September 2021 PS Admin Monthly Webinar

JENN ROACH

AGENDA

- Institute Announcements & Reminders
- Assessment/Fall Precode
- Current Year Drop-out
- QDC1
- 45th Day Funding
- Level Data State Validations

Institute Announcements and Reminders

Legal Field for Name and Gender

▶ Legal Field for Name and Gender Required (Demographics Page)

Name (Last, First Middle)	Doe	John	
Legal Name (Last, First Middle Suffix)	Doe	John	Copy

Gender	Female (F)
Legal Gender	Female — Copy

▶ Search for blank legal fields:

StudentCoreFields.PSCORE_LEGAL_FIRST_NAME=
StudentCoreFields.PSCORE_LEGAL_LAST_NAME=
StudentCoreFields.PSCORE_LEGAL_MIDDLE_NAME=
StudentCoreFields.PSCORE_LEGAL_SUFFIX=
StudentCoreFields.PSCORE_LEGAL_GENDER=

Geo-Validating Addresses

Start Page > Student Selection > Demographics

▶ Hit **Validate** under Home Address; If Mailing Address Matches, hit copy and it will copy the Geocode from Home Address.

▶ Search for Missing Geocodes:
Geocode=

TMPVIR/Special Programs & SC-COVD

- TMPVIR Special Program

  - ***TEMPORARY*** Virtual Learning

  - Cannot have a *future* start or end date

  - Directions in PS Handbook, pg.137-140 & August Webinar

  No Special Program should have an exit date until exit has occurred

- SC-COVD Attendance Code Uploaded This Week

  - Cantey updated your Attendance Conversions

Local Board Approved Courses

- All Local Board Approved Courses require _pre-approval_. Make sure to submit all required forms and documentation to CIE.

- Courses not found in the Activity Coding Manual

  - 3rd and 4th digit for most LBAs are "99" with the exception of Study Hall (0899)

- If you are unsure about a Course Code, submit a help ticket.

Attendance Requirements & Scheduling Reminders

- Minimum Daily Attendance Requirements
  - 1800 minutes per week for **K-8** _including_ lunch & 1800 minutes per week for **high school** _not including_ lunch.
  - 6 hours per day/30 hours per week equivalent.
- Course Scheduling
  - Overlapping Periods
  - Truancy Reports will not calculate correctly
- Student Entry Date **_must be an in-session day of school._** You cannot have an entry date on a weekend or holiday.

PowerSchool Master Schedule Building Workshop

- Two-Day Interactive Workshop
  - In-Person Option ($1000 per person)
  - Online Option ($600 per person)
  - Multiple Dates and Locations
- 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

Final Grade Reporting Terms

Home > School > Final Grade/Reporting Term Setup

▶ The grading terms set up determine which final grades are available for each term in teacher grade books (PowerTeacher Pro).

▶ Grading terms are associated with a final grade name (Q1, S2, F1, etc.), a start date, and an end date. The start date and end date determine which gradebook scores (assignments, tests, projects, etc.) are used to determine the final grade.

▶ We recommend using F1 as the final grade term for K-12, but its **mandatory** for all middle schools and high schools (grades 7 – 12).

▶ For a course name, course number and the grade to print on a transcript the store code must be F1.

Final Grade Reporting Terms

▶ On the Final Grade Setup page, the blue terms are grading terms and the **black terms** are scheduling terms.

   ▶ **Scheduling terms** are set up at *Start Page > School > Years & Terms*

      ▶ Scheduling term dates are used to define the length of sections/classes - quarter classes, semester classes, etc.

Edit Final Grade

2021-2022
F1 Q1 Q2 Q3 Q4 S1 S2 [NEW]

Semester 1	Semester 2
Q1 Q2 S1 [NEW]	Q3 Q4 S2 [NEW]

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Q1 [NEW]	Q2 [NEW]	Q3 [NEW]	Q4 [NEW]

Option	Value
School	■■■■■■■■■
Name	Q1
Starting Date	08/16/2021
Ending Date	10/19/2021
Suppress Letter Grade Display	☐
Suppress Percent Display	☐

Final Grade Reporting Terms

- If not set up, it will look like this:

Click on [NEW] to set up a new reporting term for that term.

2021-2022 [NEW]	
Semester 1 [NEW]	Semester 2 [NEW]
Quarter 1 [NEW]	Quarter 2 [NEW]	Quarter 3 [NEW]	Quarter 4 [NEW]

- Click [NEW]

2021-2022 [NEW]

- Fill out:

  - **Name**: enter a name for the grade term bin. (ex. F1, Q1, S1, etc.)

  - **Starting Date**: Start date of the grading term.

  - **Ending Date**: End date of the grading term.

  - **Leave all other fields as default** *(recommended)*

New Final Grade

Option	Value
School	
Name	F1
Starting Date	8/17/2021
Ending Date	6/1/2022
Suppress Letter Grade Display	☐
Suppress Percent Display	☐

Final Grade Reporting Terms

- Final Grade Exams – These term bins are typically setup (Starting & Ending Date) in the last couple of days in the term.

  - Example: EOC test for a year long class. The year long term is from 8/17/2021–6/1/2022. The EOC term bin named **E1** would be set up in the last days of the term, such as, 5/30/2022 – 6/1/2022.

  - Keep in mind the more Mid Terms and End of Year Terms grades at the school level, with a possible State EOC test grade you must adjust other end term bin dates so the grades will be calculated correctly or in the right term.

  - Advise your teachers that **do not have** a state EOC test, End Of Term test, or Mid Year test that they should not set an assignment Due Date in these date ranges.

    Link for a previous training with more detail about setup:
    Final Grade Setup in PowerSchool

Questions?

