



**OCTOBER 2022**  
**PS ADMIN MONTHLY WEBINAR**  
Jenn Roach

# Agenda

- Institute Celebrations, Reminders, & Announcements
- Precode
- QDC1
- Validation Reminders
- 45th Day Funding
- December Drop-Out
- Incident Management
- Stored Grades
- E-Collect
- ESSER 2021-22 Coding



# Institute Bulletin: Announcements, Reminders, Celebrations

<b>Send</b>	<p>Send any announcements, reminders, and celebrations in by the 2nd Tuesday of each month. Send to Jenn Roach (jennifer.roach@canteytech.com) after deadline.</p> <ul style="list-style-type: none"><li>· Staffing Updates</li><li>· Celebrations</li></ul>
<b>Go</b>	<p>Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com</p>
<b>Link</b>	<p>Form: <a href="https://forms.office.com/r/GPC8pESruk">https://forms.office.com/r/GPC8pESruk</a></p>



# Celebrations & Announcements



# Special Halloween Webinar TODAY!

- Thank you, Jason for allowing for some fun!
- If you dress up (even shoulders up), you will be entered into a drawing for a \$50 Amazon Gift Card!
- <https://wheelofnames.com/>
- We will draw at the end of our webinar. 😊
- Let's get a picture!



# Celebrations



Welcome  
*Erika Harrison*  
to Lowcountry  
Connections Academy!!!



# Celebrations

Chelsea Kizer of SC Prep says....

*Thank you to Jenn and Jason for all the assistance you have provided us thus far during the school year! The Ecollect webinar was very helpful, and we look forward to using it!*



# CIE Celebrations

## Kid's First Conference!!



Jason's Sign:  
I Really Don't  
Know These  
People  
"LOL"





# Upcoming Training Opportunities

SC EdTech Conference

October 26-28 Myrtle Beach

Can show up and register on-site

PSUG Southeast

May 15-18, 2023 in Myrtle Beach

4 Day Event (Like National Event)

[https://easyregpro.com/e/2023-southeast-psug-event/evt\\_home](https://easyregpro.com/e/2023-southeast-psug-event/evt_home)



# SCDE Training Opportunities

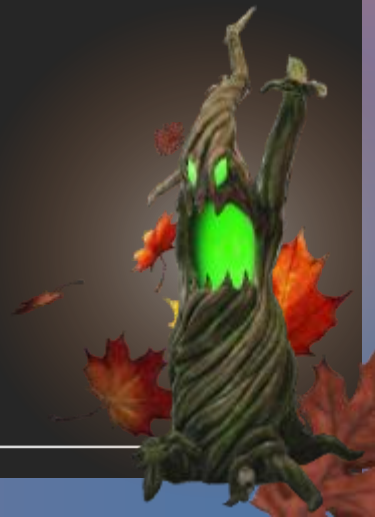
Training Materials and Recordings for:

Chronic Absenteeism

Dropout Data Collection

Incident Management and Truancy Webinar

[2022-Training Materials \(padlet.com\)](https://padlet.com)



# Announcements

- November Webinar
  - In-Person Meeting
  - Will have a Contacts Workshop
  - Remember to fill out lunch form Jason sent.
- Seals of Distinction Notice
  - This SCDE wants to recognize students who have been advised using the previous Seals of Distinction criteria and would be disadvantaged if required to meet the new criteria during their senior year. Therefore, the graduating class of 2023 may use the Seals of Distinction criteria from the 2021-2022 or the 2022-2023 requirements to qualify for any Seal of Distinction.
  - The SCDE is working with Enrich to design a report that will assist in identifying students using both set of criteria. This report will be distributed as soon as it is available.



# Announcements

- SCDE Academic Assistance File
  - Has been uploaded to PowerSchool
  - If already ran reports for 45 day before 10/18/2022, please re-run SC24 & SC28 to capture that data.
- SUNS (State ID) Reminders
  - All student must have legal names & legal gender
  - All students must have preferred names and gender populated



# PowerSchool Master Schedule Building Workshop

- Two-Day Interactive Workshop
  - In-Person Option (\$1000 per person)
  - Online Option (\$600 per person)
  - Multiple Dates (starting October)
- Hands-on, comprehensive training
- Manual Construction methods for all levels of users
- Link to Page: <https://support.powerschool.com/msbw/main.action>
- Link to Register:  
<https://support.powerschool.com/msbw/register/step1.action>



# SCDE SC eCollect Webinar

- PowerSchool eCollect Forms and Surveys Webinar Recording
  - [Link to Webinar Recording](#)



# Cantey “Smileback” Survey

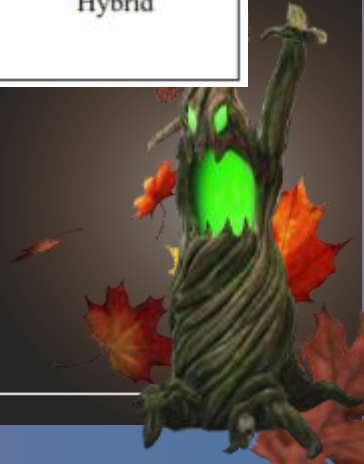
Please complete these surveys once a ticket is completed so you can tell us how we are doing! 😊



# Instruction Type (Recap & Clarification)

- Initial Reporting Due by 45 Day
- *F - Hybrid* is new option
  - Students receiving hybrid instruction should not be coded SBAVRL.
- **C – Online In-State**
  - Curriculum is created by teacher at school
- **E – Online Out-of-State**
  - Curriculum comes from outside source (i.e. EdMentum, Stride, etc.)
- [SCDE Instructional Setting Memo Sept\\_2022](#)

Value	Description	Instruction Delivery Modality
(blank) – Select One	Default value only allowed for non-instructional courses (those that began with a 0).	-
A – Instructor Led	The teacher is physically present in the classroom providing in-person instruction to students.	On-Site/In-Person
B – SC Virtual School Program	The teacher provides instruction to students through the VirtualSC program. No other instruction types should be used for VirtualSC course sections.	Virtual
C – Online In-State	The teacher who provides virtual instruction in some capacity a part of a school/district/state entity for the state of South Carolina.	Virtual
D – Distance Learning	The teacher provides instruction for students physically located at another school location. For example, the teacher may be located physically at a television studio yet teaching several groups of students housed in different schools or districts.	Virtual
E – Online Out-of-State	The teacher who provides virtual instruction to students is not a part of a school/district/state entity for the state of South Carolina.	Virtual
F – Hybrid	The teacher provides in-person and virtual instruction in some capacity that is part of a school/district/state entity for the state of South Carolina. This is not referring to dual modality.	Hybrid







# REMINDERS

# Closures or News

- Let the district office know of any:
  - School closures due to weather
  - Student Expulsions
  - Any other news that may be in the news/newspaper/media

**DOCUMENT EVERYTHING!!!**

The Charter Institute is here for support, but cannot do so if unaware of the situation.



