation Report
  - Home > Reports : System Reports > MBA EOY Reports : School EOY Validation Report (Very bottom)

MBA EOY Reports	Description
School EOY Validation Report	A report for End-Of-Year validation for the currently selected school

## Results:

Start Page > Reports > EOY Validation Report Blur Students Data:  [Redacted] 21-22 Year

### EOY Validation Report - [Redacted]

**Brashier Middle College**

Status	Description	Message
Success	A check if terms have been setup for next year.	1 term(s) setup for next year.
Success	A check if FTE has been setup for each grade level.	Grade level 9 has FTE setup.
Success	A check if FTE has been setup for each grade level.	Grade level 10 has FTE setup.
Success	A check if FTE has been setup for each grade level.	Grade level 11 has FTE setup.
Success	A check if FTE has been setup for each grade level.	Grade level 12 has FTE setup.

Status	Student	Student Number	Student DCID	Grade Level	Message
Error	[Redacted]	[Redacted]	[Redacted]	12	Invalid Next Year Grade. 99 is
Error	[Redacted]	[Redacted]	[Redacted]	9	Invalid Next School Indicator:
Error	[Redacted]	[Redacted]	[Redacted]	12	Invalid Next Year Grade. 99 is
Error	[Redacted]	[Redacted]	[Redacted]	9	Invalid Next School Indicator:
Error	[Redacted]	[Redacted]	[Redacted]	9	Invalid Next School Indicator:



## ATTENDANCE IN POWERSCHOOL

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# 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 students. Only meeting attendance.

Students **MUST** be scheduled in a class.

Attendance set up at the school level must follow SCDE guidelines

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.

# 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.

Level Data Real Time Reports and State Validation

SC37 Chronic Absenteeism Update Process **District Only**

SC38 Chronic Absenteeism School Report

SC40 Truancy Update Process **District Only**

SC41 Truancy School Detail Report

SC46 Daily Attendance Report

SC48 Daily Attendance Validation Report

SC47 Meeting Attendance Report

# INCIDENT MANAGEMENT

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# INCIDENT MANAGEMENT

Enter Discipline & Truancy Incidents in IM

Last Day to Enter Data into PowerSchool – **End of QDC4/June 17, 2022**

Attendance **MUST** match the school total count number on the SC41 Truancy School Detail Report

When a student is coded as [151 Truant] an Intervention Plan must be developed.

Use Quick Incident

- Remember to go back and add Participant Attributes (Student & School Acronym)

SCDE Incident Management Resources:

[Incident Management Training 101 \(2.22MB PPTX\)](#)

[PowerSchool Incident Management Frequently Asked Questions](#)

[PowerSchool Incident Management-Discipline Incidents Step by Step Guide/Coding Behavior Incident Guide](#)

[PowerSchool Incident Management-Truancy Incident Step by Step Guide/Coding Truancy Incident Guide](#)

[PowerSchool Incident Management-User Training and Reference Guide \(SEP 2021\)](#)



# INCIDENT MANAGEMENT

- Remember: DO NOT 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<sup>^</sup> > Withdrawal Pending In- School Suspension<sup>^</sup>: 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


- 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

**Update Participant Attributes**

**Selected Person:** Student Name



**Attributes**  



Student^ 

Your school^  Select your school's abbreviation.


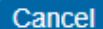
**Attributes Code Comment**

512 characters left

**Select Role(s)**  

Offender  No Comment^ 

512 characters left

 Update Participant Attributes 

# TRUANCY REPORTS

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# TRUANCY REPORTS

## **State Board Regulation 43-274: Student Attendance**

**Truant:** A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

**Habitual Truant:** A “habitual” truant is a child ages 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention

**Chronic Truant:** A “chronic” truant is a child ages 12 to 17 years who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

# TRUANCY REPORTS

**Before Running Truancy Reports: Submit Attendance, Reconcile Attendance, Update Attendance Codes**

## Submit Attendance Every Day:

- Daily or Meeting, per requirements
- Typically Recorded initially at the Teacher Level in PowerTeacher

## Reconcile Attendance Weekly:

- If teachers are attempting to update attendance codes and the allowable time period has expired preventing teachers from updating codes, contact your schools Attendance Clerk or PS Admin.

## Update Attendance Codes:

- Update Attendance Codes as applicable to reflect tardies, early dismissals, absence notes, suspension codes, homebound, homebased, etc.
- Lawful Absence Attendance Codes will not contribute to absence counts for Truancy Reports – this includes ISS and OSS attendance codes.

**NOTE: For schools taking Meeting Attendance (MS/HS), it is mandatory 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.**

# TRUANCY REPORTS

Refresh Attendance Views and Run Truancy Update Process (if necessary) Put in a ticket if you need this ran.

Attendance codes update over night. Wait until the next day to run updates or to force an immediate update, Refresh Attendance:

- *PS Homepage > Attendance > Functions (tab) > Refresh Premier Attendance Data Views*
- The results of this report open in your Browser, not a PDF.

```
Refresh Defaults for SchoolId 2 for date range 8/16/2021 to 6/1/2022  
Attendance views refresh complete for school.
```

# TRUANCY REPORTS

## SC40 Truancy Report by Student

- **Most schools use the SC 40 Reports for documentation purposes**
- All students meeting the unlawful absences criteria populate on this report – including students who do not meet the age criteria populate when the unlawful absences are met.
- Recommended to use this report when meeting with Parents/Guardians for Attendance Intervention Meetings.
- Report lists all FULL DAY UNLAWFUL ABSENCES.
- Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.
- Report lists other schools within your district at which the student was previously truant.
- Report does not list full day unlawful absences from previous schools. Full Day Unlawful Absences are listed for the current school only.

