November 2022
Powerschool Admin Webinar

Jenn Roach

Charter Institute Bulletin

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Chronic Absenteeism & Truancy

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Agenda

Institute Bulletin: Announcements, Reminders, Celebrations

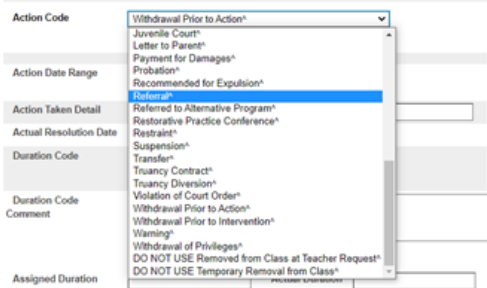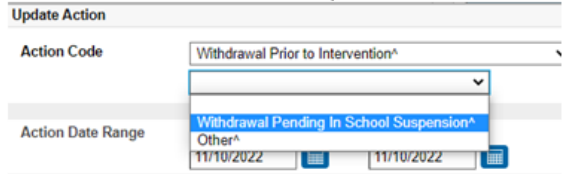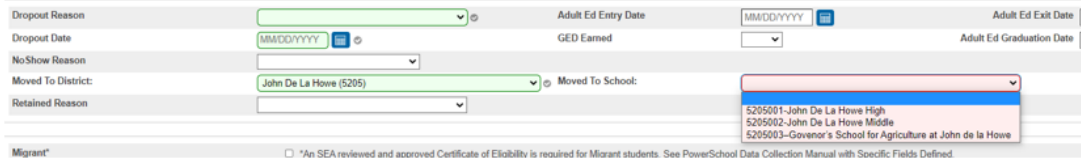|	
Send	Send any announcements, reminders, and celebrations in by the 2nd Tuesday of each month. Send to Jenn Roach (jennifer.roach@canteytech.com) after deadline. •Staffing Updates •Celebrations
Go	Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com
Link	Form: https://forms.office.com/r/GPC8pESru
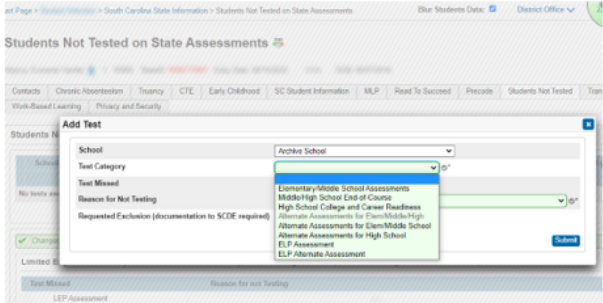
Charter Institute Reminders

State Reporting 22.9.2.0 & 22.10.3.0 Release Notes

Reference	Summary	Release Note
PSSR-275058	All States/Provinces: Sub Teachers Portal Honors the Pref "Prevent Attendance Page Submit If Blank"	When the "Prevent Attendance page submit if blank attendance is used (PowerTeacher)" pref is checked on the Attendance Preferences page on the admin portal, the Sub Teacher is not able to submit attendance if blank attendance is used for Single day attendance and Seating Chart.

PSSR-295150	Incident Management Changes	• Start Page > Incident Management
		• WPI (Withdrawal Prior to Intervention)
		  ○ Renamed both subcodes: WPS (Withdrawal Pending in School Suspension) and Other with prefix Do Not Use.
		  ○ Added a new subcode same as action code to allow modification of the action code.
		• WPA (Withdrawal Prior to Action)
		Add 2 subcodes: WIS – In School Suspension and OTH – Other

State Reporting 22.9.2.0 & 22.10.3.0 Release Notes

Reference	Summary	Release Note
PSSR-300559	New Name for School 5205003	• Start Page > Student Selection > South Carolina State Information > SC Student Information • SCDE request as per requirement is the name change for 5205003 in the Move to School dropdown list on the state student page. New name - Governor's School for Agriculture at John de la Howe.
PSSR-300560	Not Tested on State Assessment Page Test Category and School Year ID Changes Start Page > Student Selection > South Carolina State Information > Students Not Tested on State Assessments	1. Disabled English 1 and English 1 writing options if Test Category is Middle/High School End-of-Course. Added a school year column to the Students Not Tested section of the page. The new column displays the school year associated with the YearID stored in the table.

State Reporting 22.9.2.0 & 22.10.3.0 Release Notes

Reference	Summary	Release Note
PSSR-299867	SC Student Information Page Changes	Made the following changes to the Student Information Page. Start Page > Student Selection > South Carolina State Information > SC Student Information • Created new section 'Earned' • Added below new fields/renamed fields to the section ○ Diploma Earned ○ Employability Credential Earned ○ Graduation Date ○ Employability Credential Date ○ Award Earned Created tables and fields for Diploma Pathways Seals of Distinction and SC Seal of Biliteracy.

