

Running the 45 Day and 135 Day Funding Reports

The school-level PowerSchool Coordinators need to run the funding reports and create extracts so the District Office can submit your funding reports to SCDE. The following instructions are a step-by-step guide of what you need to run and the documentation you need to keep in case of an audit. You can run these reports starting on the 46th day or the 136th day.

To access these reports, go to the System Reports Menu on the left-hand side of the Start Page and click on the State tab on top (3rd tab from the left).

Running Membership and Attendance Reports:

1. Go to the Home Page > Attendance Functions > Refresh Premier Attendance Views Data
 - a. Leave Defaults
 - b. Submit.
2. Run the **SC01 EFA/EIA Data Verification Report**
 - a. Click on the SC01 Data Verification report
 - b. Change All EFA/EIA Data to **Membership and Attendance Extract**
 - c. Click Submit
 - d. Correct errors the report finds and run the report again until you have 0 errors. Keep the 0-error report for documentation
 - e. Run the report again but choose Cumulative Class Extract
 - f. Follow the same steps as the Membership and Attendance Extract keeping the 0-error report for your documentation
3. **Run the SC02 Cumulative Class Report** (ONLY if you have Pre-K in your school)
 - a. Click on SC02 Cumulative Class Report
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Output Type click on Report and Extract
 - d. Click Submit
 - e. Print the report, have your building leader sign it. Keep a copy for your documentation.
4. Run the **SC03 Cumulative Class List** (ONLY if you have Pre-K in your school)
 - a. Click on SC03 Cumulative Class List
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Click Submit
 - d. Print the report and keep it for your documentation.
5. Run the **SC04 Daily Activities Log**
 - a. Click on the SC04 Daily Activities Log
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Click Submit
 - d. Print the report and keep it for your documentation.

6. Run the **SC05 Daily Activities Summary Log**
 - a. Click on the SC05 Daily Activities Summary Log
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Click Submit
 - d. Print the report and keep it for your documentation.
7. Run the **SC06 Membership and Attendance Report**
 - a. Click on SC06 Membership and Attendance Report
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Output Type: click on **Report and Extract**
 - d. Click Submit
 - e. Print the report, have your building leader sign it. Keep a copy for your documentation.
8. Run the **SC07 Membership and Attendance Worksheet Report**
 - a. Click on the SC07 Mem and Att Worksheet Report
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Click Submit
 - d. Print the report and keep it for your documentation.
9. Run the **SC08 Master Classification**
 - a. Click on SC08 Master Classification Report
 - b. Keep the defaults except:
 - i. Date should be blank
 - ii. Day, enter which report you are running (45 or 135)
 - c. Click Submit
 - d. Print the report and keep it for your documentation.
10. Run the **SC09 Mem & Att from Extract** (this pairs with the SC06 Report)
 - a. Click SC09 Mem & Att from Extract
 - b. Click on the line where it shows your School Name, Day Number (45/135) and date & time created. Choose the correct funding report.
 - c. Click Submit
 - d. Print Report and Keep for your Records
11. Run the **SC09 Cum Class from Extract** (ONLY if you ran SC02/03 because you have Pre-K)
 - a. Click SC09 Cum Class from Extract
 - b. Click on the line where it shows your School Name, Day Number (45/135) and date & time created. Choose the correct funding report.
 - c. Click Submit
 - d. Print Report and Keep for your Records.

Running Add-On Weighting Reports:

12. Run **SC24 Add-On Weightings Update**
 - a. Click on SC24 Add-On Weightings Update
 - b. Click on your school's name
 - c. Click Submit
 - d. Print the report and keep it for your documentation. It is OK if your report is blank.
13. Run the **SC27 Add-On Weightings List**
 - a. Click on SC27 Add-On Weightings List
 - b. Make sure All Students is checked
 - c. Click on the day and change it to the report you are running (45 or 135)
 - d. Keep the sort order Student Name
 - e. Click Submit
 - f. Print the report and keep it for your documentation.
14. Run the **SC28 Add-On Weightings Report**
 - a. Click on SC28 Add-On Weightings Report
 - b. Click on the day and change it to the report you are running (45 or 135)
 - c. Click on Create Extract: Yes
 - d. Click Submit
 - e. Print the report, have your building leader sign it. Keep a copy for your documentation.
15. Run the **SC30 Add-On Weightings Select Funding Extract**
 - a. Click on SC30 Add-On Weightings Select Funding Extract
 - b. In the list, find and select the report you just created in step 14 (make sure it is the correct date & time).
 - c. Click Submit
 - d. After it has run, go back into SC30 and make sure it now says ****Selected For Funding**** by the report date you just selected.
16. Run the **SC31 High Achieving List**
 - a. Click on SC31 High Achieving List
 - b. Click on the day and change it to the report you are running (45 or 135)
 - c. Leave the Grade Levels blank
 - d. Click Submit
 - e. Print the report and keep it for your documentation
17. Run the **SC34 High Achieving Report**
 - a. Click on SC34 High Achieving Report
 - b. Click on the day and change it to the report you are running (45 or 135)
 - c. Click Submit
 - d. Print the report, have your building leader sign it and keep it for your documentation.

Once reports have been run and the extracts have been selected for SC06 & SC28, wait until the Membership Counts website is available so you can verify your reports are correct for the SC Dept of Education. See directions below.

Verifying Your Funding and Add-On Weighting in the SCDE Membership Center

1. Go to this website: <https://ed.sc.gov/finance/financial-services/student-data/membership-counts/>
2. **Fiscal Year** – should be populated for current year (default)
3. **Report Cycle** – should be populated for current cycle 45/135 Day (default)
4. **Report Options:** School
5. **District:** Choose Your District
6. **School:** Choose Your School
7. Click **View Report**.
8. This will populate what should be on your SC06 Report and your SC28 Add-On Weightings Report.
 - a. If these reports do not match, check to make sure that you have selected the correct extract. (SC09 & SC30). If you have not, choose the correct one and submit. You can check the website once more after it has updated. Give at least 24 hours to update on SCDE Member Center.
 - b. If your report is blank, you have not chosen an extract in PowerSchool.