



November 2021

Powerschool Admin Webinar

Jenn Roach

Agenda

Charter Institute Reminders

Precode

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Individual Graduation Plan (IGP)

Chronic Absenteeism & Truancy

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E-Collect Demo

Institute Reminders

- PowerSchool Update (Holiday Upgrade)
 - Turning Off Old Admin View Indefinitely
- Level Data
 - Cantey will be sending out notifications



Why do we Precode?

Pre-code is assessment-related student information available for testing contractors to:

- pre-populate online testing systems
- pre-assign answer documents and test booklets
- generate scannable documents/labels

Prevents the testing coordinator from being required to manually code online sessions and paper documents for related assessments.

Pre-code manual is found [here](#). Identifies all fields required for precoding for each assessment.

Precode: Dates to Remember

Assessment	Grades Impacted	Precode District Deadline
Winter ACCESS for ELLs	K-12 Identified ELL Students	December 3, 2021
Spring SC-Alt	3-8 Identified Students	December 3, 2021
SC READY ELA & Math SC PASS Science	3-8 4 & 6	Print Phase: January 7, 2022 Update Phase: <i>TBD (late Feb /early March)</i>
Ready to Work (R2W)	9GR20 & 9GR19 Retakes	December 20, 2021

Precode

Communication is important when it comes to precoding.

Make sure you work with the following individuals to ensure proper precoding:

- ELL Director/Coordinator
- Testing Coordinator
- Special Education Director/Coordinator

Precode: SC-ALT

Alternate Assessment	<input type="checkbox"/>	Alternate Assessment Test Administrator	
Other Alternate Assessment Tested	<input type="text"/>	First Name	Last Name
School ID		<input type="text"/>	<input type="text"/>

Alternate Assessment Test Administrator First/Last Name Fields:

- Blank – (Default)
- The first and last name of the test administrator for the alternate assessment should be entered into this field.
- The Alternate Assessment Test Administrator Name fields are used to record the SC-Alt test administrator. If these fields are left blank, the Home Room field will be used.
- For students who do not test in an alternate assessment, this field should be left blank.
- Other Alternate Assessment Tested School ID - Leave this field blank if the student is tested at the school they are enrolled at in PowerSchool.

Precode: ACCESS for ELLs

Who takes ACCESS

All students in grades K-12 who are determined to have limited English proficiency - based upon the completion of a Home Language Survey and the initial assessment of their English proficiency - must take ACCESS for ELLs® or Alternate ACCESS each spring. This includes those students whose parents have waived direct ESOL services.

Students with limited English proficiency must continue to take ACCESS until they meet the requirements for full English proficiency as established by the Office of Federal and State Accountability.

Precode: ACCESS for ELLs (cont.)

- South Carolina uses ACCESS for ELLs as the annual English language proficiency (ELP) assessment to monitor the English proficiency level of multilingual learners (MLLs).
- ACCESS for ELLs is administered as an online assessment beginning with the 2020-2021 School Year
- Identify students for the ELP Assessment by coding the English Proficiency Level field in PowerSchool (s_sc_stu_x.Engl_Prof) with values of "1", "2", "3", "4", "5", "6.0", "AW", "A1", "A2", or "A3" by November 25th each year.
- Students who previously met the exit criteria and are coded as "M1", "M2", "M3", "M4", or "8 Former EL" do not take the annual ELP assessment.
- Students who did not qualify for English language acquisition services from their initial screener are coded as "8 Never EL" and do not take the annual ELP assessment.
- Students taking the Alternate ACCESS for ELLs should have the Alternate Assessment field checked on the Precode page in PowerSchool.

Precode: ACCESS for ELLs (cont.)

English Proficiency Levels

English Proficiency Level	Criteria	ELP Assessment Required
1 – Entering	Student scored 1.0-1.9 (Entering) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. or Combined Listening and Speaking score of ≤ 26 on K W-APT first semester of Kindergarten. or Combined Listening and Speaking score of ≤ 26 , OR a reading score of ≤ 13 , OR a writing score of ≤ 16 on K W-APT second semester Kindergarten through first semester 1st grade.	Yes
2 – Emerging	Student scored 2.0–2.9 (Emerging) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
3 - Developing	Student scored 3.0-3.9 (Developing) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
4 - Expanding	Student scored 4.0-4.9 (Expanding) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. Student may not have an overall score that is ≥ 4.4 and/or does not have ≥ 4.0 in all domains.	Yes
5 - Bridging	Student scored 5.0-5.9 (Bridging) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4 , the student does not have ≥ 4.0 in all domains.	Yes
6.0 - Reaching	Student scored 6.0 (Reaching) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4 , the student does not have ≥ 4.0 in all domains.	Yes

Precode: ACCESS for ELLs (cont.)

English Proficiency Levels – Alternate ACCESS for ELLs

English Proficiency Level	Criteria	ELP Assessment Required
A1 - Initiating	Student scored A1 (Initiating) on Alternate ACCESS for ELLs.	Yes
A2 - Exploring	Student scored A2 (Exploring) on Alternate ACCESS for ELLs	Yes
A3 - Engaging	Student scored A3 (Engaging) on Alternate ACCESS for ELLs.	Yes

English Proficiency Levels – Post-Exit Monitoring & Additional Required Coding

English Proficiency Level	Criteria	ELP Assessment Required
M1 - 1st Year Monitor	<p>Overall composite score of ≥ 4.4 AND ≥ 4.0 in all domains on ACCESS for ELLs. This is the 1st year of monitoring.</p> <p>or</p> <p>Combined Listening and Speaking score of ≥ 27 on K W-APT first semester of Kindergarten OR ≥ 4.4 oral composite AND ≥ 4.0 Listening AND Speaking on WIDA MODEL for Kindergarten. This is the 1st year of monitoring.</p> <p>or</p> <p>P1 or higher on Alternate ACCESS for ELLs. This is the 1st year of monitoring.</p>	No