State Reporting 22.9.2.0 & 22.10.3.0 Release Notes

Reference	Summary	Release Note
PSSR-300564	SCDE Student MLP Page Changes	Made following changed to the MLP Page. Start Page > Student Selection > MLP > MLP 1. Following fields and labels are removed from the MLP Page. • Accountability and Immigrant Funding Exceptions • Exception From Assessment Accountability – 1 Year 2. Removed the business rules and the automatic message the prompts users to save the page. α. The Exception From Assessment Accountability, 1 Year and Immigrant Funding β. Exception From Assessment Accountability when US School Entry Date is one year or less Exception from US School Entry Date is 3 years or less
PSSR-297506	Student Information Page Changes	1. Added 24 – 2023 - 2024 to the Ninth grade Code dropdown list. 2. Added 2023 to the GED Earned dropdown list. 3. Removed the following read-only options from the Seeking Diploma Type (for Transcript) dropdown list: • G – State of SC Diploma AND Employability Credential • H – State of SC Certificate 4. Removed the following read-only options from the Diploma Earned: • G – State of SC Diploma AND Employability Credential • H – State of SC Certificate 5. Removed the read-only 'Scholarship Ordered' label and field. 6. School/District changes are implemented as per the acceptance criteria. 📝 **Note:** 1. Diploma/Credential Earned field renamed to Diploma Earned. Diploma/Credential Type (for Transcript) field renamed to Seeking Diploma Type (for Transcript).

State Reporting 22.9.2.0 & 22.10.3.0 Release Notes

Reference	Summary	Release Note
PSSR-303859	SC Student Information Page Clears ELP Score on Submit (Fixed)	The SC Student Information Page was clearing the ELP Score after selecting Submit. The issues seen with saving the ELP Score have been fixed. Start Page > Student Selection > South Carolina State Information > SC Student Information

Celebrations & Announcements

What are you thankful for?

Precode

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	November 22, 2022
Spring SC-Alt	3-8 Identified Students	November 22, 2022
SC READY ELA & Math SC PASS Science	3-8 4 & 6	Print Phase: November 22, 2022 Update Phase: January 6, 2023
Ready to Work (R2W)	9GR21 & 9GR20 Retakes	November 22, 2022

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

Precode: SC-ALT

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.

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

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.

https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/

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	Overall composite score of ≥ 4.4 **AND** ≥ 4.0 in all domains on ACCESS for ELLs. **This is the 1st year of monitoring.** or 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.** or P1 or higher on Alternate ACCESS for ELLs. **This is the 1st year of monitoring.**	No

Precode: SC READY / SC PASS

- SCPASS Science is now under the SC READY umbrella.

- Like last year, science will be tested in grades 4 and 6 (but not grade 8), and there will be no social studies testing.

- Also, the paper Oral Administration Scripts and the paper 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. Oral Administration Scripts are required for students who will test with an oral/signed administration via the paper test format only. These scripts are not ordered via Precode. Procedures to order the scripts via the DRC INSIGHT Portal will be released at a later time.

- A Braille Transcription form will be offered this year for students testing with braille print materials. Braille students will be placed in online test sessions, but for transcription purposes only.

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 November 22, 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 January 6, 2023**

https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/

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	☐
Career Readiness Paper	☐
Career Readiness Accommodations	NA - Not applicable ⌄
Career Readiness Oral Accommodations	NA - Not applicable ⌄

Transcripts

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

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/

Diploma Order Tracking System (DOTS)

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

- <u>Diploma Ordered</u> Code & <u>Diploma Type</u> must be **F – State of SC Diploma**
  - PowerSchool Home > Student Selection > State/Province – SC > South Carolina Student Information

- <u>Exit / Graduation Date</u> fields must be in the range currently being processed
  - For **Winter Graduation** 2022-23: dates should be between August 18, 2022 and January 13, 2023

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)

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*

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.

Class Size

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.

https://ed.sc.gov/districts-schools/state-accountability/flexibility/sbe-regulation-43-231-defined-program-for-k-5/

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.
- <u>Exceptions:</u>
  - 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.

Individual Graduation Plan (IGP)

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 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

Truancy and Chronic Absenteeism

Truancy

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

When is a Student Classified as Truant?

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/t59c065.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	
Suspension is not to be counted as an unlawful absence for Truancy purposes	

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

What is displayed on the Truancy Page?

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

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

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

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

Total Days Absent ÷ Current Membership days × 100 = 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   Page: 1 of 1
BEDS Code:12345   Chronic Absenteeism School Report   District: School District of
School Name: Test Elementary School 33   Membership Day: 91

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

Incident Management

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

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

Create Quick Incident – Discipline (example)
Home > Incident Management

Create Quick Incident

- ● Incident Details
- ○ Participant 1

Incident Details

Incident Template

[▾]

Incident Description

Title
Profanity   *

Description
During class student used profanity toward the teacher and a student.