# Individual Graduation Plan (IGP) Setup

- Notify Cantey if you do not have IGP's Setup or need to make changes. We will be happy to assist.
- If you have added Grade 8 this year, you may need an initial set up.
- All 8-12 Grade students should have an IGP in PowerSchool
- Resources:
  - IGP Success Planner for Curriculum Managers**  
[https://www.dropbox.com/sh/xp8d1xj4wqhlxog/AADyOKcyyavrliW\\_EcbeLbHka/Documents/IGP-SuccessPlanner-CurrManagers.pdf?dl=0](https://www.dropbox.com/sh/xp8d1xj4wqhlxog/AADyOKcyyavrliW_EcbeLbHka/Documents/IGP-SuccessPlanner-CurrManagers.pdf?dl=0)
  - IGP Success Planner for Guidance Personnel**  
[https://www.dropbox.com/sh/xp8d1xj4wqhlxog/AADR\\_mIGRnOrHhQ4kSZfaup0a/Documents/IGP-SuccessPlanner-GuidPersonnel.pdf?dl=0](https://www.dropbox.com/sh/xp8d1xj4wqhlxog/AADR_mIGRnOrHhQ4kSZfaup0a/Documents/IGP-SuccessPlanner-GuidPersonnel.pdf?dl=0)
- Confirmation of Setup in LWS
  - Due November 4, 2022



# Parent & Student Portal Access

- Make sure that parents have access and can login
- To set up a new account, you will go to the student > Access Accounts

Student Access Account	
Enable Student Access	<input checked="" type="checkbox"/>
Student Username	<input type="text" value="ABC123"/>
Student Password	<input type="password" value="....."/>
Identity Provider Global ID	<input type="text"/>
Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	<input type="text" value="ABC345"/>
Access Password	<input type="text" value="01192019"/>
Parent Access Accounts	



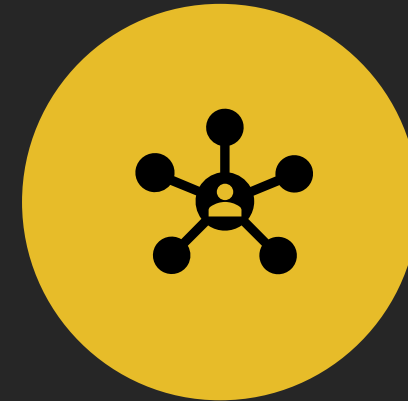
# Parent & Student Portal Access



YOU CAN PRINT A REPORT FOR THE PARENT AND/OR STUDENT WITH THEIR ACCESS INFORMATION AND DIRECTIONS TO CREATE AN ACCOUNT.

GO TO: PRINT A REPORT & CHOOSE ONE OF THE BELOW

CIE Web ID and Password Letter for Parent (DO NOT EDIT)  
CIE Web ID and Password Letter for Parent (DO NOT EDIT) W/SN  
CIE Web ID and Password Letter for Parent (DONT USE) W/SN  
CIE Web ID and Password Letter for Parent (DONT USE) W/SN.1  
CIE Web ID and Password Letter for Student (DO NOT EDIT)  
CIE Web ID and Password Letter for Student (DO NOT USE)W/SN



LINK FOR STUDENT AND PARENT PORTAL:  
[HTTPS://CIE.POWERSCHOOL.COM/PUBLIC](https://cie.powerschool.com/public)



# Academic Accountability Reminders

- Order Winter diplomas as soon as possible to ensure timely delivery. Jostens usually ships within 4-6 weeks. Directions for ordering are on the padlet.
- If you are a new principal and have not provided your signature to Jostens, please do so. Signature sheet is on the padlet.
  - Send to Cantey to add to Transcripts + edit your school info.
- Triple check the spelling of names for diplomas.
- Scrutinize transcripts for accuracy. Refer to the padlet for a checklist and reminders.
- For students who have excessive absences, ensure there is a procedure for alerting parents and students to this now. Refer to SBE Regulation 43-274 for details. The regulation is on the padlet.
- Remember a student cannot recover a FA through Credit Recovery.
- If you are allowing students to make up time and content due to extenuating circumstances per SBE Regulation 43-274, ensure the time and content is made up this semester.
- If Keyboarding is still in your course catalog as an approved computer science credit, please remove it for the 2023-24 school year.

Academic Accountability Padlet

<https://padlet.com/lmcnair7/vlyctdx2i838dzp3>



A large black spider is positioned on the left side of the frame, resting on a blue globe. The background is a dark blue gradient with numerous out-of-focus orange and yellow bokeh lights. The word "QUESTIONS?" is written in a white, serif font with a drop shadow, centered horizontally and partially overlapping the spider and the globe.

QUESTIONS?

Precode



# Precode

## What?

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

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

## Why?

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

## Where?

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

# Precode

Communication is important when it comes to precoding.

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

- ML Director/Coordinator
- Testing Coordinator
- SpEd Director/Coordinator

Assessment	Grades Impacted	Precode Deadline
End-of-Course Exam	9-12 (some 8 <sup>th</sup> grades if offered)	Fall/Winter: October 14 Final: TBD Spring: TBD Phase 1: TBD Final: TBD
ACCESS for ELLs	K-12 Identified ELL Students	Winter: November 22
SC-ALT	3-8 Identified Students	Spring: November 18
SC Ready & SC PASS	3-8	Print Phase: November 22 Precode Update: February 16
Ready to Work	9GR21 & 9GR20 Retakes	November 22

# Precode

# Fall Precode

- SCDE Precode Guide - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/>
- Winter Precode Access for ELLs, SC-Alt
- Fall/Winter EOC was due October 14, 2022

Display Name	PS Field Name
School Number	SchoolID
NA	District
School Name	School Name
Grade Level	Grade_Level
True Grade	S_SC_STU_X.TrueGrade
State ID	State_StudentNumber
Student Number	Student_Number
Name	Last_Name
Name	First_Name
Name	Middle_Name
Gen (Jr., III, etc.)	S_SC_STU_X.StudentGeneratio n
DOB	DOB

Fall  
Precode

Display Name	PS Field Name
Gender	Gender
Ethnicity	FedEthnicity
Race	Racecode not in B, W, I, A, P
EFA Code Entry	EFA Primary-EFA10
Deaf-Blindness	S_SC_STU_X.DeafBlindInd
Multiple Disabilities	S_SC_STU_X.MultiDisabInd
504 Plan	S_SC_STU_X.Plan504Code
Instructional Setting	S_SC_STU_X.InstrSetting
Gifted & Talented Status	S_SC_STU_X.GT_Qualified
Migrant	S_SC_STU_X.Migrant
Engl Prof	S_SC_STU_X.Engl_Prof
Alternate Assessment	AtlAssess - S_SC_STU_X.AltAssess....

