



June 2023

Monthly PowerSchool Webinar Newsletter Edition

Tuesday, June 5, 2023

IMPORTANT DATES

Pre-EOY Responsibilities Checklist, Due June 9

Verifying Graduates, Due June 9

Class Rank & Transcripts, Due June 16

(must be ran by June 15th!!)

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

Students Not Tested, Due June 23

PowerScheduler, Commit Schedule by June 23

180 Day Reports, Due June 23

CRDC Report from PowerSchool, Due June 23

End of Year/Data Finalized in

PowerSchool, Due June 28

End of Year Process, June 30-July 7

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

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

Pre-Registered & Retained Students

Should have a Next Year Grade Level = Current Grade Level (whatever grade level they will be in 2023-24)

ANNOUNCEMENTS

- Run your school's **CRDC Report**: Print, File, Save, and Store!
 - Due LWS June 23, 2023
- **Staff Accounts** EOY Audit
 - Deactivate Inactive Users
 - School Responsibility to Remove Staff Access When No Longer Employed by School
 - PowerSchool > Staff > Choose Staff Member > Information > Clear the Checkbox Next to "Active"
 - PowerSchool > Staff > Choose Staff Member > Security Settings > Clear any Access to PowerTeacher & Admin Access
 - Ensure Format for Usernames: School Number + First Name Initial + Last Name
 - Example: 99jroach
- **Charter Institute Training Schedule 2023-24**
- **Running Class Rank**
 - 7-12th Grade (7-8th if applicable)
 - Due in LWS June 16, 2023
- **Course Codes**
 - Be sure you are using [valid SCDE approved course codes](#) for 2023-24 SY
 - [Local Board Approved CC Memo](#) from CIE

RESOURCES

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

[Preparing for End of Year](#)

[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](#)

[Calculating and Running Class Ranking in PowerSchool](#)

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](#) : *No signatures on Reports Required*
- [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.

CIE SUMMER 2023 TRAINING SCHEDULE

Date	Event	Who	Venue	Start Time	End Time
Tuesday, July 18	Start of Year Training	ALL Schools	Zoom Webinar	9:00 AM	4:00 PM
Wednesday, July 19	Start of Year Training	Brick and Mortar Schools	Charter Institute at Erskine - Onsite	9:00 AM	4:00 PM
Thursday, July 20	Start of Year Training	Virtual Schools	Charter Institute at Erskine - Onsite	9:00 AM	4:00 PM

Coming Soon!

Be on the look-out for one-on-one support sessions with your Cantey team to help your school year get started off right!

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