Universal Screener and Medicaid

▶ Universal screener needs to be coded at the *time of screening* and updated through the year if status changes. While it is due by Day 180, do not wait until the end of the year to code.

  ▶ *Level Data > Miscellaneous > Missing/Invalid Universal Screener*

  ▶ Can code "0 = Not Screened" until Screened and can be updated.

▶ If there is a Medicaid # or Medicaid Eligible Date is populated, it *must have* an (accurate) **Medicaid Consent Date** entered.

  ▶ If you do not have all information for Medicaid, leave blank.

▶ Students cannot share a Medicaid Number

  ▶ *Level Data > Report/Lists > Duplicate Medicaid Number*

9GR (Ninth Grade Code)

- 9GR (Ninth Grade Code) must be entered by your school's 45th Day.
  - *Home > Student Selection > State/Province – SC > South Carolina Student Information*
  - Ninth Grade Code is the year that a student **FIRST** enters 9th Grade
  - Federal guidelines require that schools appropriately identify the year in which a student enters 9th grade for the first time. In PowerSchool, that information is collected and reported from the 9GR field. The 9GR value identifies the beginning of the four-year cohort period for every high school student. For most students, you assign the 9GR value when the student promotes from the 8th grade or enrolls in the 9th grade for the first time.
  - Once you assign the 9GR value for a student, you must never change that value -- even if the student is returned to middle school, except in cases that the 9GR was entered incorrectly. You must verify enrollment records (transcripts, report cards, etc.) in order to make the determination.
  - 9GR is very important as that field identifies students for testing, drop-out reports, and more.

English Proficiency

- Every student should have a value for English Proficiency, even if it is "AW" – Awaiting testing results.
  - Work closely with your Multi-language/ESOL coordinator to ensure coding of proper values
  - Most will be defaulted to "9," which is Native Speaker (English)
  - To find blank values: S_SC_STU_X.Engl_Prof=
  - Level Data > ESOL tab
    - AW – Awaiting will throw an error in Level Data, but it's there to alert coordinators to get the correct value into PowerSchool once a student is tested

SCDE : eCollect Initiative

- The SCDE has purchased eCollect Forms as a tool for administering required accountability surveys. The tool will also be available for district use.
  - distributes forms/surveys to students, parents, and staff.
  - uses parent portal to gather information and can write the information directly back to the PowerSchool database and returning it through the ODS (Operational Data Store).
  - has a base set of forms for district use as part of its initial implementation and the SCDE plan to distribute the annual parent, teacher, and student surveys using this instrument.
- PowerSchool and the SCDE will be developing the implementation schedule and working with Technology leaders in the districts to facilitate a timely roll out for these new tools.
- Plans are to have required data collected by Day 45 for Student digital access as well as some additional data.
- Should be available in PowerSchool in the next few weeks.
- More info to come.

SCDE : Report Cards

- **NEW** Proviso 1.35 (SDE: Student Report Card-GPA) *For each high school student, school districts shall be required to print the student's individual cumulative grade point average for grades **nine through twelve** on the student's report card.*

- [Report Card Survey](#) for Schools Who Serve 9-12

Questions?

EFA Codes

▶ An EFA Initialization is run between the summer and the beginning of the year and sets a default EFA value

▶ Any new student entered after initialization will need to be manually entered

▶ If a student qualifies for vocational or special education coding, those will need to be manually entered

▶ Although you will get funded for the highest weighted EFA (EFA Primary), the **_best practice_** is to have **all** applicable EFAs populated

  ▶ You will need to populate multiple EFAs from highest weighted to lowest weighted according to the EFA pupil classifications chart

EFA Codes

▶ Example:

EFA Primary: [AU - Autism ▼]

EFA Secondary Codes

EFA 2:
[SP - Speech/Lang. Impair ▼]

EFA 4:
[▼]

EFA 6:
[▼]

EFA 8:
[▼]

EFA 10:
[▼]

EFA 3:
[EL - Elementary ▼]

EFA 5:
[▼]

EFA 7:
[▼]

EFA 9:
[▼]

EFA History

Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4	EFA 5	EFA 6	EFA 7	EFA 8	EFA 9	EFA 10
08-18-21		AU	SP	EL							

EFA Values

- K-12 can have a Special Ed. & Homebound EFA

- VOC codes are for 9-12 *only*

- K = Kindergarten

- P = Primary is grades 1-3

- EL = Elementary is grades 4-8

- HS = High School is grades 9-12

Code	Description	Weighting
K	Kindergarten	1.00
P	Primary (grades 1-3)	1.00
EL	Elementary (grades 4-8)	1.00
HS	High School (grades 9-12)	1.00
EM	Educable Mentally Handicapped	1.74
LD	Learning Disabled*	1.74
TM	Trainable Mentally Handicapped**	2.04
EH	Emotionally Handicapped	2.04
OH	Orthopedically Handicapped***	2.04
VH	Visually Handicapped	2.57
HH	Hearing Handicapped	2.57
AU	Autism	2.57
SP	Speech Handicapped	1.90
HO	Homebound	1.00
V1	Vocational 1 (grades 9-12)	1.29
V2	Vocational 2 (grades 9-12)	1.29
V3	Vocational 3 (grades 9-12)	1.29

* Includes Other Health Impaired (OHI/DD)
** Includes Profoundly Mentally Disabled (PMD)
***Includes Traumatic Brain Injury (TBI)

EFA Best Practices

▶ When transferring your student out of school (withdrawing), close out your EFA
(Home > State/Province – SC > EFA/EIA Classification > EFA History Tab)

    ▶ The end date should be your school exit date

    ▶ Make sure that you are aware of the next school's entry/start date so that these dates do not overlap

    ▶ If you receive a student record where your enrollment dates will overlap, they will error out.