Fall  
Precode

PS Display Name	Precode Field	PS Display Name	Precode Field
ELA Custom Materials	S_SC_STU_X.CustomELACde	Entry Date	EnterDate
Math Custom Materials	MathS_SC_STU_X.CustomMathCde	*****	Course Information
Science Custom Materials	S_SC_STU_X.CustomSciCde		
Soc Stu Custom Materials	S_SC_STU_X.CustomSocStuCde		
ELA Oral/Signed Admin	S_SC_STU_X.OralELA		
Math Oral/Signed Admin	S_SC_STU_X.OralMath		
Science Oral/Signed Admin	S_SC_STU_X.OralScience		
Social Studies Oral/Signed Admin	S_SC_STU_X.OralSocStudies		
Middle/High EOCEP Paper-Algebra	EOCEPPaperEnglish - S_SC_STU_X.EOCEPPaperEla		
Middle/High EOCEP Paper-Math	S_SC_STU_X.EOCEPPaperMath		
Middle/High EOCEP Paper-Biology	S_SC_STU_X.EOCEPPaperScience		
Middle/High EOCEP Paper-USHC	S_SC_STU_X.EOCEPPaperSocStu		

# Fall EOC Precode

# Fall SC-ALT Precode

**Early Validation: Spring SC-ALT Due Friday, November 18, 2022**

**Spring SC-Alt Precode Due: Tuesday, November 22, 2022**

- ▶ PS Admin should work with SPED Coordinator/SC-ALT to identify students in PowerSchool and check **Alternate Assessment**. Enter **Alternate Assessment Test Administrator: First Name & Last Name** - used to record the SC-Alt test administrator for students taking an Alternate test. If left blank, the Home Room teacher of record is used.

Home Page > Student Selection > State/Province – SC > Precode

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

## Course Codes for Precode (Alternate Assessment)

Codes for Alternate Assessment Eligible Students

Course Code	Course Subject Name
48530000	English (for SC Alt)
48540000	Algebra (for SC Alt)
48550000	Biology (for SC Alt)
48560000	US History and Constitution (for SC Alt)



# Fall ACCESS for ELLs Precode

**Spring ACCESS for ELLs Precode Due: Tuesday, November 22, 2022**

- ▶ ACCESS for ELLs is administered as an online assessment beginning with the 2020-2021 administration.
- ▶ District test coordinators will not need to order materials or mark anything in Precode for students taking ACCESS for ELLs online.
- ▶ Customized test forms and/or oral/signed administration materials for ACCESS for ELLs are not ordered via Precode.
- ▶ Students taking the Alternate ACCESS for ELLs should have the Alternate Assessment field checked on the Precode page in PowerSchool.

QDC1

# QDC1

## QDC 1 – SC Data Reporting, Incident Management (IM), Dropout ❖ School Deadline Friday, October 21, 2022

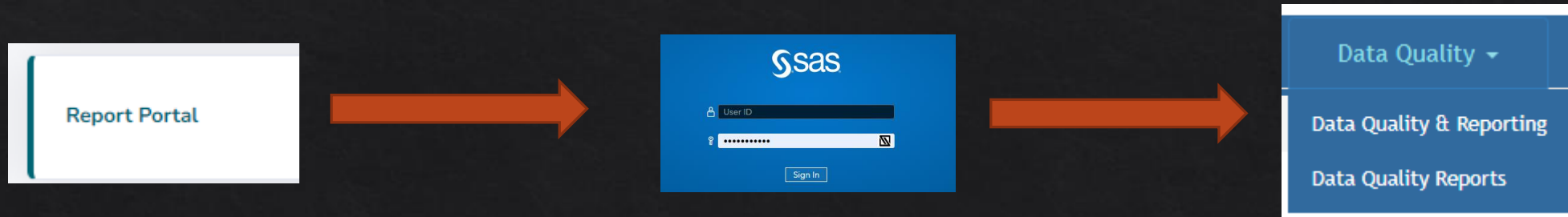
### Data Validations:

- ▶ **SCDE MEMBER CENTER** – Log in and correct validation errors on the Data Quality Reporting (DQR) page. If you need access to DQR email Jason Jones: [jjones@erskinecharters.org](mailto:jjones@erskinecharters.org)
- ▶ Check DQR: [ed.sc.gov](http://ed.sc.gov) > Login > Report Portal > Sign Into SAS > Data Quality & Reporting > **Check these Folders:** Activity Code, Student, Teacher, State ID > *Correct identified errors in PowerSchool.*
- ▶ Correct Level Data State Validation Reports
- ▶ Specific Fields and Info found on Sept. 2022 Webinar: [Click Here for Sept 2022 Webinar](#); Slides 55-76

# Validation Reminders

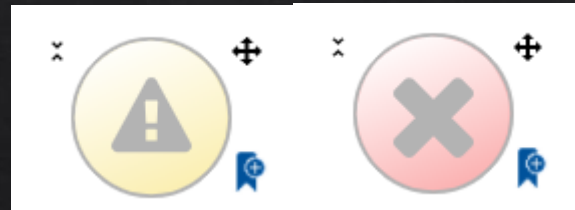
# Validation Reminders

- ◆ Please check Level Data and SAS Reports no less than one time a week and clear errors.
- ◆ Reach out to Cantey for assistance if needed; we can help clear or answer questions.
- ◆ **SAS Reports**
  - ◆ To login, visit: <https://appportal.ed.sc.gov/my.policy> > Click Report Portal > Login to SAS > Hover over Data Quality > Click Data Quality & Reporting > Errors by Validation Type (Student, Activity Code, Teacher, State ID, PowerSchool Setup)



# Level Data

- ◇ This is a friendly reminder that level data is a huge help!
- ◇ Not just the tool at the bottom of your PowerSchool Homepage, but in all pages as you navigate PowerSchool.
- ◇ Pay attention to the yield (yellow) and warning (red) circles
  - ◇ If you hover over a circle, it will let you know what the error is/could be.



# Section and School Enrollment Audits

01

From your Home Page >  
System Reports > Under  
*Membership and  
Enrollment* Header, click  
School Enrollment Audit  
or Section Enrollment  
Audit

02

Errors need to be cleared

03

If you have trouble  
clearing, let Cantey  
know

45<sup>th</sup> Day



# 45<sup>th</sup> Day Funding

**Due: Friday, November 4, 2022**

## Data Validations:

- ▶ **SCDE MEMBER CENTER** – Log in and correct validation errors on the Data Quality Reporting (DQR) page. If you need access to DQR email Cantey.
- ▶ Check DQR: ed.sc.gov > Login > Report Portal > Sign Into SAS > Data Quality & Reporting > **Check these Folders**: Activity Code, Student, Teacher, State ID > *Correct identified errors in PowerSchool.*
- ▶ Correct Level Data State Validation Reports
- ▶ Opportunity for Assistance in Running 45 Day Reports:
  - ▶ <https://calendly.com/jennroach1/cie-running-45-day-reports?month=2022-10>

# 45<sup>th</sup> Day Funding

- ◇ 45-day Funding Reports:
  - ◇ **Due November 4, 2022**
- ◇ All funding reports is based on your school's 45<sup>th</sup> in-session day
- ◇ Make sure that the calendar in PowerSchool has the correct 45<sup>th</sup> in-session day
- ◇ Two ways to view in-session days:
  - Start Page > School > Calendar Setup – you can view and edit in-sessions days
  - Click Term link in the upper right corner of the Start Page or top header of page > then when the check green check mark appear click the green check mark – you can only view in-session.
  - Minimum of 180 in-session days.
- ◇ SC02 Cumulative Class Report – schools with PK3 and PK4 are the only schools that will have to create an extract and select funding for this report.