Precode: SC READY / SC PASS

- As was the case in 2020-21, SCPASS will test Science in grades 4 and 6 (but not grade 8), and SCPASS will not test Social Studies in any grades. Corresponding Precode information can be disregarded accordingly.
- For paper testers, the Oral Administration Scripts and the Signed Administration Scripts will be combined into a single script per grade and content area. The Precode Manual may refer simply to “OA” scripts, but these represent the combined script.
 - “OS” Oral Script is not going to be used this year.
 - LWS Announcement & Files provided

Precode: SC READY / SC PASS (cont.)

- **Print Phase:** It is critical that Precode fields have correct information during the print phase because paper-and-pencil materials are printed and shipped using data provided.
 - An unchecked “Paper” box indicates online testing and a checked box indicates paper testing.
 - **Due January 7, 2022**
- **Update Phase:** Customized Material and Oral Administration fields in PowerSchool should be updated by the March Update phase in order to populate DRC’s Test Setup.
 - Customized test materials (such as Large-print, or Braille test booklets) are provided automatically for new students who appear on the Update Precode file (no additional material order is necessary) at no cost to the district.
 - Note that any student coded with the Alternate Assessment field checked on the Precode page in PowerSchool is excluded from the grades 3-8 precoding. If a student was coded this way erroneously in the Print Phase but the field is unchecked for the Update Phase, the student will count as a new student.
 - **Due Date TBD (Late February/Early March 2022)**

Precode: SC READY / SC PASS (cont.)

- Oral Administration, regardless of mode, is ***not*** allowed for **grade 3 ELA**.

Valid Combinations of PowerSchool Customized Materials and Administration Fields

Test tickets will be provided for all testers. Oral or signed administration materials will be provided to online testers with valid combinations. The contractor will not provide online testers with oral or signed administration materials for invalid combinations. Paper test booklets will be provided for all paper testers. Oral/signed administration materials for paper testers are ordered in the DRC INSIGHT Portal.

SC READY / SCPASS TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration (Valid Combinations)	Materials Provided for Paper Testers	Materials Provided for Online Testers	PS Values for Oral/Signed Administration (Invalid Combinations)
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test	AV, OA, OA1, OA2, OA12
With an oral administration script (TA reads test aloud)	NA	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
With an oral administration using text-to-speech	NA	OA, OA1, OA2, OA12	--	Text-to-Speech	AV
LP with NO oral administration	LP	NA	LP with NO oral admin	LP with NO oral admin	AV, OA, OA1, OA2, OA12
LP with an oral administration script (TA reads test aloud)	LP	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	--	Text-to-Speech	AV
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Test	AV, OA, OA1, OA2, OA12
DH with a signed administration script (TA signs test)	DH	OA, OA1, OA2, OA12	Oral/Signed Admin Script	---	AV
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video	OA, OA1, OA2, OA12
Braille with oral administration	BN BU	OA, OA1, OA2, OA12	Oral Admin Script	---	AV

Precode: Ready to Work (R2W)

- Students whose 9GR indicates the third year of high school are included in the spring Precode file provided to the testing company. The data is used to populate student demographic information for the online testing system / paper answer documents.
- The Career Readiness Grade 12 checkbox must be checked for 12th graders taking this test whether they are first time test takers or students retaking the exam. These students will be precoded for spring administrations.
- Use the *Career Readiness Accommodations* and/or the *Career Readiness Oral Accommodations* field(s) to select accommodations. Use the Career Readiness Paper checkbox for students who should test with paper.

Career Readiness Grade 12	<input type="checkbox"/>
Career Readiness Paper	<input type="checkbox"/>
Career Readiness Accommodations	NA - Not applicable ▼
Career Readiness Oral Accommodations	NA - Not applicable ▼



Questions?

Transcripts

- Make sure you have access to a transcript and can print transcripts when needed.
- Data is pulled from *historical grades*.
 - Only high school credit-bearing courses taken by the student should display on transcript
 - Store Code: F1 - Grades
 - ***Credit*** should only be stored under the F1 store code
 - Credit Type: must have and start with "HS". Don't forget to separate by comma the Subject Area

Code	Credit Type for Subject Area	Grade Levels*
A	English/Language Arts	9-12, possibly 8
C	Mathematics	9-12, possibly 8
E	Science	9-12
H	US History & Constitution	9-12
J	Economics	9-12
K	US Government	9-12
L	Other Social Studies	9-12
P	Physical Ed or Jr ROTC	9-12
R	Computer Science – Keyboard	9-12, possibly 7, 8
T	Foreign Language or CATE	9-12, possibly 7, 8
X	Electives	9-12

Transcripts

School	[REDACTED]
Term ID	3001
School year (Term)	2020-2021 (Semester 1)
Store code	F1
Hist. grade level	11
Associated section	None
Course number	411501CH
Course name	Algebra 2 A
Teacher name	[REDACTED]
Associated grade scale	10 Pt College Preparatory Scale
Grade	88
GPA points	3.8
Added value	0
Percent	88
Citizenship	
Absences	0
Tardies	0
Earned credit hours	0.5
Potential credit hours	0.5
Credit type	HS,C
Grade Suppression Policy Override	
Grade Suppression Code	
Grade Suppression Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Graduation Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No
Teacher comment	

Transcripts

- Regulations 43-234: Defined Program, Grades 9 -12 and Graduation Requirements - <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/sbe-regulation-43-234-defined-program-grades-9-12-and-graduation-requirements1/>



Questions?