    ▶ In the event this happens, contact the school. If you cannot resolve, put in a help ticket.

▶ Make sure when you receive a records request, you are paying attention to the next school's start date for the student before exiting.

    ▶ *Communication is key!*

▶ **DO NOT DELETE EFAs** unless it is a *NO SHOW EFA*!

No Shows

- Drop student after 10 Days of consecutive absences (barring receiving a records request from another school during that time)
  - Make sure you are taking attendance and starting the truancy process on day 3 of a consecutive absence.
- Anytime you enter a **No Show** Exit Code, the ***entry and exit date must be the same.***
- Anytime you enter an exit day that matches your entry date, this will ***always be a No Show*** (even if you know the next school info)
  - Enter Next School info in the **Exit Comment** box
  - Delete EFA (no shows only!!) in EFA History Tab
  - Enter a No Show Reason (and any applicable next school info) on the Student Info Page

No Show Reason	N12 - Transfer/Out-of-State		
Moved To District:	Barnwell School District Forty-five (0645)	Moved To School:	0645009-Barnwell High

Questions?

Precode

- Precode 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.

- SCDE (Updated)Precode Guide - https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/

  - Expect changes to the Precode Manual for EOCEP & SC READY/SC PASS sections in School Year 2021-22

- SCDE 2021-22 Assessment Schedule (subject to change): https://ed.sc.gov/tests/tests-files/assessment-information/2021-22-assessment-schedule/

Fall Precode

- Fall EOCEP Data:
  - **Due Friday, October 22, 2021 (School Deadline)**
- Precode data are used to populate the online testing system.
  - For online and paper test-takers, Precode data should be populated in PowerSchool for any Customized Material and Oral Administration Fields.
  - Precode data are used to populate online test sessions for all students
  - Students coded as paper testers in Precode data will be assigned the "Online-Transcription Form" accommodation in DRC INSIGHT Portal Student Management.
  - For EOCEP English 2, all parts must be taken via the same mode
  - The PowerSchool fields for customized test form and oral/signed administration in the subject area are used across testing programs.
    - Some students may take SC READY/SCPASS and EOCEP (e.g., 8th graders). Contact the SCDE for further instructions if the values for these fields should not apply to both testing programs for a student.

Fall EOCEP Precode

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

Valid Combination Accommodations Chart

EOCEP TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration (Valid Combinations)	Materials Needed for Paper Testers	Materials Provided for Online Testers	PS Values for Oral/Signed Administration (Invalid Combinations)
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test	AV, OA, OA1, OA2, OA12
With an oral administration script (TA reads test aloud)	NA	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
With an oral administration using text-to-speech	NA	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
LP with NO oral administration	LP	NA	LP with NO oral admin (includes LP Supplement)	LP with NO oral admin (includes LP Supplement)	AV, OA, AO1, OA2, OA12
LP with an oral administration script (TA reads test aloud)	LP	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Test	AV, OA, AO1, OA2, OA12
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video	OA, OA1, OA2, OA12
Braille with oral administration	BN BU	OA, OA1, OA2, OA12	Oral Admin Script	---	AV

EOCEP TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration (Valid Combinations)	Materials Needed for Paper Testers	Materials Provided for Online Testers	PS Values for Oral/Signed Administration (Invalid Combinations)
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test	AV, OA, OA1, OA2, OA12
With an oral administration script (TA reads test aloud)	NA	OA, OA1, OA2, OA12	Oral Admin Script	--	AV
With an oral administration using text-to-speech	NA	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
LP with NO oral administration	LP	NA	LP with NO oral admin (includes LP Supplement)	LP with NO oral admin (includes LP Supplement)	AV, OA, AO1, OA2, OA12
LP with an oral administration script (TA reads test aloud)	LP	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Test	AV, OA, AO1, OA2, OA12
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video	OA, OA1, OA2, OA12
Braille with oral administration	BN BU	OA, OA1, OA2, OA12	Oral Admin Script	---	AV

ELA Custom Materials — NA - Not applicable
Math Custom Materials — NA - Not applicable
Science Custom Materials — NA - Not applicable
Social Studies Custom Materials — NA - Not applicable

ELA Oral/Signed Admin — NA - Not applicable
Math Oral/Signed Admin — NA - Not applicable
Science Oral/Signed Admin — NA - Not applicable
Social Studies Oral/Signed Admin — NA - Not applicable

Middle/High EOCEP Paper - English ☐
Middle/High EOCEP Paper - Algebra ☐
Middle/High EOCEP Paper - Biology ☐
Middle/High EOCEP Paper - USHC ☐

Fall EOC Precode

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.StudentGeneration
DOB	DOB

Fall EOC 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 EOC Precode

PS Display Name	Precode Field
ELA Custom Materials	S_SC_STU_X.CustomELACde
Math Custom Materials	S_SC_STU_X.CustomMathCde
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-English	S_SC_STU_X.EOCEPPaperEla
Middle/High EOCEP Paper-Algebra	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

EOCEP Course & Teacher Info Collected

- Section ID
- Term ID
- Tested School ID
- Start Date
- End Date
- Teacher Number
- Teacher Certificate Number
- Teacher Last, First, Middle Name
- VSP Teacher Name
- VSP Certificate Number

EOCEP Course Codes

EOCEP Course Codes for Precode

Standard

Course Code	Course
4114	Algebra 1
4117	Intermediate Algebra
3025	English 2
3069	IGCSE English Language
3320	U.S. History and the Constitution
3221	Biology 1
4248	IGCSE Biology
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB US History

► *The English I EOCEP is no longer administered, effective 2020-21.*

Non-Standard EOCEP Course Codes

▶ These EOCEP codes for students not enrolled in traditional credit-bearing courses have the same structure as standard codes. The first four numbers must be used. The 5th and 6th characters are district defined. The 7th and 8th characters MUST be coded with two zeros.