# 45th Day Funding

- ◇ All students should be coded with an EFA Code.
- ◇ At this point in the year when you enroll students into your school, you will need to manually enter/create an EFA Primary Code. The effective start date must match the student's initial enrollment date for the current school.
- ◇ State/Province – SC > EFA/EIA Classification > EFA Code Entry > to create/add a new EFA
- ◇ State/Province – SC > EFA/EIA Classification > EFA History > to edit, stop or remove an EFA code.
- ◇ The code selected for the EFA Primary is the code that is used for the EFA funding weight.
- ◇ Average Daily Membership (ADM) - The for each student classification is multiplied by the weighting factor for the respective classification to determine the weighted pupil units (WPU) for each classification. The aggregate number of days in membership divided by the number of days school is in session.
- ◇ Membership is defined as the number of pupils present plus the number of pupils absent. A pupil will be counted in membership on the first day of entrance in an instructional program as an original entry, a re-entry, or a transfer. (R43-172)

# 45th Day Funding

- ◇ Students with VOC EFA Primary Code
  - Students must be scheduled in an approved CATE course code
  - 45th day data collection will be impacted when a school is claiming VOC EFA Primary codes and the students are not scheduled in a SCDE approved CATE course codes section. Schools will not be allowed to claim VOC as a EFA Primary if the student is not scheduled in a SCDE approved CATE section and SCDE requirements are not meet.
  - Teachers being certified to teach VOC will be monitored. Non-Certified teachers teaching VOC classes may have a negative impact on a school's 75/25 Teacher Certification regulation. SC Code of Law [59-40-50 \(5\)](#)
- ◇ **2022-23 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/>
- ◇ If a student has a disability code as the EFA Primary code they must have the disability identified in their IEP through Enrich.
- ◇ If the student has a disability in Enrich the heaviest weighted EFA disability should be in the EFA Primary field.

# 45th Day Funding Notes

SC01 must be run with Membership and Attendance *Extract* to run the SC06 with Extract

SC01 must be run with Cumulative Class Extract to run the SC02 with Extract.

You will get an SC06 error message if they don't do the SC01 with extracts first.

# Running Day 45 Reports

# 45<sup>th</sup> Day Funding – Running Reports

- ◇ 1<sup>st</sup> run **Refresh Premier Attendance Views Data**.
  - ◇ On the Start Page click **Special Functions** > click **Attendance Functions** > click **Refresh Premier Attendance Views Data**
  - ◇ Run **Refresh Premier Attendance Views Data** in order for membership, absences, and ADM to calculate correctly on the report. Run for all students at the school.
- ◇ To Run Reports: *Start Page > System Reports > State tab > Under Legacy Reports header*
- ◇ 2<sup>nd</sup> run SC01 Data Verification with Extract.
  - ◇ Once SC01 Data Verification is **Error Free** you can then run reports SC02-SC09
  - ◇ After you run SC01-SC09 report archive/save & store (hard copy or electronically).  
*Note: Multiple staff members should know where these reports are stored.*

## Running 45 & 135 Day Reports

# 45<sup>th</sup> Day Funding

- ◇ **SC06 – Membership and Attendance Report** - The Membership and Attendance Report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. An extract option is available and includes preparing data for 45 day. **Create an extract.**
- ◇ **SC02 Cumulative Class Report**- The Cumulative Class Report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day. Note: only for PK3 and PK4 students. **Create an extract.**



# 45th Day Funding – EFA

## ◇ SC06 Membership and Attendance Report

- Day: enter 45
- Self Contained Only: No (default)
- Output Type: Report and Extract

### SC06 Membership and Attendance Report



**Report Name** SC06 Membership and Attendance

**Version** 3.12

**Description** This report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.


**Comments**

**Processing Options** In Background Now ▾

**Specific Date/Time** MM/DD/YYYY  

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

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

**Date** MM/DD/YYYY 

**Day** 45

**Self-contained only** No ▾

**Output Type** Report and Extract ▾

[Submit](#)

# 45th Day Funding – EFA & AOW

Date: 04/10/2013  
 BEDS Code: 4701###  
 Name: My School Name

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

The Reporting Date → 03/25/2013 ← The date the report was ran for

Page: 1  
 District Name: SC Public Charter School District

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

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

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

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

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

I certify that this report is true and correct.

# 45<sup>th</sup> Day Funding

- ◇ **SC09 Cum Class from Extract** - The Cum Class from Extract allows for the creation of the Cumulative Class Report based on prior report extracts for the currently selected school year and currently selected school. The report will be the data that was generated when the extract was originally created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/Time the report extract was created. **Note:** After you have selected an extract for funding, go to the Cum Class Report from Extract. You will look on this page to ensure the 'Y' is displayed beside the extract that you want SCDE to use to calculate your funding.
- ◇ **SC09 Membership & Attendance from Extract** – SC09 Membership & Attendance from Extract allows users to select a previously generated report extract for reprinting the SC06 Membership & Attendance Report for the currently selected school year and the currently selected school. The report will be the data that was generated when the extract was originally created. The report will include the date/time each extract was created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, the Self-contained indicator, and the Date/Time the report extract was created. **Note:** After you have selected an extract for funding, go to the Mem & Att Report from Extract to ensure the 'Y' is displayed beside the extract you want SCDE to use to calculate your funding

# 45<sup>th</sup> Day Funding

- ◆ **Select EFA/EIA Funding Extract** (SC06 Create Extract/SC09 Choose Extract)– Make sure that the extract that your school wants sent to the SCDE is selected. The Date/Time Created  
**Note:** *You should not make a change to your selection after the SCDE has finalized funding.*
- ◆ **DO NOT FORGET TO CLICK THE SUBMIT BUTTON** – to make sure your selection is saved and sent to the SCDE.

# 45<sup>th</sup> Day Funding - AOW

- ◆ The Add-on Weightings are calculated as Average Daily Membership; that is, the Add-on Weightings will be an ADM – total number of days served divided by the Day Number selected when running the report, such as the 45th day.
- ◆ **Academic Assistance** [Standardized Test Performance Level] – students who score as Not Met/Fail/Low (a value of ‘1’ which means “Not Met” or “Below Basic”) on selected standardized state test. This file is created by the SCDE then sent to districts and imported into PowerSchool. Cantey will notify you when the file has been imported into PowerSchool. **Note:** You may want to wait until this file is imported into PowerSchool before running your 45th day Add-on Weighing reports, so you do not have to run them multiple times.
- ◆ **High Achieving** – Gifted and Talented – Academic (GTA), Gifted and Talented – Artistic (GTR), Advanced Placement (AP), International Baccalaureate (IB). GTA/GTR students must be STATE-IDENTIFIED **~and~** SERVED in a GT/Honors Program. Use the first day of the school year as the effective start date. Grades 3 – 12 for GTA & GTR. Grades 9 – 12 for AP & IB.
  - ◆ Code all qualified students on the SC Student Information Page

