

Charter Institute at Erskine PowerSchool Admin Newsletter

DECEMBER 2023



Thank you so much for a wonderful first half of the year. We hope you have an amazing Holiday and Winter Break!

Reminders and Upcoming

- **QDC2/Incident Management LWS:** January 12, 2024
- **Local Board Approved Courses for 2024-2025**—be thinking about this now! Approval Submissions due in LWS March 22, 2024
- **Board Approved Calendar for 2024-25** Due in LWS February 16, 2024
- **90 Day Reporting** Due in LWS on January 12, 2024
- **Early Graduate Reporting & Transcripts** Due in LWS on January 12, 2024
- **Attendance and Incident Management** Verify all attendance is entered, validated and truancy is entered in IM for your school

Seals of Distinction

The 2023-2024 South Carolina Seals of Distinction Overview and Guidelines are now available on the [Padlet](#). This document guides the identification, verification, coding, and awarding of the Seals of Distinction. Essential information, including students' post graduate email address, Parchment accounts, and district responsibilities, is presented in this document. In addition, the SCDE Office of Research and Data Analysis created a quick video showing how to enter students' EARNED Seals of Distinction. [Linked is the SCDE's Padlet for School Counselors and Career Specialists.](#)

Prep for Semester 2

Second Semester Courses/Sections

- Be sure to create second semester sections (if needed) **before** Q3/S2 begins at your school
- Schedule your students in their second semester courses as soon as enrolled/pre-registered

Run End of Semester Class Rank

Requires manual recalculation: PS Start Page > School Management > Academics > Class Rank > Recalculation Frequency > [Recalculate Now](#)

Storing Grades (Q2/S1)

Resources

End of Term Checklist

- Set Deadlines for Teachers Now (grading, etc.)
- [Set Lock Reporting Terms Settings](#) (recommended)

[School Management > Academics > PowerTeacher Pro: Lock Reporting Term Settings](#)

- [Teacher Grade Verification \(if teachers enter grades into PT Pro Gradebook\)](#)
- [Permanently Store Grades](#)
- Calculate/Run Honor Roll (if applicable)

[Tutorial: Honor Roll](#)

[Setting Up Honor Roll Based on Letter Grades, Not GPA](#)

[Running the Honor Roll Report](#)

- [Quick Lookup Preferences \(if needed\) – switch Source of Data from](#)

Training Opportunities

PSUG Southeast

[May 6-9, 2023 in Myrtle Beach](#)

Join us at our 10th annual PSUG-Southeast user conference at the DoubleTree Oceanfront Hotel.

A PowerSchool User Conference put on by PowerSchool users from districts all over the Southeast is what you will be a part of when you attend the 2024 PSUG-Southeast Conference. Attend sessions put on by fellow PowerSchool users that will give you a real world view on how others are using PowerSchool in their districts. Please note: While PowerSchool Group, LLC supports our events and will be in attendance at our conference, this is NOT a PowerSchool event. These conferences are put on "BY" PowerSchool users "FOR" PowerSchool users.

[PowerSchool Master Schedule Building Workshop](#)

SCDE eCollect Webinar

[PowerSchool eCollect Forms and Surveys Webinar Recording](#)

Attendance & IM Resources

Training Materials and Recordings for:

Chronic Absenteeism, Dropout Data Collection, Incident Management and Truancy Webinar, etc.

[2023-24-Training Materials \(padlet.com\)](#)

Resources

[CIE PowerSchool Handbook](#)

[SCDE SIS Data Collection Schedule](#)

[CIE PowerSchool Resource Page](#)



Winter Precode

Precode Update: SCReady ELA & Math (grades 3-8): **SCPASS Science** (grades 4 & 6) *Due January 12, 2024*

Upcoming: Spring EOCEP *Due March 8, 2024*

[Precode Manual](#)

Civil Rights Data Reporting (CRDC)

Collected Annually

Coding CRDC in PowerSchool, see:

Sections: School Management > Courses and Programs > Course Sections > Click Course Name > Section # > Scroll to Civil Rights Data Collection (CRDC) Link

Teachers: Search & Select Teacher > Staff Profile > Staff Details: Demographics > Civil Rights Data Collection (CRDC) Link

Students: Select Student > State/Province—SC > Civil Rights Data Collection (CRDC) Link

90 Day Reporting

LWS Submission *Due January 12, 2024*

When running 90 Day Reports, **DO NOT** create an extract

When running reports, depending on report enter either the Date (The date the 90th in-session) or Day Number (90).

Contacts Reminder

According to information recently requested and received from the Enrich Team, the Enrich platform is no longer using SC Contacts 1 and 2 to pull parent information for IEP's. Enrich has migrated to utilize PowerSchool Unlimited Contacts based on feedback received from the SCDE. Please ensure you are populating parent/guardian contact information using the Contacts Page (Under the Information header).

SCDE Manuals and Resources

[SCDE Course Activity Codes Workbook](#) – SCDE Activity Course Code Workbook. Recent updates to include Columns O and Z.

[SC Program & School Setup Guide](#) – School and Program Setup Guide

[SC School Counselors and Career Specialist Padlet](#) – Information related to Transcripts, Seals of Distinction, etc. provided by the SCDE.

[Student Information System Data Entry Manual](#) – Compilation of information related to PowerSchool fields and data entry.

[SCDE PowerSchool Webpage](#) – The link to the SCDE PowerSchool Webpage which contains information about the Data Collection Schedule, PowerSchool Training, State Reporting Updates, SIS Documents, etc.

[Combined Students Not Tested on Elementary, Middle, and High School Report \(SNTEMHR\) Guidelines](#) – Information guide related to Students Not Tested on State Mandated Testing.

Early (Winter) Graduates

Reporting & Transcripts Due in LWS
January 12, 2024

Diploma Order Tracking System (DOTS)

In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

Student Must be in PowerSchool

Diploma Ordered Code & Diploma Type must be F – State of SC Diploma

PowerSchool Home > Student Selection > State/Province – SC > South Carolina Student Information

Exit / Graduation Date fields must be in the range currently being processed

For Winter Graduation 2023-24: dates should be between Aug 22, 2023 through Feb 09, 2024.

Grade level must be 10, 11, 12, or 99

Verify spelling of student's full name (First, Middle, Last).

If their name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS (as well as PowerSchool).

[Refer to documentation on SCDE site for further information on DOTS](#)

Remember Early Graduates must be excluded from Class Ranking. To do this in PowerSchool select the student then go to the Other Information page. Check Exclude From Class Ranking and save by clicking Submit.

Search and Select Student > Student Profile > Other Information > Select: Exclude From Class Ranking > Submit to Save.

Note before you run transcripts, you will have to re-run Class Ranking manually. This includes anytime you add an early grad (by updating "Exclude from Class Ranking."

SAS Portal

Remember to check the SAS Portal and clear errors in preparation for QDC2/90 Day Reporting. Login to the [SCDE Member Center](#) and check the DQR Reports: Activity Code, Student, Teacher, State ID. Login > Report Portal > Sign Into SAS > Data & Quality Reporting.

Charter Institute Celebrations & Announcements

Please let Cantey & the Charter Institute at Erskine know of any announcements, reminders, & celebrations you may have. Urgent matters need to go to Jason Jones (jjones@erskinechartes.org); Jessica Crowe (jcrowe@erskinecharters.org), or help@canteytech.com.