### **Where in PowerSchool:**

*PS Homepage > System Reports > State (tab) > SC40 Truancy Report by Student*



Date: March 02, 2022

Page: 1 of 5

School Name: [REDACTED]

Truancy Student Report

District Name: [REDACTED]

Student Information:	
Student Name	[REDACTED]
Student Number	[REDACTED]
Birth Date	[REDACTED]
Grade	[REDACTED]
Gender	[REDACTED]
School Name	[REDACTED]
District Name	[REDACTED]
Full Day Absence Information:	
Last Updated	03/02/2022
Truancy Indicator	No
Unexcused Full Day Absences	0
Excused Full Day Absences	0
OSS Full Day Absences	0
Total Full Day Absences	0
Tardy	0
Early Dismissal Count	0
Dismissal Count	0
Unexcused Early Dismissal Count	0
**Truant at prior school	[REDACTED]

Full Day Unexcused Absences:
None At This School

# TRUANCY REPORTS

## View Truancy Reports

SC40 Truancy Report by Student with no truancies at current school but with truancies at previous school.

Date: February 25, 2022

Page: 8 of 55

School Name: [REDACTED] Truancy Student Report

District Name: [REDACTED]

Student Information:	
Student Name	[REDACTED]
Student Number	[REDACTED]
Birth Date	[REDACTED]
Grade	[REDACTED]
Gender	[REDACTED]
School Name	[REDACTED]
District Name	[REDACTED]
Full Day Absence Information:	
Last Updated	02/25/2022
Truancy Indicator	Yes
Unexcused Full Day Absences	5
Excused Full Day Absences	4
OSS Full Day Absences	0
Total Full Day Absences	9
Tardy	1
Early Dismissal Count	0
Dismissal Count	0
Unexcused Early Dismissal Count	0

Full Day Unexcused Absences:	
1.	09/14/2021
2.	09/16/2021
3.	09/17/2021
4.	01/04/2022
5.	01/14/2022

# TRUANCY REPORTS

## View Truancy Reports

SC40 Truancy Report by Student with truancies at current school but with no truancies at previous school.

# TRUANCY REPORTS

## Run Truancy Reports

- SC41 Truancy Report by School.
  - All students meeting the unlawful absences criteria AND age criteria populate on this report.
  - Recommended to use this report when coding Truancy incidents in PowerSchool Incident Management.
  - Report lists a count for FULL DAY UNLAWFUL ABSENCES in multiple Truancy Categories.
    - 3 consecutive full day unlawful absences
    - 5 non-consecutive full day unlawful absences
    - 7 non-consecutive full day unlawful absences
    - 10 or more non-consecutive full day unlawful absences
  - Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.
  - Parenthesis around a student name is your visual indicator that the student is inactive at your school AND truant prior to withdrawal. NOTE: Withdrawing a student does not negate the requirement for a Truancy Incident in Incident Management.

## Where in PowerSchool:

*PS Homepage > System Reports > State (tab) > SC41 Truancy Report by School*

School Name: [REDACTED]

**Truancy School Report**

District Name: [REDACTED]

**Truant (3 Consecutive Full Day Unexcused Absences)**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
10122	( [REDACTED] )	16	11	4
15243	[REDACTED]	15	9	4
10513	[REDACTED]	15	10	4
10233	[REDACTED]	16	11	4
10182	[REDACTED]	16	11	4
10387	[REDACTED]	15	9	4
11064	[REDACTED]	16	9	4
13564	[REDACTED]	16	11	3
10942	[REDACTED]	16	10	4

Student Count: 9

**Truant (5 Non-Consecutive Full Day Unexcused Absences)**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
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**Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
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**10 or more Non-Consecutive Full Day Unexcused Absences**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
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# TRUANCY REPORTS

**View Truancy Reports**

SC41 Truancy Report by School.

# TRUANCY/INCIDENT MANAGEMENT



Several schools are unable to run Truancy Reports. This is the result of several possibilities:

1. Schedule has been set up incorrectly
2. Attendance has been set up incorrectly
3. Attendance is being taken incorrectly (Attendance vs. Meeting)

**Inability to run Truancy Reports does not exempt schools from reporting Truancy incidents in Incident Management.**

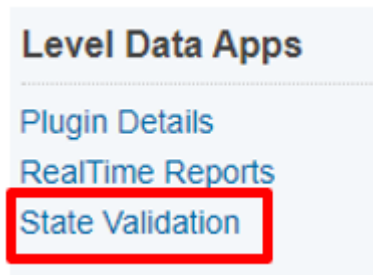


QDC4

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# QDC4

- ✓ Upload 180<sup>th</sup> Reports into LWS by **June 17, 2021**.
- ✓ Student Information System Data Entry Manual 22.03.00:  
<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 can be located on the SCDE website New Member Center
  - [www.ed.sc.gov](http://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	.	<a href="#">School Error Details</a>
Ethnicity-Race errors	.	0	0	2	.	<a href="#">School Error Details</a>
Grade Code errors	.	269	264	263	.	<a href="#">School Error Details</a>
Grade Scale Error	.	109	0	92	.	<a href="#">School Error Details</a>
Homeless errors	.	0	2	2	.	<a href="#">School Error Details</a>
Meal code errors	.	0	2	2	.	<a href="#">School Error Details</a>
Middle name errors	.	1	1	2	.	<a href="#">School Error Details</a>
No Show Reason errors	.	0	1	1	.	<a href="#">School Error Details</a>
Social Security # errors	.	26	26	26	.	<a href="#">School Error Details</a>
Special Program Errors	.	51	51	51	.	<a href="#">School Error Details</a>
State Id errors (See SUNS Validation Report for details)	.	5	5	5	.	<a href="#">School Error Details</a>





# 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) REMINDER

- 100% should be completed by the end of QDC4
- Grades 8 – 12
- Use LD RealTime Reports: IGP Analysis
- In PowerSchool when I run a search of active students in grades 8 or higher, I get **10,722** as of 05/17/2022.
  - As a district 8,965 students have a Primary – Locked IGP which put the district at 83.6%
  - Currently the district has 977 students with **NO IGP** for this year. Which is 9.1% of the district.
  - Calculation in RT Reports includes those with multiple IGPs for a given year.
    - Send ticket to Cantey to delete any that are not necessary.