G&T Qualified	

▼

A - GTA - G & T Academic

R - GTR - G & T Artistic

B - Both - GTA & GTR

# 45<sup>th</sup> Day Funding - AOW

- ◆ **LEP - Limited English Proficiency** ESL value less than 8. Each new LEP student must be evaluated within the first 10 days of school. All proficiency codes must be entered into PS for LEP students within the first 45 days of each school year to indicate proficiency levels of the English language.
- ◆ **Dual Credit** – Student must be enrolled at least 30 days in an approved Dual Enrollment course where ‘E’ is the 7th character of the Course Number
- ◆ **Poverty** – Pupils in Poverty (PIP). Which is defined using Directly Certified, Direct Certification Extended, SNAP/TANF, **Homeless, Migrant, Runaway, Foster.**

# 45<sup>th</sup> Day Funding - AOW

Run Reports: *Start Page > System Reports > State tab > Under Add-On Weightings header*

- ◇ 1<sup>st</sup> run - **SC24 Add-On Weightings Update**. Run this report to update any changes.
- ◇ **SC28 Add-On Weightings Report** – create extract for the 45th day.
- ◇ **SC30 Add-On Weightings Select Funding Extract** - This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each to be used for state funding.  
*Note: A change to your selection should not be made after the state data collection has ended.*
- ◇ **SC28 Add-On Weightings Report & SC30 Add-On Weightings Select Funding Extract** - Print and archive/save this report (hard copy / electronically). *Make sure that multiple staff members know where these two reports are located.*

# 45th Day Funding – AOW

## SC28 Add-On Weightings Report

### Report Information

Description	The SC Add-On Weightings Report totals all Add On Weighting classification occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing date for 45 day and 135 day state reporting.
Version	1.1.0
Output File Name	SC28_AddOnWeightings_Report
Category	Add-On Weightings
Published Date	10/10/2019 11:37 PM

### Comments

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

Clear All ▼

As Of Day - (Date)\* Day 45 - (09/19/2019) ▼



Create Extract\*  Yes  No



## Scheduling

Please select when to run

Run Now  Schedule

Submit



# 45th Day Funding – AOW

## SC30 Add-On Weightings Select Funding Extract

Report Information	
Description	This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each to be used for state funding. Warning: a change to your select should not be made after the state data collection has ended. If no extracts are displayed, be sure a school is selected.
Version	1.0.1
Output File Name	SC30_AddOnWeightings_Select_Funding_Extract
Category	Add-On Weightings
Published Date	10/10/2019 11:37 PM
Comments	
Report Parameters	(Check checkbox on the right to save as default value) <span>Clear All ▾</span>
135 Day Add On Weightings Extract	<input type="text"/> <input type="checkbox"/>
45 Day Add On Weightings Extract	10/17/2019 08:37:43 AM <input type="checkbox"/>

## Scheduling

Please select when to run

Run Now  Schedule

Submit

*Note: This is an extract time and date stamp only. The funding has not been selected yet so the selected funding message is not in this screenshot.*

A large, dark, hairy spider is positioned on the left side of the frame, resting on a blue globe. The spider's legs are spread out, and its body is covered in fine hairs. The background is a dark blue gradient with numerous out-of-focus, glowing orange and yellow circular lights, creating a bokeh effect. The word "QUESTIONS?" is written in a white, serif font with a drop shadow, centered horizontally across the middle of the image.

QUESTIONS?

# December Drop-Out Collection

# December Drop-Out Collection

**Early Validation Due Friday, November 18, 2022**

**Final Due Friday, December 2, 2022**

- ▶ 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.
- ▶ *2022 Dropout Policies and Procedures Manual*: <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2022-dropout-policies-and-procedures-manual/>

# December Drop-Out Collection

- ▶ **School Year**
  - ▶ October 1, 2021-September 30, 2022
- ▶ **Grade Level**
  - ▶ 7<sup>th</sup> Grade to 12<sup>th</sup> Grade

# 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 9<sup>th</sup> grade and does not return after the summer is a 9<sup>th</sup> grade dropout.
- ▶ A student who completes the 9<sup>th</sup> grade and is expected to enroll in the 10<sup>th</sup> 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 2021-2022 school year but are re-enrolled by October 1, 2022 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 1111111111112 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	<ul style="list-style-type: none"><li>W25 (Withdrawn/Home Schooled)</li><li>W26 (Withdrawn/Health or Pregnancy)</li><li>W27 (Withdrawn/Tech School)</li><li>NS (No-Show/Never Enrolled)</li><li>W28 (Withdrawn/4-Year College)</li><li>W29 (Withdrawn/Work)</li><li>W30 (Withdrawn/Military)</li><li>W31 (Withdrawn/Juvenile Corrections)</li><li>W32 (Withdrawn/Adult Corrections)</li><li>W33 (Withdrawn/Expulsion)</li><li>W34 (Withdrawn/Charter School)</li><li>W35 (Deceased)</li><li>W36 (Dropout)</li><li>W37 (Re-enrolled Next School Year)</li><li>W38 (Adult Ed Tracking)</li><li>W39 (Exceeded Maximum Age for Attendance)</li><li>W40 (Adult Ed - GED Tracking)</li><li>GC (Grade Change Withdrawal)</li><li>P (Promoted (For End of Year Process))</li><li><b>R (Retained (For End of Year Process))</b></li></ul>
Exit Comment	
Full-Time Equivalency	
Grade Level	
Track	
District of Residence	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find link

**Legend**

Icons \* - Required Field | - Date Entry

Submit

# December Drop-Out Collection

## ▶ Select Dropout Reason

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

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		Adult Ed Entry Date	MM/DD/YYYY
Dropout Date	MM/DD/YYYY	GED Earned	

- 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.

# 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

The screenshot shows a web form with the following fields:

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

A red rectangular box highlights the 'Dropout Reason' and 'Dropout Date' fields. The 'Dropout Reason' field is a dropdown menu with a green border and a checkmark icon. The 'Dropout Date' field is a date picker with a blue calendar icon and a checkmark icon.

# Incident Management

# Incident Management

- ① All discipline and truancy data must be reported in Incident Management System.
- ① All incidents coded must have an offender, behavior, action, removal type (*if applicable*) associated with the incident.
- ① System Reports > SDE Reports tab
  - ① Discipline Reports
  - ① Incident Management Reports
- ① SCDE PowerSchool Incident Management - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-guide-2019/>
- ① SCDE Powerschool Incident Management Frequently Asked Questions - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-faq/>
- ① 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/>
- ① 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

## Level Data State Validation > Incident Management tab

- ▶ **SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch** - For each Incident Management record with the proper In-School Suspension action code, students must have a corresponding In-School (SC-ISS) attendance code. The action dates of the In-School Suspension in Incident Management must have matching dates marked with an In-School Suspension attendance code. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of In-School Suspension are not included in this validation.
- ▶ **SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch** - For each Out of School (SC-OSS) attendance code, students must have a corresponding Incident Management record with the proper Out of School Suspension or Suspension Pending Expulsion action code. The dates marked with the Out of School Suspension attendance code must match with the action dates of an Out of School Suspension or Suspension Pending Expulsion action code in Incident Management. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of Out of School Suspension are not included in this validation.
- ▶ **Invalid Pending Parent Conference** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.
- ▶ **Missing Object Code Comment for Misc Object** - All incidents with an Object Code of Misc Object must have an Object Code Comment.



