

September 2022 PS Admin Monthly Webinar

JENN ROACH

AGENDA

Institute Bulletin

- Celebrations
- Announcements
- Training Opportunities
- Reminders

Assessment/Fall Precode

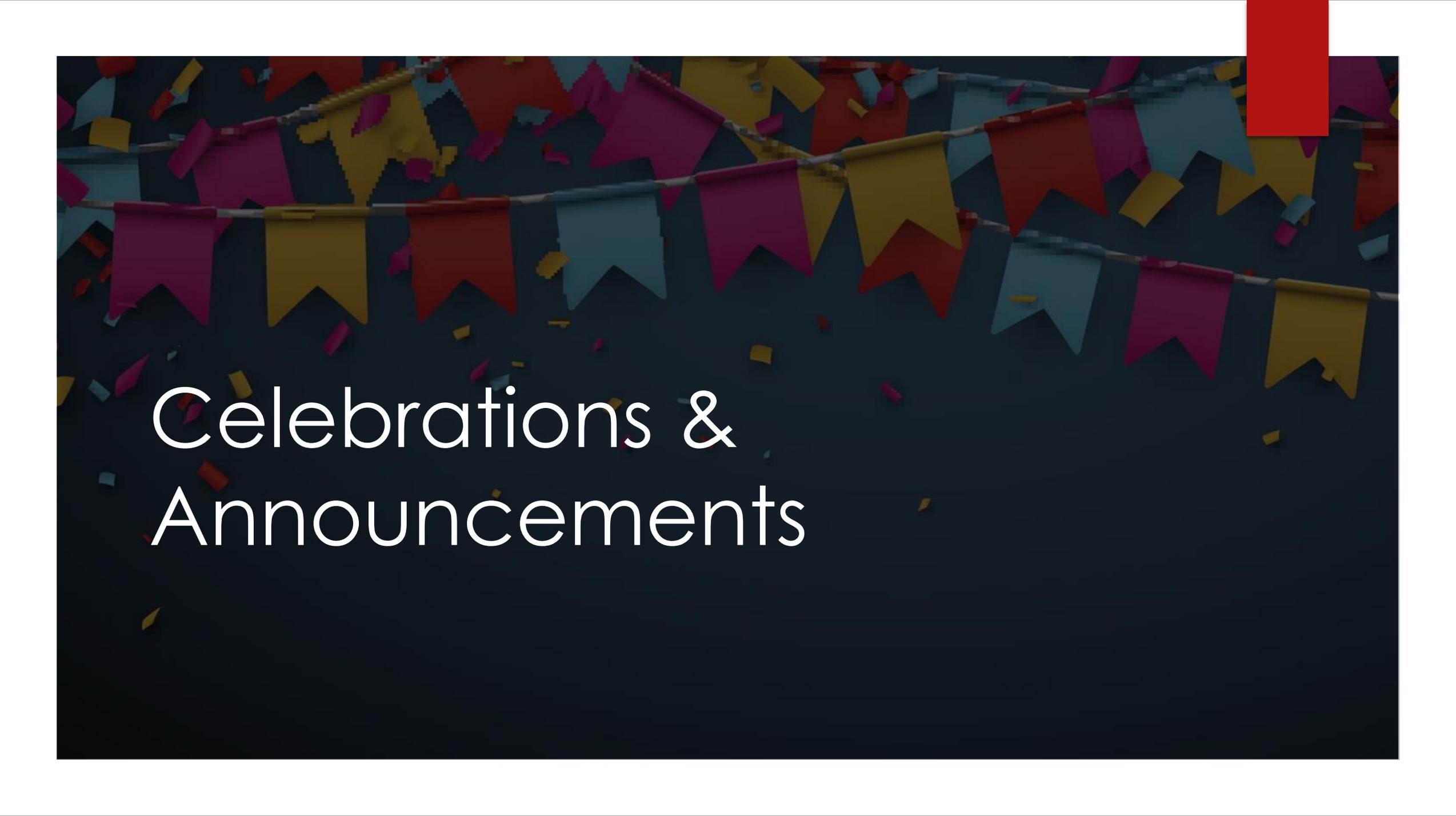
Current Year Drop-out

QDC1

45th Day Funding

Institute Bulletin: Announcements, Reminders, Celebrations

Send	<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">•Staffing Updates•Celebrations
Go	<p>Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com</p>
Link	<p>Form: https://forms.office.com/r/GPC8pESruk</p> 

A dark blue background featuring several strings of colorful bunting flags in shades of red, yellow, and purple. Small pieces of confetti in the same colors are scattered throughout the scene. A solid red vertical bar is positioned in the top right corner.