PARCHMENT & POST-GRADUATE STUDENT E-MAIL



# PARCHMENT

## ■ Delivery of Seals of Distinction to Students Memo

- Seals of Distinction are delivered in the form of digital credentials issued via the Parchment application.
- Seals of Distinction earners must be coded in PowerSchool to ensure all students who earned the credentials are issued those.
  - Home > Student Selection > State/Province – SC > South Carolina Student Information > Diploma Pathways Seals of Distinction



- Webinar Recording from April 21<sup>st</sup> posted on the Padlet:  
<https://padlet.com/aduval15/in041vmc1xuq9qc8>

# POST-GRADUATE STUDENT E-MAIL

- SCDE is using the Post Graduate Student Email field found on the demographic page as the email being sent to the Parchment system for student accounts.
- Must ensure students have Parchment Accounts so students can access their digital Seals of Distinction & Request Transcripts.
- Home > Student Selection > Demographics

Postgraduate Student Email

abc123@gmail.com



**END OF YEAR PREPARATION**

# EOY PREP: OVERVIEW & EXPECTATIONS

- **End of Year Rollover Date: Expected to happen June 29-July 6**
    - Schools will not have access during the actual EOY Processing
    - Schools need to have all data entered by June 24 to allow district time for review prior to roll-over
    - Schools using Enrollment Application – pause in delivery of students during EOY process
- 

## ▪ **Resources:**

- Checklist in Let's Work Smart
- Checklist in [PowerSchool Handbook](#)
- [End of the Year Reminders Webinar](#) – Aveene Coleman (SCDE)
- SCDE Document: [Preparing to Upload Final Current Year 180 Day \(QDC4\) PS Data Collection to the SCDE V. 1.1](#)

# EOY PREP: OVERVIEW & EXPECTATIONS

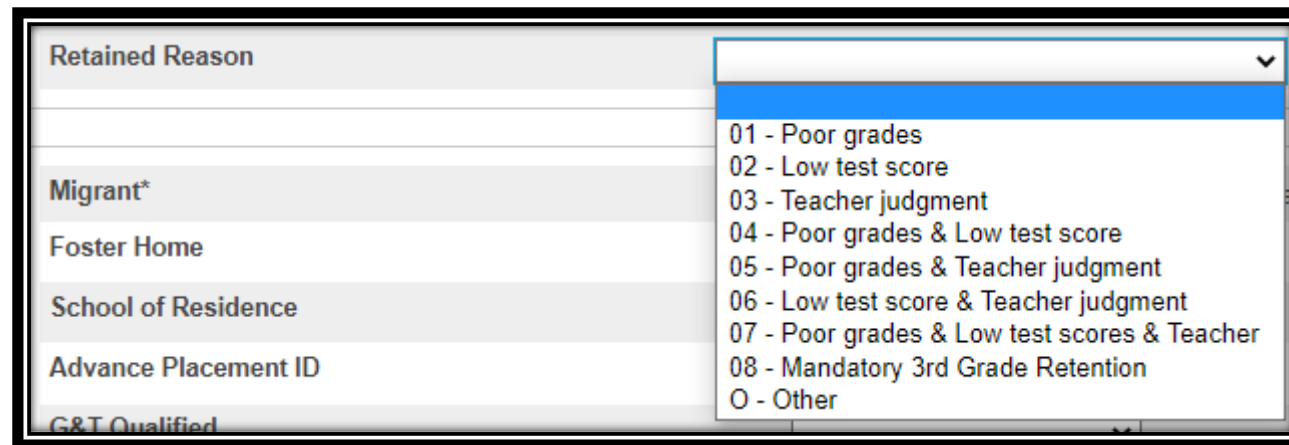
- **Commit PowerScheduler**
- **New Grade Level - Email Jason if you must add a new Grade Level to your school in PowerSchool for the upcoming school year.**
- **All errors must be cleared:**
  - **Level Data**
  - **Section Enrollment Audit**
  - **School Enrollment Audit**
  - **SCDE DQR Reports**
- **180 Day Reports Completed**
- **Transcripts & Report Cards**
- **Class Rank (Grades 6-12)**



# EOY PREP: OVERVIEW & EXPECTATIONS

- **Incident Management Reports for Records**
- **Fee Transactions Completed (lunch balances, etc.)**
- Remember if a student is retained for next year to also populate the **Retained Reason** on the SC Student Info 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.*



The screenshot shows a web form with several fields. The 'Retained Reason' field is highlighted, and its dropdown menu is open, displaying a list of options. The options are:

- 01 - Poor grades
- 02 - Low test score
- 03 - Teacher judgment
- 04 - Poor grades & Low test score
- 05 - Poor grades & Teacher judgment
- 06 - Low test score & Teacher judgment
- 07 - Poor grades & Low test scores & Teacher
- 08 - Mandatory 3rd Grade Retention
- 0 - Other

Other visible fields in the form include 'Migrant\*', 'Foster Home', 'School of Residence', 'Advance Placement ID', and 'G&T Qualified'.

# END OF YEAR PREPARATION (EOY)

## **The End of Year Process:**

- Promotes, retains, or demotes students according to each student's Next Grade Level.
- Transfers students from one school to another according to each student's Next School Indicator.
- Graduates students if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
- Sets each student's Exit Date according to the last day of the school year for that school.
- Sets the Next Grade for the new enrollment to the next highest grade level.