Diploma Order Tracking System (DOTS)

Early Graduates (Winter Graduates)

In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

- Student must be in PowerSchool
- Diploma Ordered Code & Diploma Type must be **F – State of SC Diploma**
 - PowerSchool Home > Student Selection > State/Province – SC > South Carolina Student Information
- Exit / Graduation Date fields must be in the range currently being processed
 - For **Winter Graduation** 2021-22: dates should be between August 30, 2021 and January 28, 2022

Diploma Order Tracking System (DOTS) (cont.)


- Grade level must be 10, 11, 12, or 99
- Verify spelling of student's full name (First, Middle, Last).
 - If their name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS (as well as PowerSchool).
- Refer to documentation on SCDE site for further information on DOTS:
<https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/>

Diploma Order Tracking System (DOTS)

Ninth Grade Code	19 - 2018-2019	Diploma Type (for Transcript)	F - State of SC Diploma
Diploma Ordered	F - State of SC Diploma	Award Ordered	I - Academic Honors
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	1/8/2022	Graduated School Number and Name	0 -

Diploma Order Tracking System (DOTS) (cont.)

- Please remember Early Graduates must be excluded from Class Ranking. To do this in PowerSchool select the student then go to the Other Information page. Check **Exclude From Class Ranking** and save by clicking Submit.
- *Search and Select Student > Other Information > Exclude From Class Ranking*

Equip Flag	<input type="text"/>		
Date Of Entry Into USA	<input type="text" value="MM/DD/YYYY"/> 	MESA	<input type="text"/>
AFDC Application Number	<input type="text"/>	AFDC Approved	<input type="text"/>
Primary Language Code	<input type="text" value="(blank) - English"/>	PHLOTE	<input type="text"/>
Secondary Language Code	<input type="text"/>	Exclude From Class Ranking	<input type="checkbox"/>

Diploma Order Tracking System (DOTS) (cont.)

- Once the student has graduated/met requirements (has demonstrated that all graduation requirements are completed at the end of the fall term), **principals** will need to login to DOTS to certify their graduates.
- Users can choose to manually enter the student's name, grad date, and honors code.
- Or users can choose to search the student database (PowerSchool) and build an order list for larger diploma orders, then adjust the student's name, grad date and honors code, as necessary.
- Make sure at least one staff member is set up in DOTS as "DOTS School Staff" and the principal or a principal designee has a "DOTS School Admin" role.
 - If no one at your school has access, please e-mail Jason Jones for your district.



Questions?

Class Size

DEFINED PROGRAM GRADES K-5 (Regulation# 43-231):

- The average pupil-teacher ratio in any school shall not exceed 28 to 1 based on average daily membership. The total number of teachers shall include all regular, special area, and resource teachers whose pupils are counted in the regular membership.
- Each district shall attain an average pupil-teacher ratio based on average daily membership in the basic skills of reading and mathematics in Grades 1-3 as 21 to 1.
- Teacher aides may be counted in computing the ratio at the rate of .5 per aide if they work under the supervision of a teacher and make up no more than 10 percent of the total staff. Excluded from the computation are the following:
 - Teachers of self-contained special education classes and kindergarten, principals, assistant principals, library/media specialists, and guidance counselors.

Class Size (cont.)

DEFINED PROGRAM GRADES K-5 (Regulation# 43-231):

- Pupils in self-contained special education classes and kindergarten.
- Maximum class size shall not exceed the following:
 - Grades K-3 30:1
 - Grades 4-5 30:1 (English/language arts and mathematics)
35:1 (other subjects)
40:1 (physical education and music [FN*])
- *[FN*] Exception: When band, chorus, and orchestra require rehearsals of the entire membership, any number is acceptable if adequate space is available.*
- <https://ed.sc.gov/index.cfm?LinkServID=600A9A82-F9EC-1DCA-88BDAF20428CA255>

Class Size (cont.)

DEFINED PROGRAM GRADES 6–8 (Regulation # 43-232):

- The maximum teacher load shall not exceed 150 students daily. Maximum class size shall not exceed the following:
 - Grade 6 30:1 (English/language arts and math)
 35:1 (other subjects)
 - Grades 7–8 35:1 (all academic and exploratory subjects)
- No class shall exceed 35 students in membership.
- **Exceptions:**
 - A maximum of 40 students per period with a total teaching load of 240 students daily is permitted for physical education teachers. If physical education and health are taught on alternate days to the same class, the 40-student maximum and 240 student total is also permitted for health. When health is taught as a separate subject, the teaching load is a maximum of 35 students per period and a total of 150 students per day.

Class Size (cont.)

DEFINED PROGRAM GRADES 6–8 (Regulation # 43-232):

- Music teachers may teach a maximum of 240 pupils daily. No class shall exceed 40 students in membership. Exception: When band, chorus, and orchestra require rehearsals of the entire membership, any number is acceptable if adequate space is available.
- When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load shall be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example: 3 classes of math of 30 each = 90 + 2 classes of P.E. of 40 each = 80. Teacher is not overloaded but teaches maximum allowable.)
- Maximum teacher load requirements and individual class size limits are the same for mini courses as any other classes.

Class Size (cont.)