Celebrations & Announcements



Welcome New PS Admin!!

CARMEN MILLER
AT BERKELEY PREP

Announcements

- ▶ **PowerSchool Upgrade on September 17, 2022 after 9 PM**

- ▶ **SCDE Role Based Certification**

The purpose of PowerSchool Role-Based Certification courses is to provide targeted training to school staff whose PowerSchool-related roles have an impact on day-to-day school operations, student data entry, school report card ratings, and district funding.

- ▶ **ESSER**

More info coming!

Seals of Distinction

Students enrolled in South Carolina high schools shall have the opportunity to earn graduation Seals of Distinction within each high school diploma pathway that identifies a particular area of focus, beginning with the freshman class of 2018-19.



Seals of Distinction Criteria Updates

The SCDE has published updates regarding Seals of Distinction Criteria.

Please work with your School's Counselor Personnel to code these data requirements in PowerSchool

Updates:

[Seals of Distinction Overview](#)

[Seals of Distinction Summary of Changes](#)



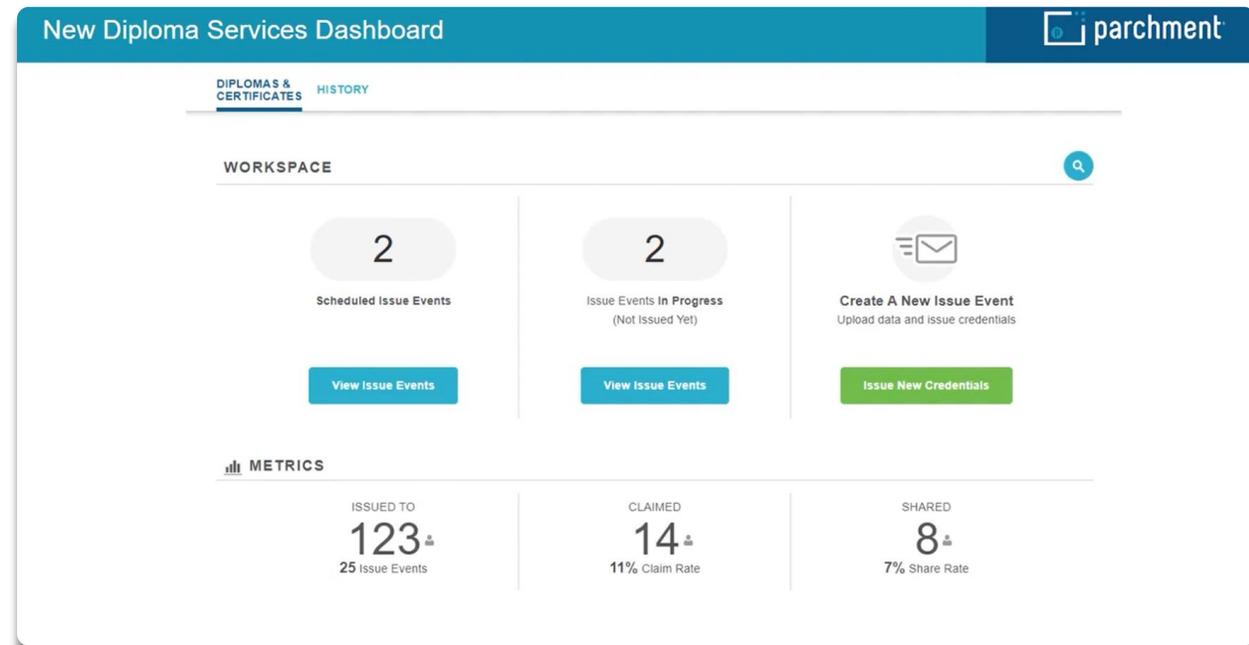
New Parchment Award - Diploma Services Dashboard

▶ DIPLOMAS & CERTIFICATES

▶ The DIPLOMAS & CERTIFICATES page displays two sections - WORKSPACE and METRICS

▶ WORKSPACE lets you issue credentials and view scheduled or in progress events. METRICS offers insights into issued, claimed, and shared credentials.