**DO NOT MANUALLY TRANSFER STUDENTS OUT OF POWERSCHOOL.**

**DO NOT CHANGE STUDENT GRADE LEVELS AFTER DAY 180.**

# END OF YEAR PREPARATION (EOY)

**Years and Terms :** Based on your Board Approved Calendar. Will affect calendar setup, scheduling, enrollment, and final grades. First, create the year term for your school. Then, define additional terms for the school year, if necessary.

**Remember not to have any break in dates between terms. Do not skip dates because of weekend, holidays, etc.**

*Navigation: School > Years & Terms*

**Name of School Year:** Enter the two years comprising the school year, such as 2022-2023.

**Abbreviation:** Enter the year abbreviation, such as 22-23.

**First Day of School:** Enter the date for the first day of school. This date determines the first day in the school calendar. In addition, this date should be used as the entry date for students' school enrollments and class enrollments (for classes that start at the beginning of the year). Format MM/DD/YYYY

**Last Day of School:** Enter the date for the last day of school in the format MM/DD/YYYY. This entry determines the last day in the school calendar. In addition, the exit date for students' school enrollments and class enrollments (for classes that complete at the end of the year) should be the day after this date.

Terms **must** be created in order to associate the correct internal IDs with the term records. The terms must be created in the following order: Year, Semester 1, Semester 2, Quarter 1, Quarter 2, Quarter 3, Quarter 4. It is not recommended to delete or change terms after the schedule is active.




# END OF YEAR PREPARATION (EOY)

## Years & Terms

Year	Abbrev.	1st Day	Last Day	Edit Terms
2021-2022	21-22	08/17/2021	06/01/2022	<a href="#">Edit Terms</a>

New

## Edit Term

Field	Value
Name of Term	<input type="text" value="2022-2023"/>
Abbreviation	<input type="text" value="22-23"/> (example: 00-01)
First Day of Term	<input type="text" value="08/16/2022"/> 
Last Day of Term	<input type="text" value="06/02/2023"/> 
What portion of the school year does this term represent?	<input type="text" value="Full year"/> 
Suppress Classes For This Term From Parent/Student Users	<input type="checkbox"/>
Import File Term #	<input type="text" value="3200"/>

3200

# END OF YEAR PREPARATION (EOY)

Year-Long  
Classes Only

## Term Setup

<a href="#">New</a>	
2022-2023 08/16/2022 - 06/02/2023	

Year-Long +  
Semester

## Term Setup

<a href="#">New</a>	
2022-2023 08/16/2022 - 06/02/2023	
Semester 1 08/16/2022 - 01/17/2023	Semester 2 01/18/2023 - 06/02/2023

Year-Long +  
Semester +  
Quarter Classes

## Term Setup

<a href="#">New</a>			
2022-2023 08/16/2022 - 06/02/2023			
Semester 1 08/16/2022 - 01/17/2023		Semester 2 01/18/2023 - 06/02/2023	
Quarter 1 08/16/2022 - 10/20/2022	Quarter 2 10/21/2022 - 01/17/2023	Quarter 3 01/18/2023 - 03/23/2023	Quarter 4 03/24/2023 - 06/02/2023

# END OF YEAR PREPARATION (EOY)

Permanently store a final grade (F1) for all students/courses and make sure they are displaying on the student's Historical Grades page.

**Submit in LWS:** 180th day state funding reports are run, an electronic copy is saved, and they are printed and filed. **Do not create an extract.**

**Run Other State Custom Reports (Submit in LWS)** - Run and save electronic copies of reports found under System Reports > State Reporting tab – High Achieving, Chronic Absenteeism, Attendance and Truancy reports.

**Report Cards** - Make sure all report cards are printed and saved.

## Possible Conflicts

Enrollment dates check for **School Name**

No students identified.

End of Listing.

# END OF YEAR PREPARATION (EOY)

**School Enrollment Audit** – correct all errors listed so the report is error free.  
*From Start Page click System Reports > System tab > scroll to the Membership and Enrollment header and click School Enrollment Audit.*

## Possible Conflicts

Class dates check for

### Students with course date misalignments with school enrollments

- Student Number:                      Grade: 4 E: 09/29/2020 L: 06/05/2021  
Fine Arts E: 09/28/2020 L: 06/05/2021  
Mathematics E: 09/28/2020 L: 06/05/2021  
Science E: 09/28/2020 L: 06/05/2021  
Social Studies E: 09/28/2020 L: 06/05/2021
- Student Number:                      Grade: 5 E: 08/25/2020 L: 06/05/2021  
Homeroom E: 08/24/2020 L: 06/05/2021  
Fine Arts E: 08/24/2020 L: 06/05/2021  
Mathematics E: 08/24/2020 L: 06/05/2021  
Science E: 08/24/2020 L: 06/05/2021  
Social Studies E: 08/24/2020 L: 06/05/2021

# END OF YEAR PREPARATION (EOY)

**Section Enrollment Audit** – correct all errors listed so the report is error free.  
*From Start Page click System Reports > System tab > scroll to the Membership and Enrollment header and click Section Enrollment Audit.*



# END OF YEAR PREPARATION (EOY)

**Next Year Grade Level** - The Next Year Grade value for a student determines which grade level the EOY process will move the student to.

Pre-registered students next year grade level should be the same grade level as their entry grade (match)

*Navigation: Search and select student > Scheduling Setup*

Required Settings	
Next Year Grade	12 ✓
Priority	0 ✓
Schedule This Student	<input type="checkbox"/> ⚠
Year of Graduation	2023 ✓
Summer School Indicator	None
Note for Summer School Admin	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>80 characters left</p>
Next School Indicator	School Name ✓

# END OF YEAR PREPARATION (EOY)

**Next School Indicator** - The Next School Indicator value for a student determines which school the EOY process will move the student to.