The 7th and 8th characters MUST be coded with two zeros.

Course Code	Course
4857_ _00	English 2 (4857)
4851_ _00	Algebra 1 (4851)
4852_ _00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal accountability requirements.

Alternate Assessment EOCEP Course Codes

Only courses that appear in the following table will be precoded

▶ Use the following PowerSchool codes to precode for students taking Alternate Assessments in high school (grade 9 or above). Students must take all four assessments prior to their third year of high school according to their 9GR.

Place Holder Course Codes Note: These course codes are used to identify the alternate assessment the student will be taking and are not associated with a specific course.

48530000	English (for SC Alt)
48540000	Algebra (for SC Alt)
48550000	Biology (for SC Alt)
48560000	U.S. History and the Constitution (for SC Alt)

Fall EOC Precode: Note About Algebra

▶ Students **must not** enroll in Foundations in Algebra (4116) prior to ninth grade. A school that offers Foundations in Algebra (4116) must subsequently offer Intermediate Algebra (4117). Students who successfully complete Foundations in Algebra (4116) must subsequently enroll in Intermediate Algebra (4117). Upon completion of this two-course sequence, students **must** take the state-mandated *Algebra 1 End-of-Course assessment* (Algebra 1 EOCEP) administered at the completion of the second course, Intermediate Algebra (4117).

▶ Students may not receive mathematics credits for both Foundations in Algebra (4116) and Algebra 1 (4114). In that case, one course will receive mathematics credit; the other will receive ***elective credit***.

▶ Students who have a final average of D in Algebra 1 (4114) may subsequently enroll in Intermediate Algebra (4117). Students who complete Intermediate Algebra (4117) after Algebra 1 (4114) **must** re-take the state-mandated Algebra 1 End-of-Course assessment (Algebra 1 EOCEP) administered at the completion of Intermediate Algebra (4117). In that case, one course counts as mathematics graduation credit and the other is an elective credit.

Tips for Preventing Violations

▶ Collaboration between Special Education, Coordinators/504 Coordinators, and PS Admin

▶ Early Planning

▶ Organized system & process in place

▶ Be aware of your *school* testing calendar

Questions?

Current Year Drop-out

Dropout

- ▶ 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.

- ▶ Link to Dropout Policies and Procedures Document:

https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2021-dropout-policies-and-procedures-manual/

- ▶ Due Date: Friday, September 17, 2021 (*preliminary*)

Current Year Drop-out

► Current School Year Data **October 1, 2020 - September 30, 2021**

► This means, for example, that a student who dropped out of school in March of 2021 then returned in August of 2021, but dropped out again on September 21, 2021, will be reported in the 2020–21 count.

► Grade levels include 7th grade to 12th grade

Current Year Drop-out

- 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.
- Current Year Dropout Data – Friday, September 17, 2021**(Data will be audited)**
- Current Year Dropout Data – Thursday, September 30, 2020 **(School Deadline)**

Current Year Drop-out

Who is Considered a Dropout?

- Students who enroll in Job Corp

- Students who transfer out of state without a record request

- Students who transfer out of state status unknown

- Students who are emancipated by the courts who are not enrolled in school

- Students who do not complete the GED or high school Diploma

- Students who are in Adult Correctional facilities

Current Year Drop-out

Who is Considered a Dropout? (cont.)

▶ The student who enters an educational program that provides an alternative certification to a high school diploma such as adult education or a GED program that does not track students or report dropouts to the State Department of Education

PowerSchool:

▶ Exit Code W23 Transfer/Adult Education Dropout Reason 23 Transfer to Adult Education and Dropout Date

Exit Date	08/31/2021 ⊘ 🗓 *
Exit Code	W23 (Transfer/Adult Education) ⌄ ⊘

OR

▶ Exit Code W36 Dropout

Exit Date	8/31/2021 ⊘ 🗓 *
Exit Code	W36 (Dropout) ⌄ ⊘

Home>State/Province – SC → | Dropout Reason | 23 - Transfer to Adult Ed ⌄ ⊘ |
> SC Student Info Page | Dropout Date | 8/31/2021 ⊘ 🗓 |

Current Year Drop-out

Who is Considered a Dropout? (cont.)

▶ The student who has been emancipated by the courts but has not graduated from high school and is not currently enrolled

PowerSchool:

Exit Code <u>W36</u> Dropout
Dropout Reason <u>41</u> Emancipated by Courts
Dropout Date

Current Year Drop-out

Who is Considered a Dropout? (cont.)

▶ The student who has reached the age of twenty-one without having graduated from high school or completed an approved program

PowerSchool:

Exit Code W36 Dropout
Dropout Reason 38 Because of Age
Dropout Date

Current Year Drop-out

Who is Considered a Dropout? (cont.)

▶ has not re-enrolled for the current school year and whose educational status was unknown as of October 1 of the current school year

PowerSchool:

Exit Code NS No Show
Dropout Reason 20 Status Unknown
Dropout Date **make sure it's populated even for NS**

Current Year Drop-out

Who is Considered a Dropout? (cont.)

▶ The student who is residing in the district but is not attending school because of disciplinary action:

    ▶ he or she was suspended and given the option to return, but has not returned even though the disciplinary period has ended

PowerSchool:

Exit Code W36 Dropout
Dropout Reason 42 Suspended/Did Not Return
Dropout Date

Current Year Drop-out

Who is Considered a Dropout? (cont.)