DEFINED PROGRAM GRADES 9–12 (Regulation # 43-234):

- The teacher load must not exceed the maximum of 150 students daily. Class size must not exceed the maximum of 35 students.
- The above-stated maximums do not apply in the following circumstances:
 - A maximum of 40 students per period with a total teaching load of 240 students daily is permitted for physical education teachers. If physical education and health are taught on alternate days to the same class, the 40-student maximum and 240-student totals are also permitted for health. When health is taught as a separate subject, the teaching load is a maximum of 35 students per period and a total of 150 students per day.
 - Music teachers may teach a maximum of 240 pupils daily. No class may exceed 40 students in membership. However, when band, chorus, or orchestra require rehearsals of the entire membership, any number of students is acceptable if adequate space is available.
 - When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load will be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example, 3 classes of math of 30 each = 90 + 2 classes of physical education of 40 each = 80. In this example, the teacher is not overloaded but teaches maximum allowable.)
 - Maximum teacher load requirements and individual class size limits are the same for minicourses as for any other classes.



Questions?

Individual Graduation Plan (IGP)

- Starts in grades 8th – 12
- Courses are based on student's Next School field being populated with the correct data.
- For seniors with Next School as Graduated, you must change the Next School back to your school's name when working on the IGP and when the IGP is completed/locked change the Next School field back to Graduated Students.
- Courses must have HS populated in the credit type field to display.

Individual Graduation Plan (IGP) (cont.)

- IGP Success Planner for Curriculum Manager (School IGP Setup) – <http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-CurrManagers.pdf>
- IGP Success Planner for Guidance Personnel (Create the individual student IGP for the year) - <http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf>
- Cantey must add Majors into PowerSchool for your individual schools and edit or add the Courses to the majors.
 - We will provide a template so you will have to select:
 - Cluster – this is defined by the SCDE
 - Major – School is responsible for naming the major
 - CIP Code - this is defined by the SCDE
 - Course Number – courses that will align with the major
- help@canteytech.com if you are having issues with seeing your school in Step 2 or are missing any Majors or Clusters you need.

Individual Graduation Plan (IGP) (cont.)

How to get Course Catalog to appear under IGP – set up course catalog in PowerScheduler.

- Create Year and Terms for up coming year.
 - Just need the **year term** for this setup. *(Note: This does not apply if school will be using PowerScheduler)*
- Go to PowerScheduler.
- Click Auto Scheduler Setup – go through wizard.
- Create a Course Catalog and make it active under the Active Scenario

Individual Graduation Plan (IGP) (cont.)

How to get Course Catalog to appear under IGP – set up course catalog in PowerScheduler.

- Create Year and Terms for up coming year.
 - Just need the **year term** for this setup. *(Note: This does not apply if school will be using PowerScheduler)*
- Go to PowerScheduler.
- Click **Auto Scheduler Setup** – go through wizard.
- Create a Course Catalog by going to **Course Catalog > New** and then back to **Scenario (Edit Build Scenario)** to make it active under the Active Scenario you have created.

Individual Graduation Plan (IGP) (cont.)

Creating a New IGP

- Search and select a student
- Click **IGP Success Planner**
- Click **Create New IGP**
- **Be sure that the school year is set to the current year**
- Make sure you use the reports on the **SCDE** report tab to help you clean up data for IGP

(System Reports > SDE Tab)

IGP Success Planner Reports
IGP Student Report
IGP Dashboard
IGP Curriculum Browser
IGP Major Report
IGP Completed Majors Report
IGP Summary Report
IGP Post-Secondary Plan Report
IGP Cluster Counts
IGP Planning Notes
Multiple IGPs Report
IGP In Participation Percentages

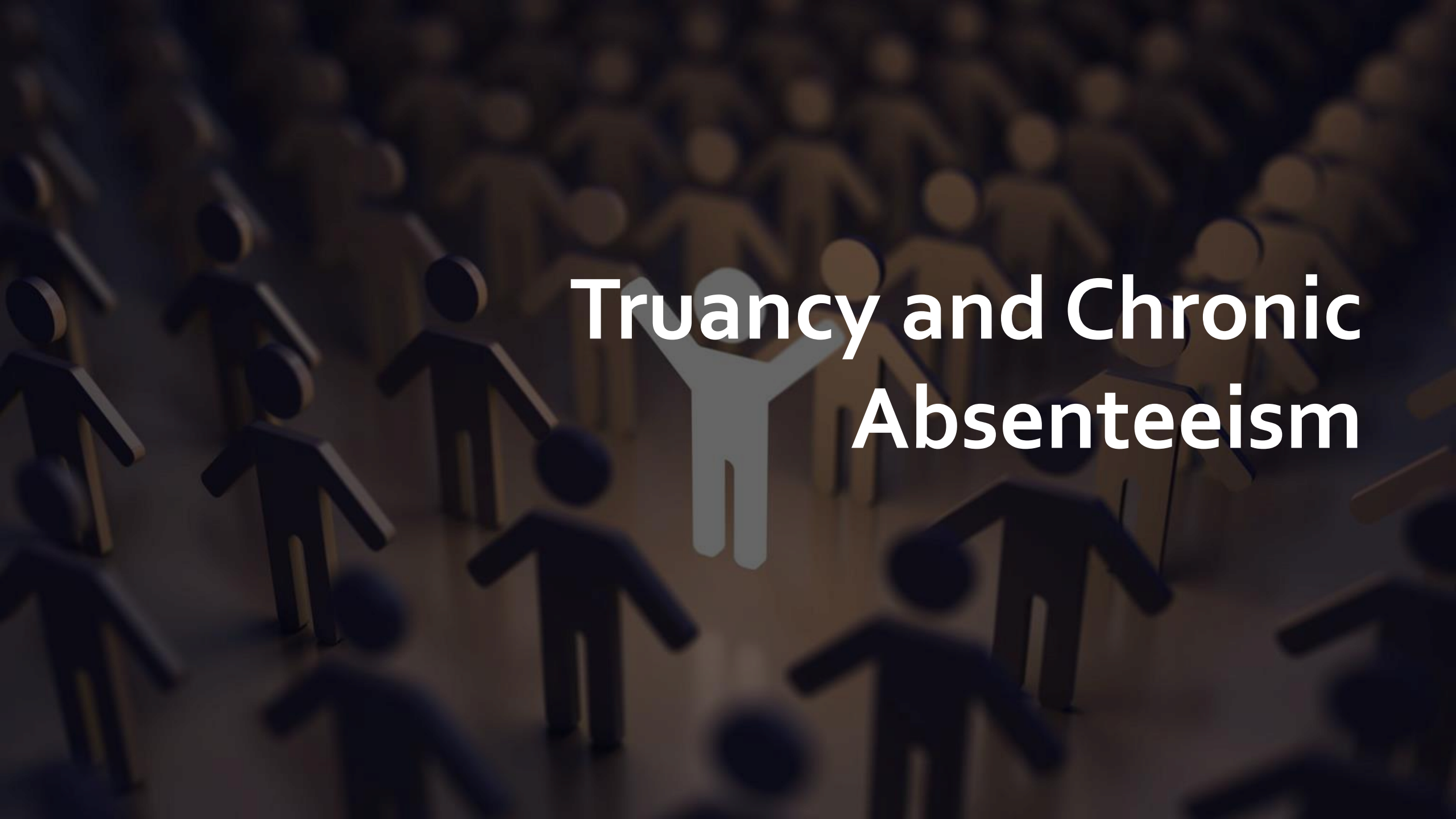
Individual Graduation Plan (IGP) (cont.)