*Navigation: Search and select student > Scheduling Setup*

Required Settings	
Next Year Grade	<input type="text" value="5"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="0"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<input type="text"/> 80 characters left
Next School Indicator	<input type="text"/>

# END OF YEAR PREPARATION (EOY)

**Full-Time Equivalencies (FTE)** – These boxes tell the End of Year Process which FTEs to assign to students based on their Next Year Grade Level.

*Navigation: On start page click School > Full-Time Equivalencies (FTE)*

Full-Time Equivalencies (FTE)			
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

Full-Time Equivalencies (FTE)			
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Meeting	TimeDay

# END OF YEAR PREPARATION (EOY)

### Edit FTE Code

Name	<input type="text" value="Full Time"/>
Default Attendance Mode	<input type="text" value="Meeting"/>
Default Attendance Conversion	<input type="text" value="Time to Day"/>
Description	<input type="text"/>
Default for these grades	<input checked="" type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12



# EOY PREP: TRANSCRIPTS



# EOY PREP: TRANSCRIPTS

Make sure all grades are permanently stored and correct before printing transcripts and archiving transcripts.

Run transcripts for all students/grade levels that have taken college prep courses.

- Possible 7th and 8th grade, but grades 9 – 12 for sure.

All final transcripts must have the “Date Calculated” field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than June 15<sup>th</sup>. The “drop-dead” deadline for transcripts to have been processed for the Commission on Higher Education (CHE), colleges or universities for state scholarship eligibility determination is June 15<sup>th</sup> each year. There are no exceptions to this date.

Failure to use the current SCDE templates may exclude students from scholarship eligibility.

Make sure that all students that are supposed to graduate this year have a final transcript printed and saved in their permanent records before the June 15<sup>th</sup> deadline. Schools will be held accountable if this is not complete.

Transcripts will be submitted to LWS

Ninth Grade Code	18 - 2017-2018	Diploma Type (for Transcript)	F - State of SC Diploma
Diploma Ordered	F - State of SC Diploma	Award Ordered	
Diploma Earned	F - State of SC Diploma	Award Earned	J - Academic Honors Bronze - South Carolina Seal of Biliteracy Silver - South Carolina Seal of Biliteracy
Diploma Pathways Seals of Distinction	SPEC - Specialization Seal HON - Honors CLGR - College Ready		
Diploma Order Number	01 - Order 1	Scholarship Ordered	
Graduation Date	05/24/2021	Graduated School Number and Name	0 -

# EOY PREP: TRANSCRIPTS

[Home](#) > [Student Selection](#) > [State/Province – SC](#) > [South Carolina Student Information](#)

## Scheduling Setup

Required Settings	
Next Year Grade	99
Priority	0
Schedule This Student	<input type="checkbox"/>
Year of Graduation	2022
Summer School Indicator	None
Note for Summer School Admin	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>80 characters left</p>
Next School Indicator	Graduated Students

## State of South Carolina Standard High School Transcript - Final

Graduation Date:  
Class Of: 2021  
Diploma Type: State of SC Diploma

# EOY PREP: TRANSCRIPTS

*Home > Student Selection > Scheduling Setup*



# EOY PREP: TRANSCRIPTS

Final Official Transcripts **must** have the date calculated value on the date of graduation or before June 15.

Students may request their schools send *Work in Progress* transcripts to colleges, universities, or scholarship providers throughout the year, however, the Final or End of Year transcript must be processed after the graduation date, but before June 15.

After the June 15<sup>th</sup>, any transcript provided to any entity must be retrieved from the archive of the graduate's high school. These reports cannot be processed again through PowerSchool.

- Print
- Store Electronically
- File with student record



**EOY PREP: CLASS RANK**

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# EOY PREP: CLASS RANK

Run, Save and Print Class Ranking for all middle and high school level grades. The date on the report must be on or before June 15th. Class Ranking reports must be shared with the Commission on Higher Education. Students may qualify for scholarships if they rank in the top 6% during any of these years.

School Name				
Date Calculated: June 14, 2020				
First Name	Last Name	Grade	SC UGP	Rank
William	Smith	12	4.918	1
Taylor	Swift	12	4.596	2
Johnny	Depp	12	4.328	3
Luke	Cage	12	4.161	4

# EOY PREP: CLASS RANK

## Option 1: Quick Export

1. On the Start Page select your group of students.
2. In the Function drop down select “Quick Export”
3. Use these fields to export out the data you need:
  - StudentCoreFields.PSCORE\_LEGAL\_FIRST\_NAME
  - StudentCoreFields.PSCORE\_LEGAL\_LAST\_NAME
  - grade\_level
  - ^(\*gpa method="sc\_gpa\_ugp\_round")
  - ^(\*classrank method="SC\_GPA\_UGP\_Round" result="rankoutof")
4. Download/Open the report when its done processing in Excel.
5. Once the data is imported or copy & paste into Excel at the top of the file type your School Name.
6. In the next line/record type Date Calculated: June 15, 20xx (Ex. Date Calculated: June 15, 2022)
7. Data with headers should be below this information.