▶ Click [here](#) for more information



New Parchment Award – Event History Table

Event History Table



DIPLOMAS & CERTIFICATES

HISTORY

Template	Group Name	Status	Billing Date	Method	Recipients	Claimed	Shared	On Hold	Actions
Diploma Issuable	Diploma Issuable - Aug 2022	Issued	Aug 8, 2022	✉	1	0	0	0	
Diploma Issuable	Diploma Issuable - Aug 2022	Scheduled for Sep 6, 2022 Issuance	n/a	✉	8	n/a	n/a	n/a	
Diploma Issuable	Diploma Issuable - Aug 2022	Saved Not Yet Issued	n/a	✉	1000	n/a	n/a	n/a	
Diploma Issuable	Diploma Issuable - Jul 2022	Issued	Jul 27, 2022	✉	88	0	0	0	
Diploma Issuable	Diploma Issuable - Jul 2022	Issued	Jul 20, 2022	✉	1	0	0	0	
Diploma Issuable	Diploma Issuable - Jul 2022	Issued	Jul 20, 2022	✉	1	0	0	0	
Diploma Issuable	Diploma Issuable - Jul 2022	Issued	Jul 6, 2022	✉	10	7	6	0	
Diploma Issuable	Diploma Issuable - Jul 2022	Issued	Jul 6, 2022	✉	1	1	1	0	
Diploma Issuable	Diploma Issuable - Jun 2022	Issued	Jun 11, 2022	✉	1	1	0	0	
Diploma Issuable	Diploma Issuable - May 2022	Issued	May 31, 2022	✉	1	0	0	0	

HISTORY

The **HISTORY** page now loads all past issue events and provides information about the credential at a glance, with the ability to delve deeper.

Click [here](#) for more information

New Instructional Setting

- ▶ **F - Hybrid** is new option
- ▶ Initial Reporting Due by 45 Day
- ▶ Hybrid does not include dual modality where the teacher is concurrently instructing face to face for some students and virtually for others unless the students receiving the instruction switch modes. Specifically, when the in-person instructional time does not meet the seat time requirement for the initial offering of a credit bearing course, the section should be marked as F-Hybrid.
- ▶ Students receiving hybrid instruction should not be coded SBAVRL.
- ▶ [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



CIE Training Opportunities

PS Monthly Webinars

- ▶ Please remember, webinars are mandatory.
 - ▶ If you will not be able to attend the webinar, please send me an email with the reason.
 - ▶ Be sure to let me know you are present by putting your name and school in the chat box. This will guarantee you are counted as present.
- ▶ **Training Schedule:**
https://www.dropbox.com/sh/xp8d1xj4wqhlg/AABI4pTdMGtL0J5b79JvEBsxa/Documents?dl=0&preview=22-23+PowerSchool+Trainings+Calendar.docx&subfolder_nav_tracking=1

Date	Event	Venue
July 6	New User and Refresher Training	Onsite
July 7	New User and Refresher Training	Onsite
July 11	Start of Year Training	Virtual Webinar
July 12	Start of Year Training	Onsite
July 13	Start of Year Training	Onsite
July 14	Start of Year Training	Onsite
July 28	PS Enrollment (Shared Service)	Virtual Webinar
August 18	Monthly Meeting	Virtual Webinar 9:00 am
September 15	Monthly Meeting	Virtual Webinar 9:00 am
October 20	Monthly Meeting	Virtual Webinar 9:00 am
October 26-28	SC EdTech Conference	Myrtle Beach
November 15	Monthly Meeting	Onsite Face-to-Face
December 4-8	PowerSchool University	Mobile, Alabama
December 8	Monthly Meeting	Virtual Webinar 9:00 am
January 19	Monthly Meeting	Virtual Webinar 9:00 am
February 16	Monthly Meeting	Virtual Webinar 9:00 am
Feb 26 – Mar 2	PowerSchool University	Orlando, Florida
March 15	Monthly Meeting	Onsite Face-to-Face
March 16	Monthly Meeting	Onsite Face-to-Face
April 20	Monthly Meeting	Virtual Webinar 9:00 am
TBA – Typically in May	PowerSchool Users Group	Typically Myrtle Beach
May 18	Monthly Meeting	Virtual Webinar 9:00 am
June 15	Monthly Meeting	Virtual Webinar 9:00 am
June 25-29	PowerSchool University	Anaheim, CA
July 9-13	PowerSchool University	Nashville, TN
July 23 – 27	PowerSchool University	Remote

SCDE Upcoming Training

Discipline and Attendance Data Collection Training Opportunities with Aveene Coleman

Webinar Date and Time	Webinar Description and Registration Link
September 29, 2022 10:00 a.m.–12:30 p.m.	Incident Management 101 Webinar This session is designed to assist new school personnel with the coding of behavior incidents in Incident Management. This session will provide an overview of the codes used to complete state and federal reports [i.e., Gun-Free Schools Act, Persistently Dangerous Schools, UMIRS, and the Report of Children with Disabilities Subject to Disciplinary Removal (Table 5)].