Level Data Apps > Real Time Reports > IGP Analysis > Choose Year > Run





Questions?



Truancy and Chronic Absenteeism



Truancy

When is a Student Classified as Truant?

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

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

Truancy Regulations

- Link to Regulation (State Board Regulation 43-274 Student Attendance)
<https://ed.sc.gov/index.cfm?LinkServID=C27C05BB-0716-7048-590443881932F1A6>
- Link State Laws Regarding Attendance (SC Code Ann 59-65-10 to 59-65-280)
<https://www.scstatehouse.gov/code/t59co65.php>

Types of Absences

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

Student Truancy Tab

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

The screenshot displays a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes sections like 'SwiftK12 Alerting', 'Information', and 'State/Province - SC'. The main content area shows a breadcrumb trail 'Start Page > Student Selection > South Carolina' and a list of tabs for 'South Carolina State Information', with 'Truancy' highlighted.

Switch Student
List (1533)

Start Page > Student Selection > South Carolina

South Carolina State Information

- 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


SwiftK12 Alerting

- Portal Overview
- Student Preferences
- Contact Information

Information

- Access Accounts
- Addresses
- Attachments
- Contacts
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Health
- Modify Info
- Other Information
- Student Email
- Parents
- Photo
- State/Province - SC**

What is displayed on the Truancy Page?

Truancy 

1 StateID: Entry Date: 09/16/2020 DOB: 12/20/2013

Contacts Chronic Absenteeism **Truancy** CTE Early Childhood SC Student Information ESOL Read To Succ

Precode Students Not Tested Transport Work-Based Learning

Student Information		Full Day Unexcused Absences	
Student Name		1.	09/25/2020
Student Number		2.	09/29/2020
Birth Date	12/20/2013	3.	10/02/2020
Grade	1	4.	10/08/2020
Gender	Female	5.	10/09/2020
School Name		6.	10/12/2020
District Name			

Full Day Absence Information	
Last Updated	10/20/2020
Truancy Indicator	Yes
Unexcused Full Day Absences	6
Excused Full Day Absences	0
OSS Full Day Absences	0
Total Full Day Absences	6
Tardy	0
Early Dismissal	0
Dismissal	0
Unexcused Early Dismissal	0

List of the student's unexcused absences

Section contains:

- Total full day unexcused absences
- Truancy Indicator (Is the student flagged as truant?)

School Level Truancy Reports







SC 40 TRUANCY REPORT
BY STUDENT



SC 41 TRUANCY SCHOOL
DETAIL REPORT

School Level Truancy Reports

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

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

SC 40 Truancy Report by Student

- Report Description:
This report displays what is reflected on the Truancy Tab for each student
- Report is used for:
 - Documentation for Parent Meetings
 - Court Proceedings

Page: 7

Date: January 09, 2018
 School Name: Test Elementary School 33 Truancy Student Report District Name: School District

Student Information:	
Student Name	Test Student
Student Number	4414
Birth Date	07/06/2008
Grade	4
Gender	Male
School Name	Test Elementary School 33
District Name	School District
Full Day Absence Information:	
Last Updated	01/09/2018
Truancy Indicator	Yes
Unexcused Full Day Absences	3
Excused Full Day Absences	1
OSS Full Day Absences	0
Total Full Day Absences	4
Tardy	0
Early Dismissal Count	0
Dismissal Count	0

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

SC 41 Truancy Report by Student

- Report Description:

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

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

Date: January 09, 2018		Page: 1 of 1	
School Name: Test Elementary School 33		Truancy School Report	District Name: School District
Truant (3 Consecutive Full Day Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
785418	I	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	I	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

Chronic Absenteeism





Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period



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

What is Chronic Absenteeism?