# Incident Management

## Level Data State Validation > Incident Management tab

- ▶ **Missing/Invalid Incident Location** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.
- ▶ **Missing Incident Behavior Code (1010)** - All students reported as an Offender in an incident must have a Behavior Code.
- ▶ **Missing Incident Action Code (1050)** - All students reported as an Offender in an incident must have an Action Code.
- ▶ **Missing/Misplaced Action Code** - All incidents must contain an Action Code and the Action Code must be placed on the Behavior Code.
- ▶ **Missing Object Code Comment for Weapon** – All incidents with an Object Code of Weapon and an Object Sub-Code of 780 – Other Weapons must have an Object Code Comment.
- ▶ **Missing Incident Offender** - All incidents must contain an Offender.
- ▶ **Missing Required Duration Code (1000)** - All incidents with an Action Code of Detention, Suspension, or Expulsion must have a Duration Code.

# Incident Management

## Level Data State Validation > Incident Management tab

- ▶ **Missing Physical Injury Code (1030)** – When Behavior Code is Aggravated Assault, the Offender must have a Physical Injury attribute.
- ▶ **Invalid Pending Expulsion (1040)** – Incidents with an Action Code of Suspension^ should not be left with an Action Code of Pending Expulsion^ when there is not another valid Action Code assigned to the Behavior.
- ▶ **Invalid Weapon Type (1060)** – Incidents with the element object of weapon must be assigned a weapon type subcode.
- ▶ **Warning Incident Type (1070)** – Listing of incidents with a Behavior Code of Homicide or Kidnapping/Abduction.
- ▶ **Missing Weapon Type** – Incidents with a Behavior Code of 789 Other Weapons must have an Object Code describing the Weapon Type.

# 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

- 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 names]

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

**Reporters**

**Victims**

**Offenders**

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

**Witnesses**

Type	Description
Behavior	[1] 016 Inappropriate Language^

**Offender Details:**

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^ ▾

**REQUIRED**

Attributes Code Comment

Select Role(s) +

Offender ▾ No Comment^ ▾

**REQUIRED**

+ Add Participant Attributes Close

Permanently Storing Grades:  
Tips, Best Practices, and  
Process

# Permanently Storing Q1 Grades

- ▶ **Using PowerTeacher Pro**
  - ▶ If you are storing grades, then you are using PowerTeacher Pro where each course section is assigned a grade for the reporting term.
  - ▶ By storing grades, you are taking a snapshot of teacher gradebook for a single point in time.
- ▶ Will allow you to store a historical grade record.
- ▶ **Your teachers have confirmed that their grades are complete in their gradebook.**
- ▶ **Store Grades in the Correct Term (Q1, Q2, S1, S2, F1, etc.)**

# Permanently Storing Q1 Grades

## Best Practices

- ▶ Give teachers a deadline to have grades in.
- ▶ Verification Report can be created and run so that teachers can sign off on their grades.
- ▶ Section Readiness Report
- ▶ Plan to lock gradebook once grades are verified.
  - ▶ Prevents grade changes and possible unnecessary errors
- ▶ You only store grades ONCE per reporting term.

# Verify Grades Report : PS Admin – Class Rosters

- ▶ [How it Works: The Class Roster PDF](#)
- ▶ Start Page > Reports: System Reports > Student/Staff Listings: Class Rosters (PDF)

Class Rosters (PDF)

Print rosters for (hold the CTRL key to make multiple selections)

Meetings (leave unchecked for all)

Include students who

Heading font

Size, line height, style

Print heading on

Heading text (Fields)

Enter {{teachername}} to cause the teacher name to appear, and {{class\_expression}} for the expression

Column title font

Size, line height, style

Print column titles on

Roster Font

Size, line height, style

Roster columns (Fields)

Rule width (points)

Cell padding (points)

Page size

Margins (inches)

Orientation, boots

Watermark text

Watermark mode

When to print

Report Output Locale

Abuliah, Andrea  
Alan, Monica  
Agu, Jerald  
Baumann, Donnette  
Bell, Ronald Wayne  
Beale, Jennifer

	A	
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	

are currently enrolled in class  
 were enrolled on 10/01/2020  
 were enrolled any time between 10/17/2020 and 10/23/2020

Times

18 (points)  Bold  Italic  Underline

First page of each class

Header=Grade Verification Report  
Teacher={{teachername}}  
Period={{Expression}}-{{TermYear}}  
Course Title={{coursename}}  
Course Section={{Course Number}}-{{Section Number}}  
Total={{No. of students}}

Helvetica (points)  Bold  Italic  Underline

All pages

Times

10 (points)  Bold  Italic  Underline

Format: field name | column title | column width | alignment

```
-{course}Count: 5  
-{LAP}Name: 25  
-{ig} final grade DT Grades DT 4 etc  
-{ig} final comment DT Comments 2 5L  
-{aff} abs Y1 IAB3 5 C  
-{aff} abs Y1 IAB3 5 C
```

Horizontal: 5 Vertical: 1

Horizontal: 4 Vertical: 2

Letter (8.5" x 11")

Custom size: Height Width

Left: 5 Top: 5 Right: 5 Bottom: 5

Portrait (vertical) 100

Overlay

ASAP

MM/DD/YYYY

English

# Verify Grades Report : PS Admin – Class Rosters

- ▶ Print Rosters for: Click Teachers or Hold CTRL Key and Choose All/Multiple
- ▶ Meetings(s) : Choose by Period or Leave Unchecked for All
- ▶ Include Students Who: *Are Currently Enrolled in Class*, Specific Date, or Date Range
- ▶ Formatting Fields: Customizable
- ▶ Heading Text: Customizable

- ▶ Example

<center>Grade Verification Report

Teacher: ~(teachername)

Period: ~(Expression), ~(termabbr)

Course Title: ~(coursename)

Course Section: ~(Course\_Number).~(Section\_Number)

Total: ~(No\_of\_students)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

Instructions: This verification sheet contains information that will be printed on your students' Report Card. Please verify that information listed in the column/s are complete and accurate for your specific course. If necessary, please make any changes in your PowerTeacher Gradebook data. When your verifications are complete and accurate, please sign above and return all sheets to the guidance department.