Approximately 3931 characters left

Incident Type
Discipline^   ⌄   *

Incident Date   **Time**
10/13/2021 📅 *   🕐 02:21 PM

Time Frame
During School Hours^ ⌄   DCL-During Class^ ⌄

Time Frame Comment
[   ]
512 characters left

Number of Participants   **Prepared By**
1   ⌄   Jenn Roach

Location

Location
Classroom^ ⌄

Location Comment
[   ]
512 characters left

To add multiple participants, click "Number of Participants"

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 | **End Date**

10/13/2021 📅 | 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

Create Quick Incident

Create Quick Incident

Drop Out Reporting

December Drop-Out Collection

- Institute Due Date: Final Submission December 2, 2022

- Early Validation still occurring
  - LWS Submissions

- Drop-Out Policies and Procedures Manual (2022): https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2022-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, 2021 – September 30, 2022

- 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 <u>responsible adult</u> 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 <u>written form of verification</u>, such as a <u>copy of the transcript</u> or a <u>letter from the parent or guardian</u>.

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
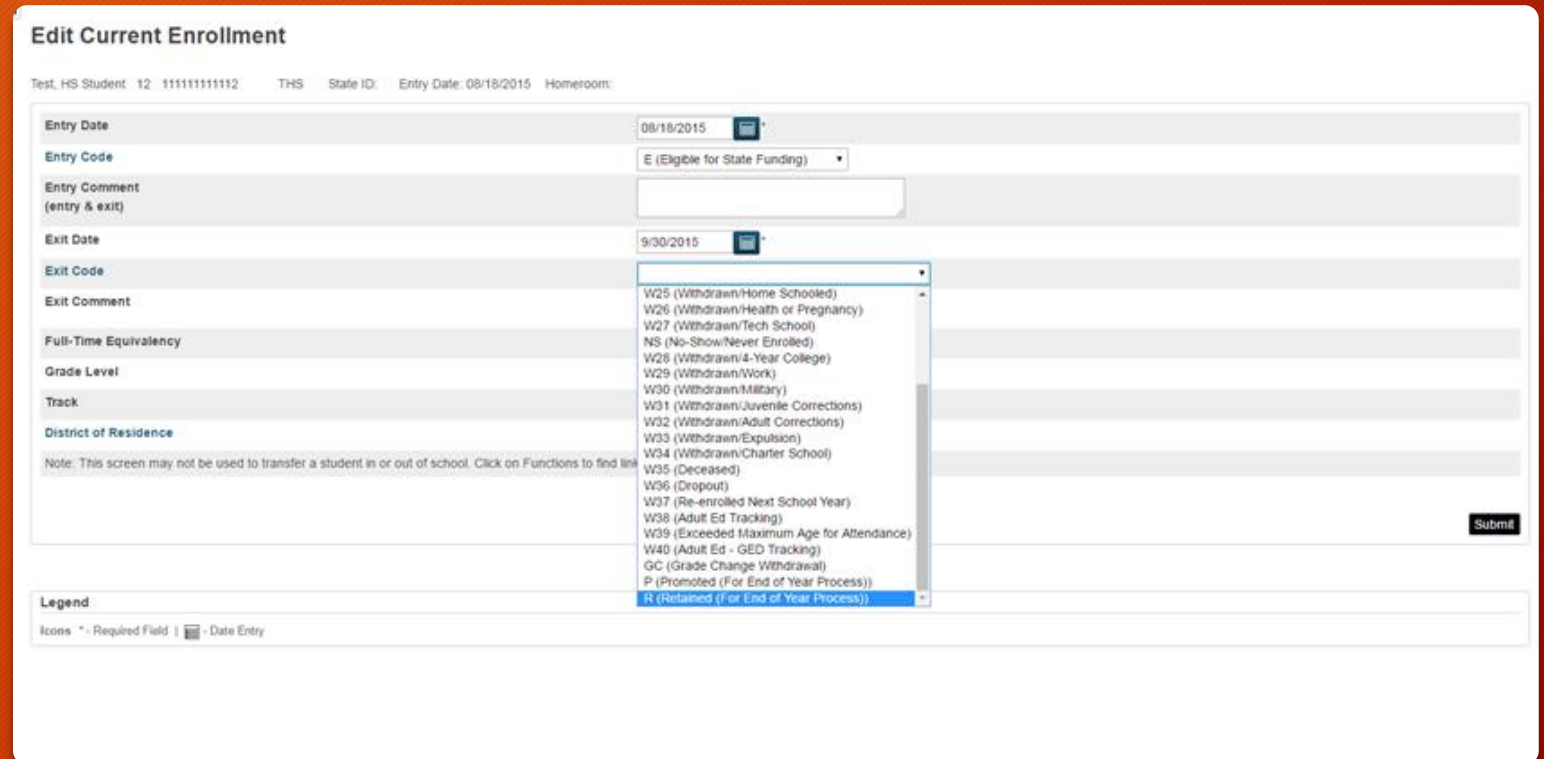
December Drop-Out Collection

Select Dropout Reason

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

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

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?
help@canteytech.com

Happy Thanksgiving!