Example A

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

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

Example B

- The 10 percent is based on the individual student's enrollment.
- Calculation: Total Days Absent ÷ Current Membership days × 100 = Absent Percentage
- 4 days absent ÷ 37 days enrolled × 100 = 10.81% Chronically Absent
- 4 days absent ÷ 41 days enrolled × 100 = 9.76% Not Chronically Absent
- 21 days absent ÷ 180 days enrolled × 100 = 11.66% Chronically Absent

Chronic Absenteeism Tab

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

The screenshot displays the PowerSchool web application interface. At the top left, there are navigation links: "Quick Lookup", "Print A Report", "Switch Student", and "List (1200)". The PowerSchool logo is in the top right. A breadcrumb trail reads "Start Page > Student Selection > South Carolina". The main heading is "South Carolina State Information". A sidebar on the left lists various information categories: "Information", "Access Accounts", "Addresses", "Attachments", "Contacts", "Custom Screens", "Demographics", "Emergency/Medical", "Family", "Health", "Modify Info", "Other Information", "Student Email", and "Parents". The main content area shows a section titled "South Carolina State Information" with several sub-sections: "State ID", "Include this student in State Reporting", "Self Contained Class", "EFA/EIA Classification Information", "Contacts", and "Chronic Absenteeism". The "Chronic Absenteeism" link is highlighted with a green border.

How Students are Flagged as Chronically Absent

- A student must be enrolled at a school for at least 10 membership days to be included in the calculation
- A student will be flagged as a 'Y' (chronically absent) if attendance recorded in PowerSchool reaches or exceeds the 10 percent threshold of absent membership days. Absences will include excused, unexcused and/or out of school suspensions
- A student is considered absent if not present 50% or more of the school day

Chronic Absenteeism Page

$$\text{Total Days Absent} \div \text{Current Membership days} \times 100 = \text{Absent Percentage}$$

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

Contacts	Chronic Absenteeism	Truancy	CATE	Early Childhood	SC Student Information	ESOL	Read To Succeed
		Precode	Students Not Tested	Transport	Work-Based Learning		
Current Status							
Last Updated	04/10/2018 12:01:13 PM						
Chronic Absenteeism Indicator	Y	Absences exceeding 10% of their membership days will be set to 'Y'					
Total Days Absent	27	Total number of absences for the current membership					
Unexcused Absences	6	Number of unexcused absences for the current membership					
Excused Absences	18	Number of excused absences for the current membership					
OSS Days	3	Number of out of school suspensions for the current membership					
Membership Days Flagged	169						
Current Membership Days	180						
Current Absent Percentage	15%						

How to Access the Chronic Absenteeism Report



1. On the Start Page click **System Reports**.
2. Click on the **State** tab.
3. Click on the **SC 38 Chronic Absenteeism Report**.

SC 38 Chronic Absenteeism Report

Date: 01/16/2018

BEDS Code:12345

School Name: Test Elementary School 33

Page: 1 of 1

Chronic Absenteeism School Report
Membership Day: 91

District: School District of

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

SC 38 Chronic Absenteeism Report

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

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

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

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

Questions?



Incident Management

- All discipline and truancy data must be reported in Incident Management System for the 2021-2022 school year.
- All incidents coded must have an *offender, behavior, action, removal type (if applicable)* associated with the incident.
- System Reports > SDE Reports tab
 - Discipline Reports
 - Incident Management Reports
- SCDE PowerSchool Incident Management - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-guide-2019/>
- SCDE Powerschool Incident Management Frequently Asked Questions - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-faq/>
- SCDE Powerschool Incident Management-discipline Incidents Step By Step Guide - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-behavior-incident-guide/>
- SCDE Powerschool Incident Management-truancy Incident Step By Step Guide - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide1/>

Incident Management (cont.)

- Level Data State Validation > Incident Management 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

Page 1 of 2 < < 1 2 > >

Validation Rule	Error Count	Action
Incident Management ISS Dates/SC-ISS Attendance Dates Mismatch	2	List
Incident Management OSS Dates/SC-OSS Attendance Dates Mismatch	20	List
Invalid Pending Parent Conference	2	List
Missing Object Code Comment for Misc Object	0	✓
Missing/Invalid Incident Location	5	List
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch	3	List
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch	69	List
Missing Incident Behavior Code (1010)	1	List
Missing Incident Action Code (1050)	1	List
Missing/Misplaced Action Code	16	List

Validation Rule	Error Count	Action
Missing Object Code Comment for Weapon	0	✓
Missing Incident Offender	2	List
Missing Required Duration Code (1000)	15	List
Missing Physical Injury Code (1030)	0	✓
Invalid Weapon Type (1060)	0	✓
Warning Incident Type (1070)	0	✓
Missing Weapon Type	3	List

Incident Management

- October Webinar Link:
<https://www.dropbox.com/s/hi44xhgzg6zu55t6/October%202021%20PS%20Admin%20Webinar.pptx?dl=0>
- Many errors with non-matching attendance versus incident
 - May need to update attendance, but possible the Incident itself needs to be updated
- Click list next to the error > Click Additional Information > “Conditions to Resolve”

Incident Management

Required Fields

- ▶ Incident Type
- ▶ Date
- ▶ Time
- ▶ Time Frame
- ▶ Title
- ▶ Location
- ▶ Offender
- ▶ Victims- Bullying or Level Physical Injury
- ▶ Participant Attributes – Physical Injury
- ▶ Behavior Codes
- ▶ Action Codes
- ▶ Action Date Range
- ▶ Duration Code
- ▶ Object Codes
- ▶ Subcodes Dropdown

▼ Search Filter

Filter by: Date Range Incident Title Incident ID Incident Type Role

[Search](#)

Incidents - Total Found: 0

Create Incident

- ✓ Create Quick Incident
- Create Detailed Incident

[Create Quick Incident](#) ▼

ID	Title	Roles	Incident Date	School
No records found.				