# Verify Grades Report : PS Admin – Class Rosters

- ▶ Roster Columns: Customizable

- ▶ Example for Q1 (includes grade, comments, absences, & tardies):

- ~(count)\Count\.5

- LastFirst\Name\2.25

- ~(pg.final.grade;Q1;Grade)\Q1\.4\c

- ~(pg.final.comment;Q1)\Q1 Comment\2.5\L

- ~(att;abs;Y1)\ABS\.5\C

- ~(att;tar;Y1)\TAR\.5\C



# Verify Grades Report : PS Admin – Class Rosters

## Grade Verification Report

Teacher: [REDACTED]

Period: 2(A), 20-21

Course Title: Algebra 1 Honors

Course Section: 411400HW.01

Total: 65

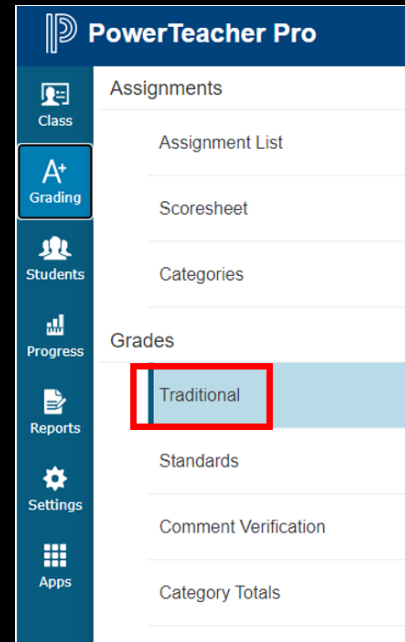
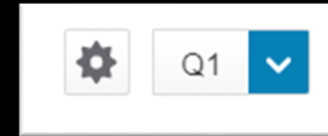
Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

Instructions: This verification sheet contains information that will be printed on your students' Report Card. Please verify that information listed in the column/s are complete and accurate for your specific course. If necessary, please make any changes in your PowerTeacher Gradebook data. When your verifications are complete and accurate, please sign above and return all sheets to [REDACTED].

Count	Name	Q1	Q1 Comment	ABS	TAR
1	[REDACTED]	79	Good student!	0	0
2	[REDACTED]	84	Great student!	0	0
3	[REDACTED]	94	Awesome student!	0	0
4	[REDACTED]	92	Awesome student!	0	0
5	[REDACTED]	90	Awesome student!	0	0
6	[REDACTED]	83	Great student!	0	0
7	[REDACTED]	82	Great student!	0	0
8	[REDACTED]	52	Needs to put forth more effort!	0	0
9	[REDACTED]	93	Awesome student!	0	0
10	[REDACTED]	95	Awesome student!	0	0
11	[REDACTED]	66	Needs to put forth more effort!	0	0
12	[REDACTED]	92	Awesome student!	0	0
13	[REDACTED]	91	Awesome student!	0	0
14	[REDACTED]	98	Awesome student!	0	0
15	[REDACTED]	93	Awesome student!	0	0

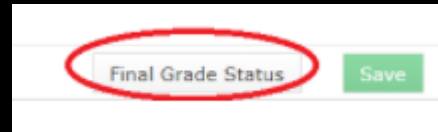
# Verify Grades Report : PowerTeacher Pro

- ▶ Run the Final Grade and Comment Verification Report
- ▶ Teachers Should Do the Following:
  - ▶ Choose the Reporting Term from the Term Selector
  - ▶ Choose A+ Grading & Click Traditional

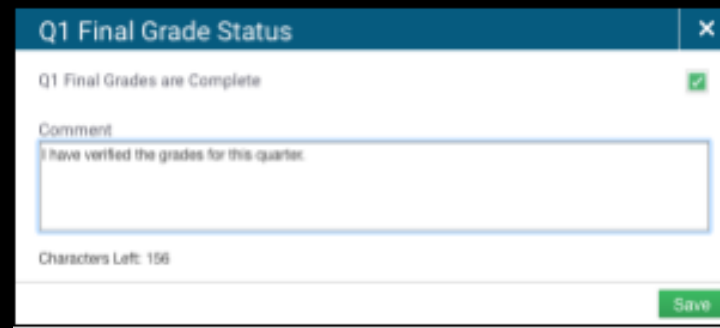


# Verify Grades Report : PowerTeacher Pro

- ▶ On the bottom of the Traditional Grades, Standards Grades, or Comment Verification pages, click Final Grade Status.



- ▶ In the dialog, select (term) Final Grades are Complete checkbox, and enter any comments in the field.
- ▶ If not ready to verify the final grades for the class, leave the checkbox blank, and enter comments for the administrator in the Comment field.

A screenshot of a dialog box titled 'Q1 Final Grade Status'. It contains a checkbox labeled 'Q1 Final Grades are Complete' which is checked. Below it is a text area labeled 'Comment' containing the text 'I have verified the grades for this quarter.' At the bottom left, it says 'Characters Left: 156'. At the bottom right, there is a green 'Save' button.

# Section Readiness Report

Start Page > Reports : System Reports > Section Readiness (under Additional School Level Reports)

Filter (1)								Reporting Term
Reporting Term	<input type="text" value="Q1"/>							<input type="button" value="+"/>
Verified Status	<input type="text"/>							<input type="button" value="+"/>
								<input type="button" value="Clear"/> <input type="button" value="Apply"/>
1-10 of 432 items								
Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status	Verified Date	Teacher Status Comment
Q1		1(A)	302400HW	English 1 Honors	01	Complete	10/22/2020	checked

# Locking Gradebook

Home Page>School Setup>PowerTeacher Pro Setting>Lock Reporting Term Settings

Settings	
Enable Term Locks	<input checked="" type="checkbox"/>
Days After Reporting Term	<input type="text" value="2"/> *
Number of Days to Warn Teachers	<input type="text" value="5"/>

# Storing Grades for Q1

Step 1:

Navigate to Home Page >

System (Setup) > Permanently Store  
Grades

The screenshot displays the PowerSchool System Administrator interface. The top navigation bar shows 'Start Page > System Administrator'. The left sidebar contains a menu with categories: Functions, Reports, People, Setup, and Applications. The 'System' option under the 'Setup' category is highlighted with a red box. The main content area is titled 'System Administrator' and lists various administrative functions. The 'Grades' section at the bottom of the main content area contains the 'Permanently Store Grades' option, which is also highlighted with a red box.

**PowerSchool**

Start Page > System Administrator

**System Administrator**

**Functions**

- Attendance
- Attendance Today
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- SchoolReach® Broadcast
- SchoolReach® Results

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

- School
- System**
- Personalize

**Applications**

- PowerLunch
- PowerScheduler

**Attendance**

- Attendance Bridge Synchronization

**Data Management**

- Assign New Student Numbers
- AutoComm Setup
- AutoSend Setup
- Change Course Number
- Clear Activities
- Custom Fields / Screens
- Direct Database Export (DDE)
- Page and Data Management
- Photo Management
- PowerTools
- Special Operations

**Grades**

- Average Final Grades
- Calculate Honor Roll
- Copy Final Grade Setups
- Export Historical Grades
- Permanently Store Grades**

# Storing Grades for Q1

## Step 2:

- ❖ Use correct Term
- ❖ Exclude/Include Class Enrollments check the “Include only enrollment records that are currently active and that were active on this date” and enter in a date 2-3 days before the end of quarter 1 (this step is recommended by PowerSchool).

**Which Grades**

Use this Final Grade/Reporting Term: Q1 \*

Save with this Historical Store Code: Q1 \*

**Exclude/Include Class Enrollments**

Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000

Exclude enrollment records where the student dropped the class before this date: 00/00/0000

Include only enrollment records that are currently active and that were active on this date: 10/20/2018

Note: Do not use the same store code twice in one year unless you wish the system to overwrite all stored grades for term.