- he or she has been expelled with no option to return

PowerSchool:

Exit Code W36 Dropout
Dropout Reason 33 Expelled Did not Return
Dropout Date
or
Exit Code W33 Dropout
Dropout Reason 33 Expelled Did not Return
Dropout Date

Current Year Drop-out

Students that should *not* be included in dropout data file

- ▶ Graduates
- ▶ GED Completers
- ▶ Students who receive a special education certificate/High School Credential
- ▶ Students who transfer out of state/in state
- ▶ Students enrolled at DJJ
- ▶ Students who are home schooled
- ▶ Exchange students
- ▶ Students who are not in school due to temporary or long-term illness
- ▶ Students who are enrolled in an Alternative School program
- ▶ Students who receive homebound instruction

Current Year Drop-out

Students that should **not** be included in dropout data file (cont.)

▶ The student who has a special education certificate and is

- ▶ a student with a disability who has completed the requirements of an IEP (individualized education program)
- ▶ a severely disabled student who has reached the age of twenty-one, or
- ▶ a severely disabled student who has entered a residential or day care facility

Current Year Drop-out

Students that should *not* be included in dropout data file (cont.)

- ▶ The student who was in membership only during the summer term following the prior school year (i.e., was not in membership during the prior regular school year)

- ▶ A student who is deceased

- ▶ A student who has moved out of the United States and whose enrollment status is unknown

- ▶ The student who transfers to and has membership in

  - ▶ another public school, in or out of state of

  - ▶ a private school, in or out-of-state.

Current Year Drop-out

Students that should **not** be included in dropout data file (cont.)

▶ The student who is residing in the district but is not attending school because of temporary or long-term illness

▶ The student who is residing in the district but is not attending school because of disciplinary action:

　▶ he or she has been suspended or expelled and given the option to return, but the disciplinary period is still in effect

　▶ he or she was suspended or expelled and has transferred to another district

Current Year Drop-out

Students that should **not** be included in dropout data file (cont.)

▶ The student who has transferred to an institution that does provide a **state- or district-approved** educational program leading to a high school diploma or alternative certification (e.g., youth correctional institutions, technical colleges, special state schools or districts, homebound instruction, home schooling, charter school, alternative school program)

Current Year Drop-out

Students that should ***not*** be included in dropout data file (cont.)

- ▶ The student who has enrolled in a full-time higher education program without having been awarded a high school diploma

- ▶ The student who has not re-enrolled in school but is expected to return late because of extenuating circumstances (e.g., seasonal or migratory work) – consult the district

Current Year Drop-out

Students that should **not** be included in dropout data file (cont.)

▶ The students who leave an elementary/secondary school and enroll in an adult education or GED program during the 2020–21 school year and has obtained a completion credential (i.e., a state high school diploma or a GED diploma) by October 1, 2021

PowerSchool Tracking Codes- Exit code

▶ W38 Adult Education Diploma Tracking

▶ W40 Adult Education GED Tracking

▶ Adult Education Entry Date

▶ GED Earned or Adult Education Diploma

* The school district must track these students.

Current Year Drop-out

Verifying Student Status - Formal Notice

▶ <u>Request a transcript</u> or other <u>written documentation</u> 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.

Current Year Drop-out

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).

Current Year Drop-out

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.

Current Year Drop-out

▶ 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

Current Year Dropout Data

- grade level **[Grade_Level]**
- full legal name **[Last_Name, First_Name]**
- student's number **[Student_Number]**
- State ID number **[State_StudentNumber]**
- Ethnicity **[FedEthnicity]**
- gender **[Gender]**
- date of birth **[DOB]**
- Free / Reduced Lunch **[LunchStatus]**

- English proficiency **[Engl_Prof]**
- migrant status **[Migrant]**
- Homeless **[Night_Residence]**
- EFA codes
- exit code **[ExitCode]**
- dropout reason code **[Dropout_Reason]**
- dropout date **[Dropout_Date]**

Current Year Drop-out

Common Dropout data Errors:

▶ Student(s) with duplicate SUNS ID numbers

▶ Student(s) with incorrect student ID numbers

▶ Student(s) listed in more than one school in your district

▶ Student(s) listed in more than one school district

▶ Student(s) with missing race information

▶ Student(s) with missing gender information

▶ Student(s) with missing birth date information

▶ Student(s) with missing grade information

▶ Student(s) with missing dropout reason

▶ Student(s) with missing dropout date

Current Year Drop-out

If you have a dropout:

▶ Make sure there is a proper exit code
Home > Student Selection > Transfer Info Screen > Current Enrollment
(must be transferred out)

Exit Date	08/31/2021
Exit Code	W23 (Transfer/Adult Education)

▶ Dropout Reason and Date coded on Student Info Page

Dropout Reason	23 - Transfer to Adult Ed
Dropout Date	8/31/2021

Questions?