Create Quick Incident – Discipline (example)

Home > Incident Management

Create Quick Incident

- Incident Details
- Participant 1

Incident Details

Incident Template

Incident Description

Title

 *

Description

Approximately 3931 characters left

Incident Type

 *

Incident Date

 *

Time

Time Frame

Time Frame Comment

512 characters left

Number of Participants

Prepared By

Location

Location

Location Comment

512 characters left

To add multiple participants,
click "Number of Participants"

Create Quick Incident

✓ Incident Details

● Participant 1

Participant Details

Participant

Type
Students

Name
al

[Blurred list of suggestions]

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

Create Quick Incident

✓ Incident Details

Student Name

Participant Details

Participant

Type

Students

Name

Student Name

Role

Offender

Offender

Behaviors

Behavior

016 Inappropriate Language^

Behavior Comment

512 characters left

Primary Behavior

Allegation

Actions

Actions

Action

Call to Parents^

Action Comment

512 characters left

Begin Date

10/13/2021

End Date

10/13/2021

Action Taken Detail

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

192 characters left

Duration Code

Hours (Less than a day)^

1 hour^

Duration Code Comment

512 characters left

Assigned Duration

Actual Duration

Action Attributes

Zero_Tolerance_Policy^

No

Create Quick Incident

Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

[1] 016 Inappropriate Language^

Suspension^ - In-School (Services Provided)^

Incident Elements

Type	Description		
Behavior	[1] 016 Inappropriate Language^		

Create Quick Incident

Quick Lookup
Print A Report
Switch Student
List (27)

Term Grades
Test Results
Truancies

Administration

District Specific
Fee Transactions
Incidents
Incidents Summary
Log Entries
Lunch
Lunch Transactions
Net Access
SEOP Review

Enrollment

Activities
All Enrollments
Functions
Learning Preferences
Special Programs
Transfer Info

Participants

Reporters

Victims

Offenders

[Redacted] [1] 016 Inappropriate Language^
[Redacted] Suspension^ - In-School (Services Provided)^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 016 Inappropriate Language^	[Edit]	[Delete]

Name: [Redacted]
School: [Redacted]
Grade: 6
Gender: Male **Type:** Student

Cancel Delete Submit Incident

Create Quick Incident

School Acronym

Add Participant Attributes

Selected Person: **Student Name**

Attributes +

Student^ ▾

[Green Box] ▾ **REQUIRED**

Attributes Code Comment

Select Role(s) +

Offender ▾ No Comment^ ▾ **REQUIRED**

+ Add Participant Attributes Close



Questions?



Drop Out Reporting





December Drop-Out Collection

- Institute Due Date: Final Submission December 13, 2021
- Early Validation still occurring
 - LWS Submissions
- Drop-Out Policies and Procedures Manual:
<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2021-dropout-policies-and-procedures-manual/>

Drop-Out Data

- The State Board of Education defines dropout as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.
- Drop-Out Dates that fall between October 1, 2020 – September 30, 2021
- Schools with any combination of Grades 7-12 must submit drop-out data, even if there are no drop-outs to report.
- ALL drop-out data is reported through PowerSchool.

December Drop-Out Collection

▶ Determine Grade Levels

- ▶ Dropouts should be counted in the grade for which they fail to enroll in the fall.
- ▶ For example, a student who drops out without completing the 9th grade and does not return after the summer is a 9th grade dropout.
- ▶ A student who completes the 9th grade and is expected to enroll in the 10th grade but does not enroll after the summer ends is a tenth-grade dropout.



December Drop-Out Collection

Verifying Student Status – Formal Notice

Request a transcript or other written documentation from the receiving school to verify that a student has transferred. The date your school receives the documentation should be recorded, along with the address of the school to which the student has transferred.

December Drop-Out Collection

Verifying Student Status – Responsible Adult

Any notification from a responsible adult will verify a student's status. "Responsible adults" include parents or guardians, school officials, and any other adult with responsibility for the student (e.g., attendance supervisor, social worker, medical doctor, corrections official).

December Drop-Out Collection

Verifying Student Status – School Records

It is important that each school keep records that document the verification of a student's status. Since a student who drops out during a particular school year is not reported as a dropout until the fall of the following school year, careful records must be maintained so that an accurate count can be obtained.

It is best, therefore, to seek a written form of verification, such as a copy of the transcript or a letter from the parent or guardian.

December Drop-Out Collection

- With proper verification student should not be coded as a drop-out in PowerSchool.
- Students who dropout during the 2020-2021 school year but are re-enrolled by October 1, 2021 are ***not*** reported as dropouts.
- Students who dropout multiple times in a school year are reported **only once** for a single school year

December Drop-Out Collection

Choose the appropriate Exit Code

Home > Student Selection > Transfer Information > Current Enrollment > Click **Blue Entry Date** > Exit Code

Edit Current Enrollment

Test, HS Student: 12 111111111112 THS State ID: Entry Date: 08/18/2015 Homeroom:

Entry Date	08/18/2015
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	
Exit Date	9/30/2015
Exit Code	
Exit Comment	
Full-Time Equivalency	
Grade Level	
Track	
District of Residence	
<small>Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find link.</small>	

