2022-2023 Preparing for End of Year

This document serves as a resource to guide you through completing the end-of-year process for your school.

To ensure accurate data is submitted to the SCDE, it is crucial your school's data reflects the student population as of the 180th day of your school year.

The following are steps recommended to complete before your school's 180th day.

- Review the SCDE 2022-2023 SIS Data Collection Schedule as it pertains to date and data completions: 2022-2023 Data Collection Schedule
- Keep in mind that CIE imposes earlier deadlines than those noted on the Data Collection Schedule.
- All schools are required to finalize all data entry by June 23, 2023.

Below are recommended steps to ensure your school' data are prepared for Day 180/EOY:

- **Step one:** Work with each program coordinator/administrator at your school to ensure all student and teacher data are accurate and complete, including but not limited to the following:
    - Student school enrollments (current year only)
    - Student demographic and identification data
    - Incident management (IM)
    - Attendance (including data affecting chronic absenteeism and truancy)
    - Individualized Graduation Plans (IGP's)
    - CTE Placement
    - Work-based Learning
    - Students Not Tested
    - Stored grades (including data affecting report cards, class rank, and transcripts which must be printed AND archived **on or before June 15th**
    - Student course/activity enrollment
    - Current year graduation data
    - 4-Year Cohort Graduation
    - Dropout Data
    - Teacher data (e.g., demographic data Educator and Certification numbers)
    - Teacher course/activity assignment
    - Calendar dates
    - Membership Values (including EFA, EIA, and High Achieving)
    - Data Values for Exceptional Students (including those with IEP's, 504's, and GT Identified Profiles)
    - CRDC Data

Step 2: Validate your school's data.

The list below includes tools available at the school level for identifying data quality issues with PS data.

- o **Data Quality and Reporting (DQR):**
  - accessed through the SCDE Application Web Portal/SAS Report Portal
  - https://appportal.ed.sc.gov/.
- o **Level Data:**
  - State Validation, Page/Field-Level Validations
  - Accessed through PowerSchool: *PS Start Page > Data Validation* (under the Level Data Apps header)
- o **PowerSchool System Reports:**
  - School Enrollment Audit: Start Page > System Reports > System Tab > School Enrollment Audit
  - Section Enrollment Audit: Start Page > System Reports > System Tab > Section Enrollment Audit

FREQUENTLY ASKED QUESTIONS:

1. **Q:** Should the grade level be changed for a student who will be in a different grade next year?

   A: No, for all students, populate the student's **Next Year Grade** field to the upcoming grade level.
   Next Year Grade Location: Start Page > Student Selection > Scheduling Setup
   Based on the students next year grade, the EOY process will either promote or retain the student automatically.

2. **Q:** What do I do when I have issues with cleaning up my Level-Data and QDC4 data errors?

   A: Email Help@canteytech.com and the Cantey PowerSchool Support Team will assist you.

3. **Q:** Should entry and exit dates be changed for the next year, after my school's day 180?

   A: No, do not modify students' entry and exit dates in any way that deviates from their actual dates for the current-year enrollment. "A student should not be withdrawn because he/she is not coming back next year."

4. **Q:** Should entry and exit dates be changed for Student Programs before submitting 180-Day data?

   A: No, do not modify entry and exit dates for Student Programs before the last day of program participation.
   - During the school year, the Student Program enrollment exit date must be left blank if the final date of participation is undetermined.
   - The exit date should only be updated when the student exits the program.
   - On the last day of school, all students actively enrolled in the program(s) should have no program exit date.

5. **Q:** Should a student be withdrawn from school after your school's 180th day?

   A: No, students who are actively enrolled at your school on the last day of the school year must remain enrolled until after the Roll Over Process. Do not withdraw students who will not be attending your schools next year. Instead, "No-Show" them on the first day of the next school year.

Q: What should I archive/save?

> **A:** Print any PowerSchool global report that will not rollover to the new school year.
> You will need to decide for you school if you want to run any PS Global Reports (This is optional and a school decision):

Report Name	Accurate for prior term
Absentee	No
ADA/ADM by Date	Yes
ADA/ADM by Minute	Yes
ADA/ADM by Student	Yes
Aggregate Membership Audit	Yes
Attendance Count	No
Attendance Summary by Grade	No
Class Attendance Audit	Yes
Class Size Reduction Report	Yes
Consecutive Absences	Yes
Enrollment by Grade	Yes
Enrollment by Section	Yes
Enrollment Summary by Date	Yes
Monthly Student Attendance Report	Yes
Period Att. Verification	No
School Enrollment Audit	Yes
Section Enrollment Audit	Yes
Student Attendance Audit	Yes
Weekly Attendance Summary (Daily)	Yes
Weekly Attendance Summary (Meeting)	Yes
Year-to-Date Attendance Summary	No
At Risk	No
Parental Access Statistics	No
PowerGrade Attendance	Yes
Class Ranking	No
Grade Count or by Teacher	No
Grades Distribution	No

Report Name	Accurate for prior term
Graduation Progress Report (PDF)	No
Honor Roll	No
Standards	No
Teacher Gradebooks	No
Master Schedule (PDF)	Yes
Student Schedule Listing	Yes
Teacher Maximum Load Report	Yes
Discipline Log	Yes
Discipline Summary	Yes
Meal Count Listing (PowerLunch)	No
Meal Count Report (PowerLunch)	No
Class Rosters (PDF)	Yes

EOY Checklist

❑ After Final Grades have been stored and credits issued, recalculate, run and save Class Ranking for grades 10-12. **(Required for Graduating High School Seniors)**

❑ Run, Print and Save Transcripts **on or before June 15th**. **Required for High School and Middle School (Grades 7 & 8 earning credits)**

❑ Permanently Store Final Grades (F1)

❑ Run, print and save/archive state funding reports (Membership and Add-On Weighting).

❑ Run/save Other State Custom Reports *(recommended)*

❑ Run/save final report cards.

❑ Request for Years and Terms to be created (if needed)

❑ Clear School Enrollment Audit Report

❑ Clear Section Enrollment Audit Report

❑ Populate Next Year Grade Level for all students.

❑ Populate Next School Indicator for all students.

❑ Full-Time Equivalencies (FTE)

❑ Print Global PowerSchool Reports *(optional)*

❑ Commit PowerScheduler *(if applicable)*

❑ Email help@canteytech.com if adding Grade Level *(if applicable)*

❑ PowerLunch *(if applicable)*

❑ *Run and save CRDC Reports for the current school year.*