QDC1

QDC 1 – SC Data Reporting, Incident Management (IM), Dropout:

▶ **Phase 1: Phase October 29, 2021 (Data audited)**

▶ **Phase 2: First Part of November –** *tbd* **(School Deadline)**

State/Province – SC:

▶ Contacts

▶ Early Childhood

▶ South Carolina Student Information

▶ ESOL

▶ Precode

▶ Homeless Student Information

▶ Incident Management

▶ Dropout

SIS Data Entry Manual

QDC1 – Basic Demographic Data

Display Name	PS Field Name (Internal)
Last Name	Last_Name
First Name	First_Name
Middle Name	Middle_Name
Street	Street
City	City
State	State
Zip	Zip
Mailing Street	Mailing_Street
Mailing City	Mailing_City
Mailing State	Mailing_State
Mailing Zip	Mailing_Zip
Date of Birth	DOB
Ethnicity	FedEthnicity
Race	Racecode
Gender	Gender
Grade Level	Grade_Level
Student Number	Student_Number
Gen (Jr., III, etc.)	StudentGeneration
State ID	State_StudentNumber

QDC1 - Contacts

- State/Province – SC > Contacts
- For data collections uploads **Contact 1 and Contact 2 (*if applicable*)** must be populated
- Stored in PowerSchool on the S_SC_STU_CONTACTS_X table

QDC1 - Contacts

QDC1 – Early Childhood

State/Province – SC > Early Childhood

▶ Stored in PowerSchool on the S_SC_STU_EC_X table

QDC1 – English Proficiency

- State/Province – SC > South Carolina Student Information

- Stored in PowerSchool on the S_SC_STU_X table

QDC1 - English Proficiency Levels (PL)

ELP Assessment Scores

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

QDC1 - English Proficiency Levels (PL)

ELP Assessment Score - 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

QDC1 - English Proficiency Levels (PL)

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
M2 - 2nd Year Monitor	This is the 2nd year of monitoring.	No
M3 - 3rd Year Monitor	This is the 3rd year of monitoring.	No
M4 - 4th Year Monitor	This is the 4th year of monitoring.	No
8 – English Speaker Status – Former EL	Successfully completed four years of monitoring after meeting exit criteria as defined by each state.	No
8 – English Speaker Status – Never EL	Combined Listening and Speaking score of ≥ 27 on K W-APT first semester of Kindergarten. This coding is only applied after the student has successfully completed four years of monitoring. or Combined score of ≥ 27 on Listening and Speaking AND a reading score of ≥ 14 AND a writing score of ≥ 17 on K W-APT second semester Kindergarten through first semester 1st grade. or Scored ≥ 4.4 overall composite score AND ≥ 4.0 in all domains on WIDA Screener or WIDA MODEL.	No
9 - Native Speaker	Student is a native English speaker and has an initial Home Language Survey where only English was selected for the first three questions.	No
10 - 3K EL Status Pending	Enrolling 3K student with a language other than English listed on the Home Language Survey. Student does not participate in identification screening until the end of their 4K year or the beginning of Kindergarten but may or may not receive provisional Pre-K ESOL support depending on district program guidelines.	No

English Proficiency Level	Criteria	ELP Assessment Required
11 - 4K EL Status Pending	Enrolling 4K student with a language other than English listed on the Home Language Survey. Student does not participate in identification screening until the end of their 4K year or the beginning of Kindergarten but may or may not receive provisional Pre-K ESOL support depending on district program guidelines.	No
AW - Awaiting	Student has not participated in identification screening and/or the deadline for ELP screening from the initial enrollment date has passed. or English proficiency level 11 changes to AW at the end or beginning of each school year to indicate that identification screening must occur.	ELP Assessment status is determined after identification screening is completed.

QDC1 – Student Info Page

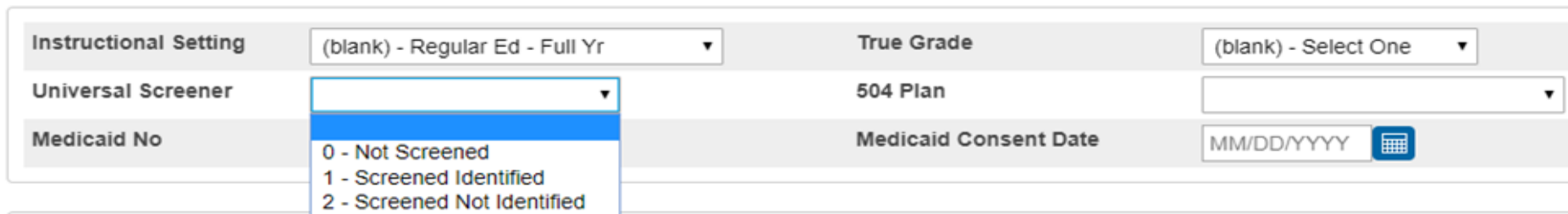- **Instructional Setting** – should not be blank with a student has an EIP in Enrich or a 504 Plan.

- **Universal Screener** –

  - This MUST be populated for all Kindergarten and 1st graders.

  - You must work with your schools SPED or MTSS Coordinator to populated the correct values for this field in PowerSchool.

  - Internal PS Name: S_SC_STU_X.Universal_Screener

QDC1 – Student Info Page

▶ **504 Plan**

▶ **504 Eligible (Without a Plan)**

▶ ***Ninth Grade Code**

  ▶ IMPORTANT – to get the cohort/value correct before QDC1 deadline.

  ▶ Incorrect data will have a major impact on Grad Rate data

  ▶ Students in grades 9th thru 12th - **should not have a blank value** for this field

  ▶ This field will be closely monitored

  ▶ If a 9th grader has No Show do not populate this field

  ▶ Make sure data is correct before the QDC1 deadline because you will not be able to change the value after QDC1 deadline. This is the value that the SCDE uses for Grad Rate data.

▶ **Graduation Date for Seniors/12th Grade**

QDC1 – Student Info Page

- Dropout Reason

- Dropout Date

- No Show Reason

- Moved To District

- Moved To School

- Migrant – flag PIP

- Foster Home – flag PIP

- G&T Qualified – This does not flag for AOW funding.