Legend

Icons: * - Required Field | - Data Entry

- W25 (Withdrawn/Home Schooled)
- W26 (Withdrawn/Health or Pregnancy)
- W27 (Withdrawn/Tech School)
- NS (No-Show/Never Enrolled)
- W28 (Withdrawn/4-Year College)
- W29 (Withdrawn/Work)
- W30 (Withdrawn/Military)
- W31 (Withdrawn/Juvenile Corrections)
- W32 (Withdrawn/Adult Corrections)
- W33 (Withdrawn/Expulsion)
- W34 (Withdrawn/Charter School)
- W35 (Deceased)
- W36 (Dropout)
- W37 (Re-enrolled Next School Year)
- W38 (Adult Ed Tracking)
- W39 (Exceeded Maximum Age for Attendance)
- W40 (Adult Ed - GED Tracking)
- GC (Grade Change Withdrawal)
- P (Promoted (For End of Year Process))
- R (Retained (For End of Year Process))**

December Drop-Out Collection

Select Dropout Reason

Home > Student Selection >
State/Province – SC > South Carolina
Student Information > Dropout Reason

The screenshot shows a web-based form for student information. A dropdown menu is open over the 'Dropout Reason' field, listing 16 options. The form includes various input fields for student details, dates, and educational settings.

Instructional Setting	(blank) - Regular Ed - Full Yr	True Grade	(blank) - Select One
Medicaid No	1234568559	Medicaid Consent Date	MM/DD/YYYY
Medicaid Eligible Date	MM/DD/YYYY	504 Plan	
		504 Eligible (Without a Plan)	<input type="checkbox"/>
Ninth Grade Code		Diploma Type (for Transcript)	(blank) - None
Diploma Ordered		Award Ordered	
Diploma Earned		Award Earned	
Diploma Order Number		Scholarship Ordered	
Graduation Date	MM/DD/YYYY	Graduated School Number and Name	0 -
Dropout Reason	20 - Status Unknown 23 - Transfer to Adult Ed 26 - Pregnancy 27 - Proprietary/Trade School - No Educ. Prog 29 - Pursue Job 30 - Military Service - No Educ. Program 32 - Adult Correctional Facility-No Educ Prog 33 - Expelled / Did Not Return 37 - Poor Attendance 38 - Because of Age 39 - To get Married 40 - Low or Failing Grades 41 - Emancipated by Courts 42 - Suspended / Did Not Return 43 - Hospital - No Educ. Program 44 - Rehabilitative Facility - No Educ. Prog.		
Dropout Date	MM/DD/YYYY	Adult Ed Entry Date	MM/DD/YYYY
		GED Earned	

December Drop-Out Collection

Enter Dropout Date (under Dropout Reason)

should match exit date

Home > Student Selection >
State/Province – SC > South Carolina
Student Information > Dropout Date

Dropout Reason	20 - Status Unknown	Adult Ed
Dropout Date	8/24/2020	GED Ear
NoShow Reason		

Drop-Out Student Data

- student's grade level
- student's full legal name
- student's number
- student's Social Security number (if available)
- student's SUNS (State ID) number
- student's ethnicity
- student's gender
- student's date of birth
- student's free/reduced meals status
- student's English proficiency
- student's migrant status
- homeless
- EFA codes
- exit code
- dropout reason code
- dropout date



Questions?



E-Collect Overview / Accessing Forms

- To run a report to see **form responses** for your school
- Home > Reports: Form Reports > Click on the Form/Survey

Reports

Response Reports

Other Reports

Search by name or description

All categories

--

Title ↑↓

Description

Category

Responses

[Student Broadband Access Survey](#)

Please respond to the questions below regarding your student's access to technology for completing coursework.

SCDE - Technology Survey

441 responses

E-Collect Overview / Accessing Forms

- To fill out a form for a student:
- Home > Student Selection > Click on the Forms (Under Information)

The screenshot shows the 'Student Forms' interface. At the top, there are tabs for 'General Forms', 'Class Forms', and 'Student Support'. Below the tabs is a search bar labeled 'Search forms...'. The main content area displays a table with the following data:

Status	Form Name	Form Description	Category
Empty	Student Broadband Access Survey	Please respond to the questions below regarding your student's access to technology for completing coursework.	SCDE - Technology Survey

E-Collect Overview / Accessing Forms

Student Broadband Access Survey

There are no previous responses to this form.

Student Broadband Access Survey

Please respond to the questions below regarding your student's access to technology for completing coursework.

Can the student access the internet on their primary learning device at home? *

- Yes No - Not Affordable No - Not Available No - Other

What is the primary type of internet service used at the residence? *

- Residential Broadband (e.g., DSL, Cable, Fiber) Cellular Network
 School Provided HotSpot Satellite
 Dial-up Other
 None

Can the student stream a video on their primary learning device without interruption? *

- Yes -No issues
 Yes -But not consistent
 No

What device does the student most often use to complete school work at home? *

- Desktop/Laptop Tablet
 Chromebook Smart Phone
 None Other

How many hours per day can the student spend on the primary learning device? *

- Unable to use the device at home Limited Access 1-2 hours
 Limited Access 1-2 hours
 Medium Access 3-4 hours
 Unlimited Access

What other places can the student access the internet on their primary learning device?

Check all that apply. Leave blank if there are no places other than the student's residence that the student can access the internet on their primary learning device.

- Library
 Commercial Business
 A Friend's House
 Place of Worship
 Other

What types of special supports does the student need to access digital learning at home?


Check all that apply. Leave blank if the student does not need special supports to access digital learning at home.

- Translation Services
 Closed Captioning Services
 Other Special Accommodations

Save for Later

Submit


E-Collect Overview / Accessing Forms

Student Forms 

General Forms | Class Forms | Student Support

Forms

SCDE - Technology Survey

Status	Form Name
 Submitted	Student Broadband Access Survey

Legend

Icons  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

Questions?
help@canteytech.com