School Name				
Date Calculated: June 14, 2020				
First Name	Last Name	Grade	SC UGP	Rank
William	Smith	12	4.918	1
Taylor	Swift	12	4.596	2
Johnny	Depp	12	4.328	3
Luke	Cage	12	4.161	4

# EOY PREP: CLASS RANK

## Option 2: Class Rank Report

1. On the Start Page, Select System Reports
2. From the System Tab, go to **Class Ranking** under the Grades and Gradebooks header
  - a) Choose your Grade Level
  - b) Class Rank Method: SC\_GPA\_UGP\_Round
  - c) Leave the next two fields blank (Display GPAs & Display Percentiles)
3. Submit
4. You can copy/paste into spreadsheet



# STAFF ACCOUNTS

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# STAFF ACCOUNTS

Please Audit Your Staff Accounts:

- ✓ **School Responsibility to Monitor Staff Access**
- ✓ **Check Staff Username Formatting**
  - School Number + First Name Initial + Last Name
    - Example: 99jroach
- ✓ **Deactivate Inactive Users**
  - School Responsibility to Remove Staff Access When No Longer Employed by School
  - *PowerSchool > Staff > Choose Staff Member > Information > Clear the Checkbox Next to “Active”*
  - *PowerSchool > Staff > Choose Staff Member > Security Settings > Clear any Access to PowerTeacher & Admin Access*



# COURSE INFORMATION



# COURSE INFORMATION

- **2022-2023 Activity Coding Manual:** <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2022-23/>
- School responsibility to ensure course number/s are accurate per the **current year's ACM** for the course they need.
  - School responsibility to make sure course meets the requirements for students' graduation.
    - Usually done by school counselor or someone reviewing the student's transcripts (incoming students)
- 

**Local Board Approved (LBA) Courses** *should not* be used unless approved by the district for the school year.

- You must get LBA courses approved for each year even if you have it approved for the current or previous year.
- All questions regarding LBA's go to Jason Jones.  
[jjones@erskinecharters.org](mailto:jjones@erskinecharters.org)



FIRST DAYS OF TESTING DATA

# FIRST DAY OF TESTING DATA

**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.

**CIE Deadline is May 20, 2022**

By the time the SCDE collects your PowerSchool data, all students who have been withdrawn, have 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 2021–2022 - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/combined-students-not-tested-on-elementary-middle-and-high-school-report-guidelines/>



STUDENTS NOT  
TESTED (SNT)

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# STUDENT NOT TESTED (SNT)

District Due Date:  
June 10, 2022

To populate these fields correctly, work with your school Assessment Coordinator, LEP Coordinator and SPED Coordinator (if applicable) to enter data into PowerSchool.

The Students Not Tested process is to be used to identify ALL *eligible* students who did not test on one or more of the appropriate assessments.

There is no need to report ineligible students who were coded in PowerSchool correctly (e.g., Over/Underage Students or students not actively enrolled in PowerSchool as of the first day of testing)

All students not tested or missing scores must be recorded in PowerSchool, for applicable tests and reasons, even if the school is not requesting an exclusion from the students not tested related calculations.

All applicable requested exclusions require supporting documentation be available for submission to the South Carolina Department of Education (SCDE).

ELP SNT information is highly recommended. SNT information is collected due to the federal requirement to assess all multilingual learners annually.

# STUDENTS NOT TESTED (SNT)

Beginning in 2021-2022, the SCDE will no longer need to collect Students Not Tested (SNT) for exclusionary reasons for the following SNT reasons:

- a. Students who withdraw
- b. Students who are expelled

The only time a student would need to be coded as withdrawn/expelled in SNT would be if the school failed to appropriately withdraw the student before the First Days of Testing data are collected by the SCDE at the end of May. In the event this happens, it is not an exclusionary reason, but just a reason for reporting purposes and should still be recorded in PowerSchool for non-exclusionary reason. In other word, code the student in PowerSchool as not tested, but do not click on the exclusion requested check box.

# STUDENTS NOT TESTED (SNT)

Link to Manual: [Combined Students Not Tested on Elementary, Middle, and High School Report \(SNTEMHR\) Guidelines](#) ; pages 9-12 Detailed Students Not Tested Requirements (Chart)

Link to Powerschool Coding Memo: [SCDE PowerSchool SNT Coding Memo](#)

District Deadline June 3, 2022

From PowerSchool, the SCDE collects reasons for all eligible students who do not test on standardized testing. Doing so ensures the SCDE's compliance with federal reporting requirements.

The SCDE has developed a standard list of common reasons that students do not test; those reasons have become part of the PowerSchool data collection process and must be coded at the *school level* for each eligible student who does not take the appropriate test as scheduled. The list of test subjects and common SNT reasons that students do not test has been incorporated into PowerSchool.

It's the school's responsibility to transfer students out of PowerSchool who are no longer at the school before the assessment.

# STUDENTS NOT TESTED (SNT)

Start Page > Select the Student > State / Province – SC > Students Not Tested on State Assessments

- South Carolina State Information
- State ID
- Include this student in State Reporting
- Self Contained Class
- EFA/EIA Classification Information
- Contacts
- Chronic Absenteeism
- Truancy
- CTE
- Early Childhood
- South Carolina Student Information
- ESOL
- Read To Succeed
- Precode
- Students Not Tested on State Assessments**

Read To Succeed   Precode   **Students Not Tested**   Transport   Work-Based Learning

School	Test Category	Test Missed	Term	Reason for Not Testing	Requested Exclusion (documentation to SCDE required)
No tests assigned					

[New](#)

The LEP Portion of this page will no longer be available for data entry with the April 2021 State Reporting update. ELP (formerly LEP) is now a part of the regular SNT data entry part of this page.