To request recordings, fill out this form: https://forms.office.com/pages/responsepage.aspx?id=xelEJ_Upfk-5HL1W8GhZlcAUraU-edNpKHeglztCLRUQUpBMDRSU1RQT0gwTkxJSVgyQ05QUkJOSC4u

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>

Legal Name and Legal Gender

- ▶ Make sure each student has their **legal name** (first name, last name, middle name) and **legal gender** selected.
- ▶ Schools who are importing, please add those fields to your import:
 - ▶ StudentCoreFields.PSCORE_LEGAL_FIRST_NAME
 - ▶ StudentCoreFields.PSCORE_LEGAL_MIDDLE_NAME
 - ▶ StudentCoreFields.PSCORE_LEGAL_LAST_NAME
 - ▶ StudentCoreFields.PSCORE_LEGAL_SUFFIX
 - ▶ StudentCoreFields.PSCORE_LEGAL_GENDER

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
 - IGP Success Planner for Guidance Personnel**
https://www.dropbox.com/sh/xp8d1xj4wqhlxog/AADR_mIGRnOrHhQ4kSZf_aup0a/Documents/IGP-SuccessPlanner-GuidPersonnel.pdf?dl=0

Note on State IDs

- ▶ Pre-K State IDs

- ▶ Entry Code must be coded “E - Eligible for State Funding” on Transfer Info Page

A screenshot of a form field with a black border. The text "Entry Code" is on the left. On the right, there is a dropdown menu with a green border and a downward arrow, showing the selected option "Eligible for State Funding (E)".

Entry Code Eligible for State Funding (E) ▼

- ▶ Include this Student on State Reporting = Yes

- ▶ Student Selection > State/Province – SC

A screenshot of a form field with a black border. The text "Include this student in State Reporting" is on the left. On the right, there is a dropdown menu with a white border and a downward arrow, showing the selected option "Yes".

Include this student in State Reporting Yes ▼

Attendance Code & Student Programs

- ▶ Special Programs is now referred to as **Student Programs**
- ▶ **Virtual attendance** refers to the temporary delivery of instructional content that does not occur onsite in a classroom on school grounds. This temporary delivery of instructional content should be in response to the impact of COVID-19 on students and/or staff when such impact jeopardizes the safe operation of the school. The temporary delivery of content includes instruction provided via an online or electronic platform, as well as instruction provided in a physical offsite location via learning packets. Virtual attendance is determined by whether a student submits work or participates in assigned activities in accordance with the classroom teacher's written requirements.
- ▶ **SC-COVD** Attendance Code is an **absent code** used to mark attendance for students who are not physically present due to COVID isolation or quarantine and **are unable to complete assignments**.
- ▶ **SC-VTP** Attendance Code is a **present code** used to mark attendance for students who are able to submit or participate in the assigned learning experience(s) by the deadline.
 - ▶ SC-VTP should be paired with the Student Program: **TMPVIR**
- ▶ **You should not be using the Student Program SBAVRL** if you **do not have** a *State Board of Education-approved* virtual learning program. If you do have an approved program, please let the district know.

Link to SCDE Memo: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/202223-attendance-guidance/2022-23-attendance-guidance-memo/>

Student Programs Entry/Exit Process

ENTERING Student Programs CODES

1. On the Start Page, select a student.
2. Under Enrollment, select Student Programs.
3. On the Student Programs page that appears for the student, click the blue New button.
4. You may enter a comment or leave the field labeled "Comment" blank.
5. Select the Entry Date that represents the date that the student began being served in the Learning Modality.
6. Leave the Exit Date and Exit Reason blank.
7. In the field labeled "Program," select the appropriate code value.
8. Click the blue Submit button.
 - a) Note that the Program Name will appear on the Student Programs page for the student with the student's program Entry Date. The Exit Date will be 0/0/0 and will not be specified until after program completion date. The Grade Level will be prepopulated.

ENTERING THE EXIT DATE FOR Student Programs CODES

Entry of the Exit Date must take place on or after the final date of the student's participation in the program; **Exit Date may not be entered in advance.**

1. On the Start Page, select a student.
2. Under Enrollment, select Student Programs.
3. Click the Entry Date next to the Program Name representing the student's Learning Modality.
4. Select the Exit Date that represents the date on which the student will no longer be assigned this Learning Modality.

Validate Addresses

Level Data > Address Validation Tab

Validate Addresses for:

- Students
- Staff
- Contacts

To access individual validations:

- **Students:** Choose Student > demographics
- **Staff:** Choose Staff > Information Page > Click Validate Under Address > Submit
- **Contacts:** Go to Contact> if there is an address for contact, click on the address; if not, click Add Address > Fill out form > Click Validate > Submit

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.

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.