# Storing Grades for Q1

## Step 2:

### ❖ Additional Filter Options\*\*

- You can store grades of a selected number of students.
- You can store grades for students in a specific course section by enter the course and section numbers, separated by a period. For example, enter 08960100.01 for Homeroom 1, Section 1.
- You can store grades by individual grade levels.
- d. You can store grades by Track days. (do not check this option)***
- You can store grades for students that were enrolled at your school thru a certain date range.

▼ Additional Filter Options	
<input type="checkbox"/> Store grades for currently selected (0) students only	
Request that grades be stored only for a specific section	<input type="text"/> (course.section)
Student Grade Level	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Track	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
School Exit Date	From <input type="text"/> MM/DD/YYYY <input type="button" value="📅"/> to <input type="text"/> MM/DD/YYYY <input type="button" value="📅"/>



# Storing Grades for Q1

- Classes by Term
- Show All Terms

- Do not store (default) – This will store no grades and no credit for that term
- Store with no credit - This will store grades and automatically enter 0% under % of course credit.
- Store with credit - This will store grades and you will have to enter the percent of credit you want stored for that term.

Classes by term length		Store	% of course credit
2020-2021	(08/19/2020 - 06/03/2021)	Store with no credit ▼	0 %
Semester 1	(08/19/2020 - 01/13/2021)	Store with no credit ▼	0 %
Quarter 1	(08/19/2020 - 10/21/2020)	Store with no credit ▼	0 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms?  No  Yes **Show All Terms – Default is Set to “No”**

- Use Store without Credit - If storing for quarter grades
- Use Store with Credit - If storing for term end grades

# Storing Grades for Q1

- ▶ Options for classes enrolled at other schools:
  - ▶ This School Only
  - ▶ This School

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

# Storing Grades for Q1

- **Last Three Sections**
  - Leave Default

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

# Storing Grades for Q1

- Double check all that you have entered
- Submit
- After submittal and a successful store, your screen will look like this:

ore Grades Progress

## Permanently Store Grades Progress

Storing grades into container Q1  
Using Q1 final grade  
Setup Complete  
Now Processing Stored Grades  
...  
Please Wait. This could take several minutes depending on the number of Grades to be Stored  
...  
20 Students processed.  
0 Stored Grades updated.  
100 Stored Grades inserted.  
Processing Stored Grades Complete!

# Storing Grades for Q1

- Verify Your Grades Were Stored
  - Spot check students in their Historical Grades
  - Check Term/Year

Year/Term	Grd Lvl	Course number	Course	Department	Earned Credit	E1	F1	M1	Q1	Q2	Q3	Q4	S1	S2
20-21 S1	11	302600HW	English 3 Honors		0.00	.	.	.	63	.	.	.	.	.
20-21 S1	11	326100CW	Environmental Science		0.00	.	.	.	-	.	.	.	.	.
20-21 YR	11	502300CW	Fundamentals of Computing		0.00	.	.	.	40	.	.	.	.	.
20-21 S1	11	365200CW	Spanish 2		0.00	.	.	.	88	.	.	.	.	.

E-Collect  
Overview / Accessing  
Forms


# 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

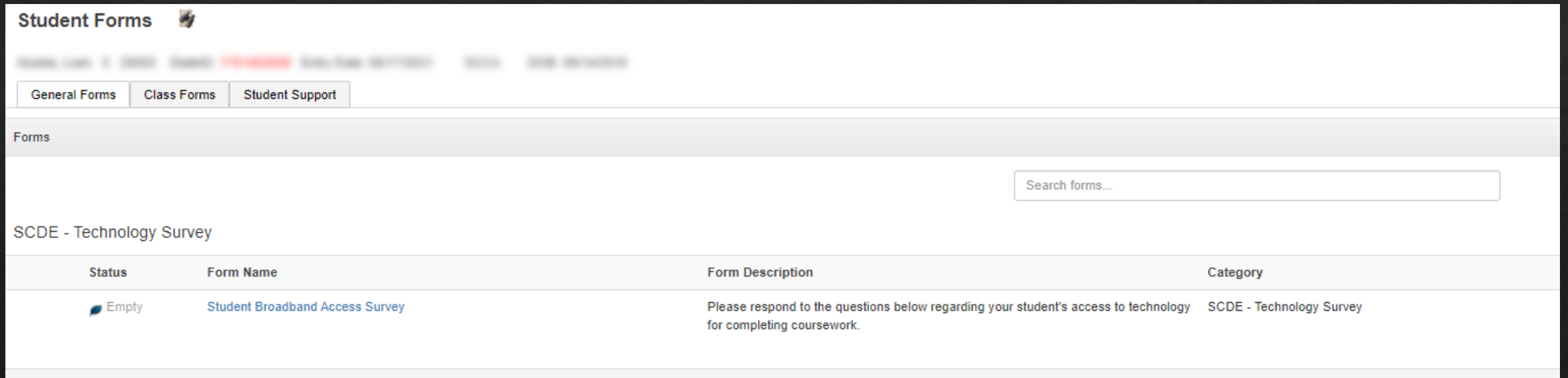
Search by name or description   All categories   --

Title 	Description	Category	Responses
<a href="#">Student Broadband Access Survey</a>	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	<a href="#">Student Broadband Access Survey</a>	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  Chromebook  Tablet  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	<a href="#">Student Broadband Access Survey</a>

**Legend**

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

# Esser Coding

# Introduction

The South Carolina Department of Education (SCDE) must be able to report to potential audits from the South Carolina General Assembly on student engagement in interventions supported by ESSER funds.

The way that the SCDE will measure student ESSER program engagement statewide and report on the impact of ESSER funds in South Carolina is through Student Programs codes in PowerSchool

FAQ Page: <https://ed.sc.gov/policy/federal-education-programs/esser-funding-information/cares-frequently-asked-questions-page/>

# ESSER Coding

Schools	You will be receiving an excel file that contains all students that were with your school in the 2021-22 School Year
Note	Keep in mind that students may be on there twice if they Withdrew from your school and came back at any point in the year.
Enter	Enter a “1” under each ESSER program your student was a member of in the 2021-22 School Year.

Student_Number	LastFirst	Grade_level	SchoolID	School	EntryDate	ExitDate	EsserA Summer School	EsserB AfterSchool Saturday School	EsserC Math Intervention	EsserD Reading Intervention	EsserE Virtual Tutoring	EsserF SEL Intervention	ExitCode
123456	Doe, John	1	50	ABC	8/17/2021	6/8/2022	1			1			EOY

Due Date: November 11, 2022

Send to: [jennifer.roach@canteytech.com](mailto:jennifer.roach@canteytech.com)

A large, dark, hairy spider is positioned on the left side of the image, resting on a blue globe. The background is a dark blue gradient with numerous out-of-focus orange and yellow circular bokeh lights. The word "QUESTIONS?" is written in a white, serif font with a drop shadow, centered over the globe and spider.

QUESTIONS?

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

