



MAY 2023 POWERSCHOOL ADMIN MONTHLY WEBINAR NEWSLETTER EDITION

Thursday, May 11, 2023

IMPORTANT DATES

QDC4 (IM/IGP) Currently Open, Due June 23, 2023

Students Not Tested, Due June 23, 2023

PowerScheduler, Commit Schedule by June 23, 2023

End of Year/Data Finalized in PowerSchool, Due June 28, 2023

End of Year Process, June 30-July 7, 2023

Spring Graduate List, Due June 2, 2023

Class Rank & Transcripts, Due (LWS) June 16, 2023

180 Day Reports, Due June 23, 2023

Pre-EOY Responsibilities Checklist, Due June 9, 2023

Verifying Graduates, Due June 9, 2023

CRDC Report from PowerSchool, Due June 23, 2023

REMINDERS

QDC4

SAS/QDR Reporting Available Now – Clear Errors
Incident Management (Truancy and Discipline)
Individual Graduation Plans (IGPs)
CTE Data

Clear:

Level Data Validations
DQR/SAS Reports
Section Enrollment Audit
School Enrollment Audit

Students Not Tested

Attendance, Truancy, Incident Management

Be sure all attendance is entered, validated, and truancy is entered in Incident Management.

Parchment

Seals of Distinction coded in PowerSchool (SC Student Info Page)

Post-Graduate Student Email (Demographics Page)

Employability Credential (SC Student Info Page)

Staff Accounts

Please Audit to Remove Access to Staff Not Returning

Read to Succeed

Code R2S Page for Applicable Students

Course Codes Need to be Reviewed (0.5 Credits)

Access has been removed for to those courses in district that do not follow the SCDE Course Catalog for 0.5 credit for 2023-24. Please do not add these back to your available list.

ANNOUNCEMENTS/UPDATES

- Your **PowerSchool Support Team (Cantey & CIE)** will be at PSUG SE May 14-18, 2023. Please get your tickets in **today** or there will be a delay in response.
- Please review this **very important** memo from the SCDE: [Personal Finance One-Half \(0.5\) Unit Graduation Credit](#)
- From the SCDE: Career and Technical Education (CTE) data will be collected during the upcoming Fourth Quarterly Data Collection (QDC4) scheduled for May 22-June 28, 2023 (4:00 p.m.). The Office of Career and Technical Education and Student Transition Services has scheduled a virtual data collection session and virtual office hours to assist you during this year's data collection process. The data collection session will include a general overview of CTE data and an opportunity to ask questions related to CTE data collection and reporting.

Session	Date	Time
CTE Data Collection and Reporting	Tuesday, May 9, 2023	10:00 – 11:00
Virtual Office Hours	Thursday, May 18, 2023	10:00 – 11:00
Virtual Office Hours	Tuesday, May 23, 2023	2:00 – 3:00
Virtual Office Hours	Wednesday, May 31, 2023	2:00 – 3:00
Virtual Office Hours	Monday, June 5, 2023	10:00 – 11:00
Virtual Office Hours	Monday, June 12, 2023	2:00 – 3:00

RESOURCES

To Access Hyperlinks in This Document, Hold Down the Ctrl Key + Hover Over the Title, Then Click.

[Complete End of Year Checklist](#)

[SCDE End of Year Reminders Webinar \(Aveene Coleman April 2022\)](#)

[SCDE End of Year Process Manual](#)

[How to Use Permanently Store Grades Function](#)

[How to Run Your Day 180 Reports in PowerSchool](#)

[Calculating & Running Honor Roll](#)

[Running Civil Rights Data Report in PowerSchool](#)

[Students Not Tested CIE Resource Dropbox](#)

[SCDE Course Activity Codes - Live Catalog](#)

SCDE Padlets/Resources:

[SC&CS in SC Updates - \(Seals of Distinction, ADEPT, Work Based Learning, etc.\)](#)

[Academic Accountability Padlet - \(Diploma Info, Transcript Resources, PowerSchool Help, Regulations, etc.\)](#)

[2022 – Training Materials \(Aveene Coleman\) – \(Incident Management, Truancy, Chronic Absenteeism, Dropout, etc.\)](#)

Read to Succeed:

[Read to Succeed Summer Camp Setup Recording](#)

[Read to Succeed Summer Camp Setup PowerPoint](#)

END OF YEAR PREPARATION

End of Year Rollover Date:

Expected to happen June 30-July 7

Schools will not have access during the actual EOY Processing

Ensure all data is entered by June 28th to allow district time for review prior to roll-over.

Schools using Enrollment Application – pause in delivery of students during EOY process.

DO NOT MANUALLY TRANSFER STUDENTS OUT OF POWERSCHOOL!

End of Year Checklist Highlights

(Comprehensive list in resources)

Commit PowerScheduler -June 28th at the latest!

New Grade Level - Email Jason Jones if you must add a new Grade Level to your school in PowerSchool for the upcoming school year.

All errors must be cleared:

- Level Data
- Section Enrollment Audit
- School Enrollment Audit
- SCDE SAS Reports

Please Complete:

- [180 Day Reports Completed](#)
- [Storing Grades \(Q4/S2/F1\)](#)
- Run Transcripts (Date Calculated Must Be on or Before June 15, 2023)
- Run Report Cards
- Class Rank (Grades 7-12) – Grades 7 & 8 if applicable.
- Incident Management Reports for Records
- Fee Transactions Completed (lunch balances, etc.)
- Retain Applicable Students



WHAT'S NEW?

PowerSchool is getting a face lift!

Soon PowerSchool will have a new look and user experience. To preview what the user interface will be like click [here](#).

Use the credentials below to log in:

- Username: Please use a number between 11-99 + "aghs1" (Examples: 32aghs1, 57aghs1, or 88aghs1)
- Password: PS*Lab*2023!

NOTE: The purpose of the lab environment is to preview features and to take a short test drive.

The data is fictitious and will be refreshed periodically with no warning. The server is not guaranteed to remain accessible. Make sure you do not add any sensitive or personally identifiable information (PII) on this environment. It is for public demo purposes only.

TRAINING OPPORTUNITIES



Level Data Holds Monthly Webinars to discuss tabs within their Validation Tool

[Register to Attend](#)

- State Data Validation Suite Walk-Through
- RealTime Reports Walk-Through
- Mass Address Validation
- Unlimited Contacts Workshop + Q&A



Join PowerSchool for SIS 2023 Office Hours.

Register now to connect with PowerSchool Support experts and peers to find the solutions to your pain points. These **hour-long sessions** are a great way to learn some insider tips for using your PowerSchool SIS solution.

[Register Now PowerSchool SIS Office Hours 2023](#)

Upcoming Dates:

May 24 - End of Year (EOY) Planning

June 13 - Attendance (Initial Setup)

July 11 - Grading (Setup)

September 12 - Grading (Troubleshooting)

Visit the [CIE Website](#) for access to District PowerSchool Resources, and other important information!