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	
------------------------	--

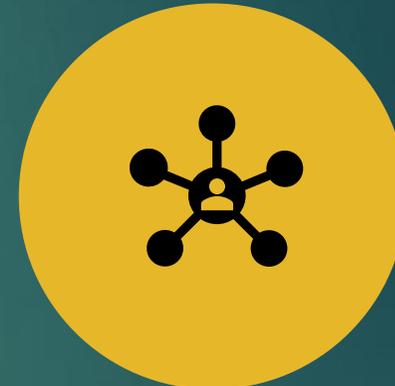
Parent & Student Portal Access



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)

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

Object Reports & Grades

- ▶ Transcripts, Report Cards, Progress Reports, etc.
 - ▶ Let Cantey know of any updates or modifications needed **before Q1 Report Cards come out**
- ▶ Everyone should be storing/importing grades for each Quarter – this will be on ARC Rating
 - ▶ Quarter 1 = Day 45 for your school

SCDE : Report Cards 9-12

- ▶ 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.*
- ▶ Cantey has updated your report cards to reflect this Provisio. If you do not have this info on your Report Card and need it, please send in a help ticket.

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.



Level Data

Enrollment Tab:

Invalid Enrollment Status for Exited Students	<u>7</u>	List
Missing/Invalid School ID	0	✓
Invalid Exit Date	0	✓
Invalid Grade Level for Assigned School	0	✓
Missing/Invalid Exit Code for Inactive Students	<u>5</u>	Fix
No Show Students Entry Date/Exit Date Mismatch	<u>3</u>	Fix
Missing/Invalid Full-Time Equivalency	<u>7</u>	Fix
Invalid Entry/Exit Date for Active Students	<u>55</u>	Fix
Invalid Exit Date for Transferred Out Students	0	✓
Grade Level/Age Mismatch	<u>53</u>	Fix
Dropout Reason/Dropout Date Mismatch	0	✓
Exit Date/Last Day of School Mismatch	<u>4</u>	Fix
Invalid Grade for Dropout Date and/or Dropout Reason	0	✓
Invalid Section Enrollment Entry Date	<u>31</u>	List
Invalid Section Enrollment Exit Date	<u>140</u>	List
NoShow Reason/Building Mismatch	0	✓
Overlapping Special Programs	0	✓
Student Schedule Overlap in Enrollment	5475	List
Exit Date/Entry Date Mismatch	<u>16</u>	Fix
Missing/Invalid Entry Code	0	✓

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

English Proficiency

Start Page > Student Selection > State/Province – SC > South Carolina Student Information

- ▶ 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 > MLP (**new name**) 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
 - ▶ 30 Day Window!

10 Day Drop

- ▶ Reminder to drop student after 10 Days of Non-attendance
- ▶ For the first 10-Days enter an absent code for the student attendance.
- ▶ 3 Consecutive absences you should start the process to follow Truancy regulation.
 - ▶ Truancy will only be implemented if the student attends schools at some point within the first 10-Days.
- ▶ If a student does not show by the 11th Day, remove all absent codes back to the first day of school. Set them back to present.
- ▶ If student is enrolled in section(s), drop them.
- ▶ Withdraw as a No Show

PowerSchool Core Contacts & CTE

- ▶ SCDE has announced that all schools must migrate to PS Core Contacts by day 180 of the 22-23 school year

- ▶ Newest CTE Student Reporting Procedures Guide:
<https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2022-23-srpg/>

Precode

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 Precode Guide - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/>
- ▶ SCDE 2022-23 Assessment Schedule (subject to change):
<https://ed.sc.gov/tests/tests-files/assessment-information/assessment-schedule-for-2022-23/>

Fall Precode

- ▶ Fall EOCEP Data:
 - ▶ **Due Late October**
 - ▶ **See this document for more details on due dates for CIE:**
<https://erskinecharters.org/powerschool-at-the-charter-institute/>
- ▶ 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.
 - ▶ Contact the SCDE for further instructions if the values for these fields should not apply to both testing programs for a student.

EOCEP

EOCEP – PowerSchool Customized and Oral/Signed Administration Fields

Online test tickets and test sessions will be generated for all records included in the Precode update files.