- Parent Military Status – IMPORTANT for possible funding

(blank) - Neither Parent nor Guardian is serving in any military service.
(blank) - Neither Parent nor Guardian is serving in any military service.
01 - A Parent or Guardian is serving Full-time in the National Guard and is not currently deployed.
02 - A Parent or Guardian is serving Full-time in the Reserves and is not currently deployed.
03 - A Parent or Guardian is serving Full-time in the National Guard and is currently deployed.
04 - A Parent or Guardian is serving Full-time in the Reserves and is currently deployed.
05 - A Parent or Guardian is serving in the military on active duty member and is not deployed.
06 - A Parent or Guardian is serving in the military on active duty and is currently deployed.
07 - The student's Parent or Guardian died while on active duty within the last year
08 - The student's Parent or Guardian was wounded while on active duty within the last year

QDC1 – Student Info Page

- Transportation Mode AM
- Transportation Mode PM
- CPR Opt-Out Date - HS
- CPR Completion Date - HS
- AED Opt-Out Date - HS
- AED Completion Date - HS

QDC1 - Precode

▶ Home_Room field is populated

▶ SC-Alt:

  ▶ Alternate Assessment

  ▶ Alternate Assessment Test Administrator (First Name and Last Name)

Kindergarten - Previous Program (5K Only)	[⌄] ⚠		
Deaf-Blindness	☐		
Multiple Disabilities	☐		

Alternate Assessment	☐	Alternate Assessment Test Administrator	
Other Alternate Assessment Tested School ID	[ ]	First Name [ ]	Last Name [ ]

Needs Braille	☐ ⊘		

QDC1 - Precode

- Custom Materials:
  - Work with SPED Coordinator to enter values
  - IMPORTANT – comply with student's IEP
- Oral/Signed Admin – Accommodations:
  - Work with SPED Coordinator to enter values
  - IMPORTANT – comply with student's IEP

ELA Custom Materials	NA - Not applicable ⌄ ☑	ELA Oral/Signed Admin	NA - Not applicable ⌄ ☑
Math Custom Materials	NA - Not applicable ⌄ ☑	Math Oral/Signed Admin	NA - Not applicable ⌄ ☑
Science Custom Materials	NA - Not applicable ⌄ ☑	Science Oral/Signed Admin	NA - Not applicable ⌄ ☑
Social Studies Custom Materials	NA - Not applicable ⌄ ☑	Social Studies Oral/Signed Admin	NA - Not applicable ⌄ ☑

QDC1 - Precode

► Not providing accommodations or providing additional accommodations not defined in the student plan jeopardizes the validity of a student test score. SC State Board of Education (24 SC Code Ann. Regs. 43-100) considers this a breach of professional ethics. As such, these actions are viewed as security violations that could result in criminal prosecution and/or disciplinary action to an educator's certificate.

► In the event of a testing violation, the DTC must report in accordance with the Test Administration Manual (TAM).

► Also the school must hold IEP/504 team meeting to review the test violation

QDC1 - Precode

▶ Sort ID:

    ▶ The system looks for Home Room and if no value looks for Sort ID

ELA Sort ID	[ ]
Math Sort ID	[ ]
Science Sort ID	[ ]
Social Studies Sort ID	[ ]

    ▶ Paper testing – follow state guidelines and submit pertinent documentation

Elem/Middle Paper - ELA	☐		Middle/High EOCEP Paper - English	☐
Elem/Middle Paper - Math	☐		Middle/High EOCEP Paper - Algebra	☐
Elem/Middle Paper - Science	☐		Middle/High EOCEP Paper - Biology	☐
Elem/Middle Paper - Social Studies	☐		Middle/High EOCEP Paper - USHC	☐

QDC1 – Precode Cheatsheet

Kindergarten - Previous Program (5K Only)	[dropdown] **5K**		
Deaf-Blindness	☐ **All**		
Multiple Disabilities	**All** ☐		

Alternate Assessment	☐ **All**	Alternate Assessment Test Administrator	
Other Alternate Assessment Tested School ID	[ ] **SC-Alt/NCSC**	First Name **SC-Alt/NCSC**	Last Name **SC-Alt/NCSC**

Needs Braille	☐ ✓ **All**

ELP Paper	☐ **Eng Lang. Prof**	Tier	[dropdown] **Eng Lang. Prof**

Gifted and Talented Program Paper Assessment	☐ **COGAT/IA**

ELA Custom Materials	**SC READY** NA - Not applicable	ELA Oral/Signed Admin	**SC READY** NA - Not applicable
Math Custom Materials	**SC PASS** NA - Not applicable	Math Oral/Signed Admin	**SC PASS** NA - Not applicable
Science Custom Materials	NA - Not applicable	Science Oral/Signed Admin	NA - Not applicable
Social Studies Custom Materials	**EOCEP** NA - Not applicable	Social Studies Oral/Signed Admin	**EOCEP** NA - Not applicable

ELA Sort ID	[ ]	Elem/Middle Paper - ELA	☐
Math Sort ID	**SC READY** [ ]	Elem/Middle Paper - Math	**SC READY** ☐
Science Sort ID	[ ]	Elem/Middle Paper - Science	☐
Social Studies Sort ID	**SC PASS** [ ]	Elem/Middle Paper - Social Studies	**SC PASS** ☐

Middle/High EOCEP Paper - English	☐	Career Readiness Grade 12	☐
Middle/High EOCEP Paper - Algebra	☐	Career Readiness Paper	☐
Middle/High EOCEP Paper - Biology	**EOCEP** ☐	Career Readiness Accommodations	**Career Readiness/Ready to Work** NA - Not applicable
Middle/High EOCEP Paper - USHC	☐	Career Readiness Oral Accommodations	NA - Not applicable

Precode 1	[ ]	Precode 5	[ ]
Precode 2	**Instructions will follow if needed. If none, ignore.** [ ]	Precode 6	**Instructions will follow if needed. If none, ignore.** [ ]
Precode 3	[ ]	Precode 7	[ ]
Precode 4	[ ]	Precode 8	[ ]

QDC1 - Homeless Student Information

▶ State/Province – SC > Homeless Student Information

▶ Flag for PIP funding

▶ If a student is an Unaccompanied youth, then you must populate both the Primary Night Residence and the Unaccompanied youth fields. Verify that the "PNTR" field selection indicates where the student stays at night and that the UY selection is set to Yes.