[Submit](#)



# STUDENTS NOT TESTED (SNT)

**Add Test** ✕

School	<input type="text"/>
Test Category	<input type="text"/> ✓*
Test Missed	<input type="text"/> *
Reason for Not Testing	<input type="text"/> ✓*
Requested Exclusion (documentation to SCDE required)	<input type="checkbox"/>

**Submit**

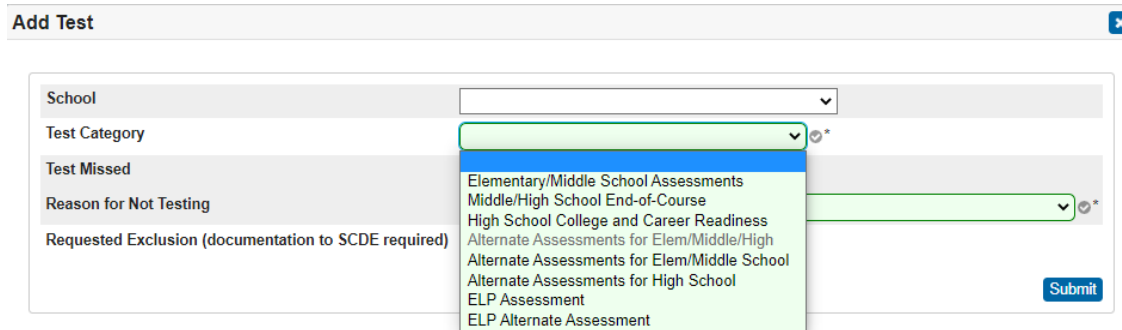
No documentation will be required **unless** the school wants to request to have the student excluded for one of the valid exclusionary reasons.

# STUDENTS NOT TESTED (SNT)

Currently, three of the five fields must be completed if a student misses all or part of any of these tests.

All the boxes must be completed if requesting a calculation or rating exclusion.

The School field, should be populated because it provides extremely important information for matching students to the appropriate school and to any documentation received.



The screenshot shows a web form titled "Add Test" with a close button (X) in the top right corner. The form contains several fields:

- School:** A dropdown menu.
- Test Category:** A dropdown menu with a list of options: "Elementary/Middle School Assessments", "Middle/High School End-of-Course", "High School College and Career Readiness", "Alternate Assessments for Elem/Middle/High", "Alternate Assessments for Elem/Middle School", "Alternate Assessments for High School", "ELP Assessment", and "ELP Alternate Assessment".
- Test Missed:** A dropdown menu.
- Reason for Not Testing:** A dropdown menu.
- Requested Exclusion (documentation to SCDE required):** A text input field.
- Submit:** A blue button.

## Elementary/Middle School Assessments

**Add Test** ✕

School	Test Elementary School <span>▼</span>
Test Category	Elementary/Middle School Assessments <span>▼</span> *
Test Missed	<div style="border: 1px solid black; padding: 2px;">ELA/Math SCI/SocStud</div> *
Reason for Not Testing	<span>▼</span> *
Requested Exclusion (documentation to SCDE required)	<input type="checkbox"/>

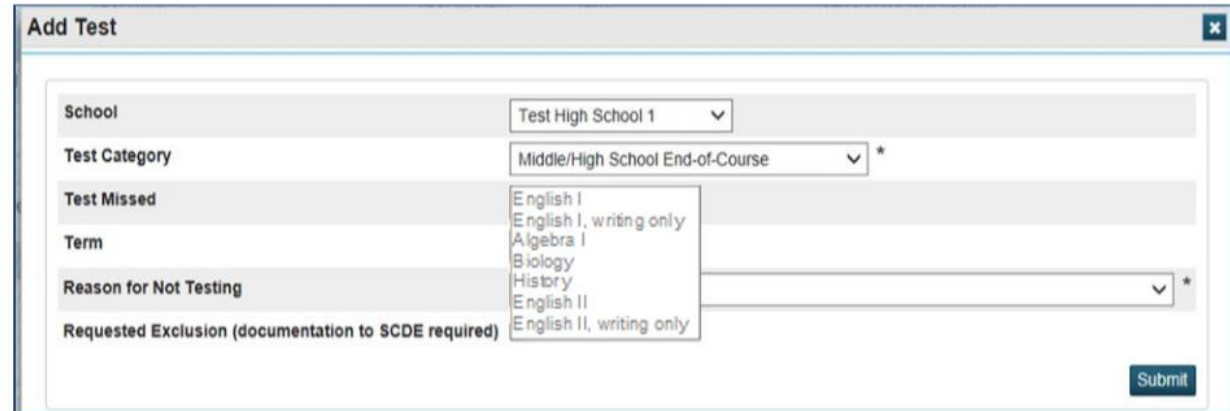
**Submit**

**STUDENTS NOT TESTED (SNT)**

The “Test Missed” field is dependent upon the choice you make in the “Test Category” dropdown, as only the appropriate tests will appear for the selection you make for the “Test Category.”

# STUDENTS NOT TESTED (SNT)

## Middle/High School Assessments (EOCEP)



The screenshot shows the 'Add Test' form with the following fields and values:

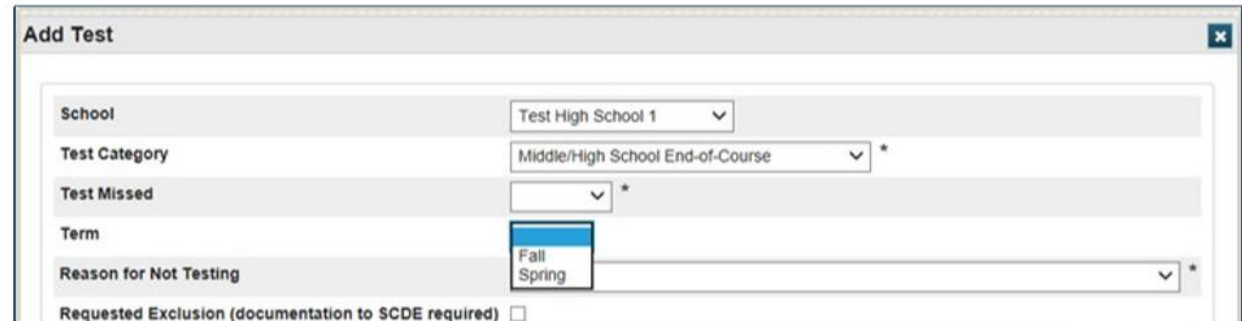
Field	Value
School	Test High School 1
Test Category	Middle/High School End-of-Course *
Test Missed	
Term	
Reason for Not Testing	English I, writing only
Requested Exclusion (documentation to SCDE required)	English II, writing only

A dropdown menu is open for the 'Reason for Not Testing' field, showing the following options:

- English I
- English I, writing only
- Algebra I
- Biology
- History
- English II
- English II, writing only

The 'Submit' button is located at the bottom right of the form.