Oral/Signed Administration for Testing Mode = Online

Student Needs	PS “Custom” Value	PS “Oral/Signed” Value	Online Accommodation(s) Marked in Portal	Online Form Assigned
NO oral administration	NA, LP*, or DH	NA	None*	Any regular form
TTS/oral administration for entire test	NA or LP*	OA or OA12**	TTS/Oral Administration - Entire Test	xx0
TTS/oral administration for Writing only	NA or LP*	OA1	TTS/Oral Administration - Writing Only	xx0WR
TTS/oral administration for Reading only	NA or LP*	OA2	TTS/Oral Administration - Reading Only	xx0RE
ASL Signed Administration	DH	AV	Sign Language ASL Video	xxP

**If Customized value = LP, the Large-Print Standard accommodation will also be marked in the Portal for reporting purposes.*

***OA12 value only applies to English 2. OA value should be used for all other subjects.*

For Testing Mode = Paper

Online test tickets and test sessions will be generated for all records included in the precode update files, even for paper testers since all responses for paper testers must be transcribed into the online system for scoring. Paper test materials such as test booklets and oral/signed administration scripts are ordered in the DRC INSIGHT Portal.

Student Tests With:	PS “Custom” Value	PS “Oral/Signed” Value	Accommodation(s) Marked in Portal	Online Form Assigned
Regular Test Booklet - no oral administration	NA or DH	NA	Online: Paper Test Transcription (Reg, LP, BR)	xxP
Regular Test Booklet with Oral/Signed	NA or DH	OA, OA1, OA2, OA12, or AV	Online: Paper Test Transcription (Reg, LP, BR) Standard: Paper Oral/Signed Administration Script	xxP
Administration Script				
Large-Print Test Booklet - no oral administration	LP	NA	Online: Paper Test Transcription (Reg, LP, BR) Standard: Large-Print	xxP
Large-Print Test Booklet with Oral/Signed Administration Script	LP	OA, OA1, OA2, or OA12	Online: Paper Test Transcription (Reg, LP, BR) Standard: Large-Print Standard: Paper Oral/Signed Administration Script	xxP
Braille Test Booklet – no oral administration	BN/BU	NA	Online: Paper Test Transcription (Reg, LP, BR) Standard: Braille	xxP
Braille Test Booklet with Oral/Signed Administration Script	BN/BU	OA, OA1, OA2, or OA12	Online: Paper Test Transcription (Reg, LP, BR) Standard: Braille Standard: Paper Oral/Signed Administration Script	xxP
Regular Test Booklet - no oral administration	NA or DH	NA	Online: Paper Test Transcription (Reg, LP, BR)	xxP

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	StudentCoreFields.PSCORE_LEGAL_LAST_NAME
Name	StudentCoreFields.PSCORE_LEGAL_FIRST_NAME
Name	StudentCoreFields.PSCORE_LEGAL_MIDDLE_NAME
Gen (Jr., III, etc.)	S_SC_STU_X.StudentGeneration
DOB	DOB

Fall EOC Precode

Display Name	PS Field Name
Gender	StudentCoreFields.PSCORE_LEGAL_GENDER
Ethnicity	FedEthnicity
Race	Search: 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.MultiDisablInd
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

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
- ▶ Educator ID
- ▶ VSP Teacher Name
- ▶ VSP Certificate Number

EOCEP Course Codes

Only courses that appear in the following table will be precoded

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.*

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

Fall Precode Recap

Pages:

- ▶ Student Demographics – *Select a student > Demographics*
- ▶ Teacher Information – *Select a teacher > Information*
- ▶ SC Student Information - *Select a student > State/Province – SC > South Carolina Student Information*
- ▶ Precode - *Select a student > State/Province – SC > Precode*

Fall Precode Reminder: R2W

▶ Fall Ready to Work (R2W)

- ▶ All 9GR20 Students from Spring who did *not* earn Career Readiness may retake in the Fall
- ▶ Be sure to interface with Student Testing Coordinator on those who will test so they are coded in PowerSchool
- ▶ Career Readiness Grade 12 Checkbox must be checked for those 12th graders taking **or** retaking the test.
- ▶ If the student needs paper or accommodations, that data must be filled in as well.
- ▶ Found on **Precode** page in student record:
Home > Student Selection > State/Province – SC > Precode

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

Current Year Drop-Out Data

Current Year Dropout Data

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.

- ▶ **Current Year Dropout Data (School Deadline) – runs through September**
- ▶ Dropout data should be reported for grade levels seven through twelve (7-12).
- ▶ *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/>
- ▶ The dropout date must fall between October 1, 2021 – September 30, 2022.