▶ Stored in PowerSchool on the S_SC_STU_X table

Homeless Student Information

Primary Night Time Residence (At the time of the initial identification of homelessness)	(blank) ▼
	(blank)
	S-Shelters, transitional housing, awaiting foster care
Served by McKinney-Vento	D-Doubled-up means sharing the housing of other persons (friends, relatives) due to economic hardship, loss of housing or other reasons (such as domestic violence)
	U-Unsheltered (e.g.; cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)/Substandard
Unaccompanied youth	H-Hotels/Motels

Submit

QDC1 – Incident Management

▶ All discipline and truancy data must be reported in Incident Management System

▶ SCDE 20-21 Incident Management Manual - https://padlet-uploads.storage.googleapis.com/408579455/b74f47e1409a4d11d1f6e60e208ffd7a/IMManual_2020_Update_September_2020.pdf

▶ Discipline Incidents

▶ Truancy Incidents - Students ages 6 to 17 who are identified as truant must be coded in Incident Management.

▶ SC 41 School Detail Report is used to identify students who are truant and will be used by the SCDE.

▶ Review reports weekly to identify truants.

▶ Tardies are not considered Truancy. The tardy code of 180 should be used for excessive tardies.

QDC1 - Incident Management

- When a student is coded as 151 Truant an **Intervention Plan should be developed.**

- If a student reaches the level of Habitual Truant, an <u>intervention plan</u> must occur before the student is referred to family court. (Examples: Alternative School Program Referral, Truancy Court, Truancy Diversion Program, Other intervention)

- Do not code students as truant until school policy for student's parent notes has expired.

- Truancy should be coded as an incident for the individual student. (not as a group)

QDC1 - Incident Management

Required Fields for Coding:

- ▶ Participants
  - ▶ Offender
  - ▶ Victims- Bullying- Level Physical Injury
- ▶ Behavior Codes
- ▶ Action Codes
  - ▶ Removal Type
  - ▶ Action Date Range
  - ▶ Duration Code

- ▶ Object Codes
- ▶ Subcodes dropdown
- ▶ Incident Elements
- ▶ Actions
  - ▶ Record the Type of Removals
    - ▶ Record Subcodes for Type of Removal
  - ▶ Provide the Duration of the Removal
  - ▶ Must be Associated with the Behavior

QDC1 - Incident Management

▶ Data from Incident Management will be used to compile the state and federal reports listed above, it is critical that all data entered be reviewed and verified for accuracy.

▶ Two ways to create, view or edit an incident in Incident Management:

  ➢ Start Page > Special Functions > Incident Management

  ➢ Select a student > Incident

Questions?

45th Day Funding

- 45-day Funding Reports:
  - **Due Wednesday, October 27, 2021 (School Deadline)**
- All funding reports is based on your school's 45th in-session day
- Make sure that the calendar in PowerSchool has the correct 45th 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)
- **2020-21 ACTIVITY CODING MANUAL** *(most current)* **-** https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2021-22/
- 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

Acceptable EFA Codes & Weightings

EFA Code	Description	Weight
K	Kindergarten	1.00
P	Primary (Grades 1 – 3)	1.00
EL	Elementary (Grades 4 – 8)	1.00
HS	High School (Grades 9 – 12)	1.00
AU	Autism	2.57
EM	Mental Disability - Mild	1.74
EH	Emotional Disability	2.04
HH	Deaf/Hard Hearing	2.57
HO	Homebound	1.00
LD	Specific Learning Disability [1]	1.74
OH	Orthopedic Impairment [2]	2.04
SP	Speech/Language Impairment	1.90
TM	Mental Disability –Moderate [3]	2.04
VH	Visual Impairment	2.57
VOC	Vocational (Grades 9 - 12)	1.29
*OHI	Other Health Impairment	1.74
*DD	Developmental Delay	1.74
*PMD	Mental Disability - Severe	2.04
*TBI	Traumatic Brain Injury	2.04

[1] Includes DD and OHI
[2] Includes TBI
[3] Includes PMD

Questions?

45th Day Funding – Running Reports

▶ 1st run **Refresh Premier Attendance Views Data**. Note: Can on run at the school level

▶ 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.

▶ Run Reports: *Start Page > System Reports > State tab > Under Legacy Reports header*

▶ 2nd run SC01 Data Verification.

▶ 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.

45th 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

45th 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

45th Day Funding

▶ **Select EFA/EIA Funding 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.

45ᵗʰ 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.

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▶ **LEP - Limited English Proficiency** ESL value of 1-5, 6.0, A1, A2, A3, CM, W. 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.**

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Add-On Weightings	Weight
Academic Assistance	.15
Dual Credit	.15
High Achieving (to include GT Academic, GT Artistic, IB and AP)	.15
Limited English Proficiency	.20
Pupils in Poverty	.20

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

- 1st 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.*

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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) Clear All ▾
135 Day Add On Weightings Extract	▾ ☐
45 Day Add On Weightings Extract	10/17/2019 08:37:43 AM ▾ ☐

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.

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.

Questions?

HELP@CANTEYTECH.COM