Note: If the Test Category is Middle/High School **End of Course**, you will also have to enter the Term, as illustrated in the following screenshot.



The screenshot shows the 'Add Test' form with the following fields and values:

Field	Value
School	Test High School 1
Test Category	Middle/High School End-of-Course *
Test Missed	
Term	Fall
Reason for Not Testing	
Requested Exclusion (documentation to SCDE required)	<input type="checkbox"/>

A dropdown menu is open for the 'Term' field, showing the following options:

- Fall
- Spring

Test Category

Test Missed

Reason for Not Testing

Requested Exclusion (documentation to SCDE required)

Alternate Assessments for Elem/Middle School ▾

Elementary/Middle School Assessments

Middle/High School End-of-Course

High School College and Career Readiness

Alternate Assessments for Elem/Middle/High

Alternate Assessments for Elem/Middle School

Alternate Assessments for High School

ELP Assessment

ELP Alternate Assessment

Alternate Assessment has three new categories: Alt Assess for Elem/Middle School, Alt Assess for High School, ELP Alt Assess

Test Category

ELP Assessment

Test Missed

Reason for Not Testing

Requested Exclusion (documentation to SCDE required)

Listening

Reading

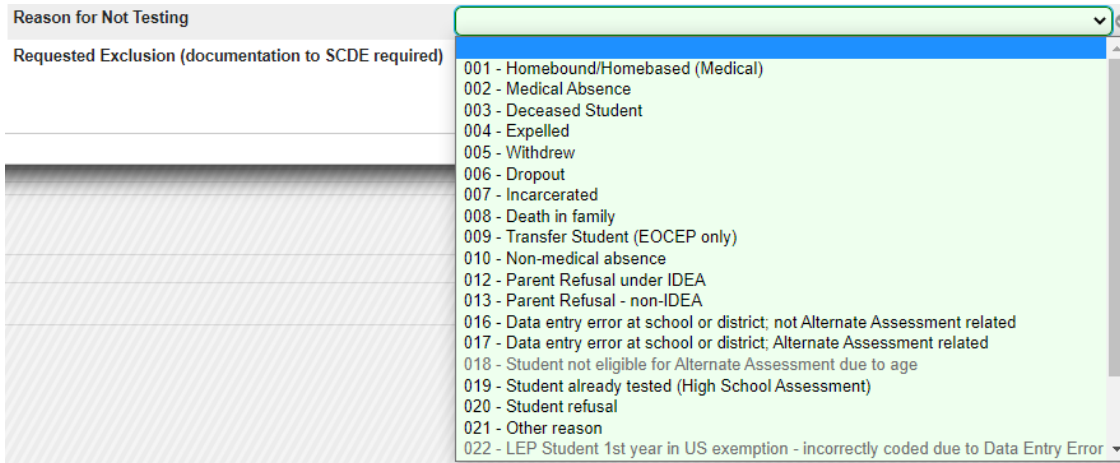
Writing

Speaking

All Domains

ELP & ELP Assessment an additional Test Missed added: All Domains

# STUDENTS NOT TESTED (SNT)



Reason for Not Testing

Requested Exclusion (documentation to SCDE required)

- 001 - Homebound/Homebased (Medical)
- 002 - Medical Absence
- 003 - Deceased Student
- 004 - Expelled
- 005 - Withdrew
- 006 - Dropout
- 007 - Incarcerated
- 008 - Death in family
- 009 - Transfer Student (EOCEP only)
- 010 - Non-medical absence
- 012 - Parent Refusal under IDEA
- 013 - Parent Refusal - non-IDEA
- 016 - Data entry error at school or district; not Alternate Assessment related
- 017 - Data entry error at school or district; Alternate Assessment related
- 018 - Student not eligible for Alternate Assessment due to age
- 019 - Student already tested (High School Assessment)
- 020 - Student refusal
- 021 - Other reason
- 022 - LEP Student 1st year in US exemption - incorrectly coded due to Data Entry Error

“Reason for Not Testing” – Select only one “not tested” reason from the drop-down box field.

If a student has more than one reason for not testing, choose the reason with the lowest code number (prefix value), as reasons are listed in order of significance.

If an appropriate reason is not listed among the choices, select Reason 021 (Other). “Other” should only be used as a last resort.

# STUDENTS NOT TESTED (SNT)

Work with your school Assessment Coordinator to determine if you should check **Request Exclusion**.

You will click within the adjacent check box, only if the following applies to the student:

- If the reason for not testing meets one or more of the criteria as defined in the table, State Assessment and Test Categories, found in this document; (Which Exclusions Can Be Applied?)
- If the reason for not testing is found in the SNT guidelines;
- If you have documentation available to support the reason for not testing, as defined in the SNT guidelines; and
- If you can provide supporting documentation to the SCDE during the appropriate review period to support the “not tested” reason.

If there is no documentation, documentation is not complete, or the reason for not testing does not meet one or more of the exclusionary criteria found in the SNT guidelines, leave the box unchecked.



QUESTIONS?

[help@canteytech.com](mailto:help@canteytech.com)