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**]

QDC1

QDC1

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

- ▶ **Phase 1: Mid-October (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

QDC1 – Basic Demographic Data

Display Name	PS Field Name (Internal)
Last Name	Last_Name
First Name	First_Name
Middle Name	Middle_Name
Legal Last Name	StudentCoreFields.PSCORE_LEGAL_LAST_NAME
Legal First Name	StudentCoreFields.PSCORE_LEGAL_FIRST_NAME
Legal Middle Name	StudentCoreFields.PSCORE_LEGAL_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., Ill, 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 – Early Childhood

State/Province – SC >
Early Childhood

- ▶ Stored in PowerSchool on the S_SC_STU_EC_X table

Contacts	Chronic Absenteeism	Truancy	CTE	Early Childhood	SC Student Information	ESOL	Read To Succeed	Precode	Students Not Tested	Transport	Work-Based Learning
Complete the following data for Pre-Kindergarten and Kindergarten											
Low Birth Weight											
Medical Care Source											
Special Needs Info											
Ed Level Mom/Female Guardian											
Years Ed Mom/Female Guardian											
Countdown to Kindergarten											
Reason Not Served in 4K											
Complete the following data annually for Pre-Kindergarten Only											
Early Childhood Placement											
Class Type											
Head Start											
Class Curriculum								Days per Week Served			
Family Literacy Services								Family Literacy Years (child participation)			
Income Range								Tuition paid by Parent/Guardian			
Complete the following data for Kindergarten only											
Prior Child Care								Prior Provider			
	Unknown							Unknown			
								Prior Class			
								Unknown			

QDC1 – English Proficiency

- ▶ State/Province – SC > South Carolina Student Information
- ▶ Stored in PowerSchool on the S_SC_STU_X table
- ▶ State/Province – SC > MLP Page

English Proficiency Levels (PL)	9 - Native Speaker
Birth Country	(Blank) – United States
U.S. School Entry Date	MM/DD/YYYY
Language First Acquired	(blank) - English
Language Spoken Most Often	(blank) - English
Primary Home Language	(blank) - English
Oral Communication Language	(blank) - English
Written Communication Language	(blank) - English
Qualifying Family Move	(blank) – No
Qualifying Occupation	(blank) – No
Housing Status	Select-One

Waiver	<input type="checkbox"/>
English Language Proficiency (ELP) Initial Assessment	
District Enrollment Date	MM/DD/YYYY
ELP Assessment	
ELP Score	

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

Instructional Setting	(blank) - Regular Ed - Full Yr
Universal Screener	(blank) - Regular Ed - Full Yr
Medicaid No	
Ninth Grade Code	

504 - 504 Plan - Full Yr
SE - Special Ed - Full Yr
SR - Currently SE, was Reg Ed
SP - Currently SE, was 504 Plan
RS - Currently Reg Ed, was SE
RP - Currently Reg Ed, was 504 Plan
PR - Currently 504 Plan, was Reg Ed
PS - Currently 504 Plan, was SE

Instructional Setting	(blank) - Regular Ed - Full Yr	True Grade	(blank) - Select One
Universal Screener		504 Plan	
Medicaid No	0 - Not Screened 1 - Screened Identified 2 - Screened Not Identified	Medicaid Consent Date	MM/DD/YYYY

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)	<input type="text" value=""/>		
Deaf-Blindness	<input type="checkbox"/>		
Multiple Disabilities	<input type="checkbox"/>		
Alternate Assessment	<input type="checkbox"/>	Alternate Assessment Test Administrator	
Other Alternate Assessment Tested School ID	<input type="text" value=""/>	First Name	<input type="text" value=""/>
		Last Name	<input type="text" value=""/>
Needs Braille	<input checked="" type="checkbox"/>		

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), which should be sent out by end of week per Heather Holliday.
- ▶ 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	<input type="text"/>
Math Sort ID	<input type="text"/>
Science Sort ID	<input type="text"/>
Social Studies Sort ID	<input type="text"/>

- ▶ Paper testing – follow state guidelines and submit pertinent documentation

Elem/Middle Paper - ELA	<input type="checkbox"/>
Elem/Middle Paper - Math	<input type="checkbox"/>
Elem/Middle Paper - Science	<input type="checkbox"/>
Elem/Middle Paper - Social Studies	<input type="checkbox"/>

Middle/High EOCEP Paper - English	<input type="checkbox"/>
Middle/High EOCEP Paper - Algebra	<input type="checkbox"/>
Middle/High EOCEP Paper - Biology	<input type="checkbox"/>
Middle/High EOCEP Paper - USHC	<input type="checkbox"/>

QDC1 – Precode Cheatsheet

Alternate Assessment	<input type="checkbox"/>	All	Alternate Assessment Test Administrator	First Name	SC-Ait/NCSC	Last Name	NCSC
Other Alternate Assessment Tested School ID		SC-Ait/NCSC					
Needs Braille	<input type="checkbox"/>	All					
ELP Paper	<input type="checkbox"/>	Eng Lang. Prof	Tier			Eng Lang. Prof	
Gifted and Talented Program Paper Assessment	<input type="checkbox"/>	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		EOCEP	NA - Not applicable
Social Studies Custom Materials			NA - Not applicable	Social Studies Oral/Signed Admin			NA - Not applicable
ELA Sort ID				Elem/Middle Paper - ELA			
Math Sort ID		SC READY		Elem/Middle Paper - Math		SC READY	
Science Sort ID		SC PASS		Elem/Middle Paper - Science		SC PASS	
Social Studies Sort ID				Elem/Middle Paper - Social Studies			
Middle/High EOCEP Paper - English	<input type="checkbox"/>			Career Readiness Grade 12			
Middle/High EOCEP Paper - Algebra	<input type="checkbox"/>			Career Readiness Paper		Career Readiness/Ready to Work	
Middle/High EOCEP Paper - Biology	<input type="checkbox"/>	EOCEP		Career Readiness Accommodations			NA - Not applicable
Middle/High EOCEP Paper - USHC	<input type="checkbox"/>			Career Readiness Oral Accommodations			NA - Not applicable
Precode 1		Instructions will follow if needed. If none, ignore.		Precode 5		Instructions will follow if needed. If none, ignore.	
Precode 2				Precode 6			
Precode 3				Precode 7			
Precode 4				Precode 8			

Kindergarten - Previous Program (5K Only)

Deaf-Blindness

All

Multiple Disabilities

All

Alternate Assessment

All

Alternate Assessment Test Administrator

Other Alternate Assessment Tested School ID

First Name

Last Name

Needs Braille

All

ELP Paper

Eng Lang. Prof

Tier

Gifted and Talented Program Paper Assessment

COGAT/IA

ELA Custom Materials

SC READY

ELA Oral/Signed Admin

SC READY

Math Custom Materials

SC PASS

Math Oral/Signed Admin

SC PASS

Science Custom Materials

EOCEP

Science Oral/Signed Admin

EOCEP

Social Studies Custom Materials

Social Studies Oral/Signed Admin

ELA Sort ID

SC READY

Elem/Middle Paper - ELA

SC READY

Math Sort ID

SC PASS

Elem/Middle Paper - Math

SC PASS

Science Sort ID

Elem/Middle Paper - Science

Social Studies Sort ID

Elem/Middle Paper - Social Studies

Middle/High EOCEP Paper - English

EOCEP

Career Readiness Grade 12

Middle/High EOCEP Paper - Algebra

Career Readiness Paper

Middle/High EOCEP Paper - Biology

Career Readiness Accommodations

Career Readiness/Ready to Work

Middle/High EOCEP Paper - USHC

Career Readiness Oral Accommodations

Precode 1

Instructions will follow if needed. If none, ignore.

Precode 5

Instructions will follow if needed. If none, ignore.

Precode 2

Precode 6

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

Primary Night Time Residence (At the time of the initial identification of homelessness)

Served by ARP-HCY

Unaccompanied youth

(blank)

(blank)

B-Substandard Housing

S-Shelters, transitional housing

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)

H-Hotels/Motels

QDC1 – Incident Management

- ▶ All discipline and truancy data must be reported in Incident Management System
- ▶ SCDE September 2021 Incident Management Manual (latest)- <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/2021-incident-manual/>
- ▶ 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 intervention plan 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

45 Day Funding

45th Day Funding

- ▶ 45-day Funding Reports:
 - ▶ **Due Late October (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 \(5\)](#)
- ▶ **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.

Running Day 45 Reports

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.

Running 45 & 135 Day Reports

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  <input type="checkbox"/>
Day	45 <input type="checkbox"/>
Self-contained only	No ▾ <input type="checkbox"/>
Output Type	Report and Extract ▾ <input type="checkbox"/>

[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 → The date the report was ran for

District Name: SC Public Charter School District Page: 1

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	*DD																
22	Total																
23	ADM																
24	Absent																

Grade Levels - There should not be an EFA code in a grade level that the school does not teach

EFA Codes

Can be ignored ADA is only here because of historical purposes

The total number of days that a student(s) have been in membership (enrolled) at the school. 2 students with the EFA Code LD that have been enrolled since Day 1 would total 270 (135 + 135 = 270). 2 students with the EFA Code of LD with 1 student being enrolled since day 1 and the other being rolled on the 100th day would be 170 (135 + 35 = 170)

Total number of membership days per EFA code

Total of each EFA Codes divided by the number of days in the reporting period (51392/135 = 380.68)

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.

* 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

I certify that this report is true and correct.

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.

45th Day Funding - AOW

- ▶ **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**.

45th Day Funding - AOW

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.*

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) ▾ <input type="checkbox"/>
Create Extract*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

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	<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.

Questions?

HELP@CANTEYTECH.COM