

Follow-Up Training Documents
From **January 11, 2024**

Attached you will find:

- The training agenda topics.
- SCDE & CIE Important memos
- Workbook Documents

Please let us know if you have any questions!



Proof of Residence Requirements

A student or parent must produce at a minimum one document reflecting the correct residential street address.

Post office boxes, private mailbox addresses or commercial establishment addresses are insufficient.

All documentation presented must show the date, property owner's name or parent/guardian's name, and documentation should be not older than 90 days.

Acceptable documentation includes the following:

- home telephone or cellular telephone bill;
- electric bill;
- rent receipt with the name of the tenant and landlord and contact information for all parties;
- lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
- mortgage;
- home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
- valid State of South Carolina driver's license;
- valid State of South Carolina identification card;
- automobile insurance policy;
- credit card statement;
- United States Postal Service confirmation of address change;
- evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
- Declaration of Domicile form from the County Records Department.

-Parents must complete a school address verification form annually.

-Where applicable, Affidavit of Person Acting as Parent and Affidavit of Residence forms must be submitted annually.

-Consistent with Federal law, school personnel are strictly prohibited from requesting or requiring documentation of the immigration status of students and families.

-Under no circumstances will students who are suspected of or experiencing homelessness be delayed enrollment or withdrawn due to lack of appropriate enrollment documentation, including proof of address.



South Carolina CTE Internship, Work-Based Credit Bearing Course Code Usage

Are you in compliance?

The SC CTE Internship, Work-Based Credit Bearing Course is a structured, stand-alone course that is taken as a fourth unit in a federal Career and Technical Education (CTE) Classification of Instructional Programs (CIP)-coded program for a **CTE student** meeting all required pre-requisites. The CTE actively enrolled student is supervised by the CTE content-specific, certified teacher while completing a minimum of 120 practical experience hours or the highest number of hours required by the industry-defined competencies within the career pathway in partnership with the sponsoring business/industry worksite.

Below is a listing of the SC CTE, Internship, Work-Based Credit Bearing Course Codes:

Agriculture, Food, and Natural Resources Internship (Work-Based Credit)	Code 5690
Architecture and Construction Internship (Work-Based Credit)	Code 6690
Arts, A/V Technology, and Communications Internship (Work-Based Credit)	Code 5290
Business Management /Administration Internship (Work-Based Credit)	Code 5490
Education and Training Internship (Work-Based Credit)	Code 6390
Finance Internship (Work-Based Credit)	Code 6190
Health Science Internship (Work-Based Credit)	Code 5590
• Public Health Internship (Work-Based Credit)	Code 5588
• Sports Medicine Internship (Work-Based Credit)	Code 5591
Hospitality and Tourism Internship (Work-Based Credit)	Code 5190
Human Services	
• Family and Consumer Sciences Internship (Work-Based Credit)	Code 5890
• Human Services Internship (Work-Based Credit)	Code 5790
Information Technology Internship (Work-Based Credit)	Code 5390
Law, Public Safety, Corrections, Security Internship (Work-Based Credit)	Code 6590
Manufacturing Internship (Work-Based Credit)	Code 6490
Marketing Internship (Work-Based Credit)	Code 5091
Science, Technology, Engineering, and Mathematics	
• STEM Internship (Work-Based Credit)	Code 6890
• Pre-Eng./Industrial Tch. Ed. Internship (Work-Based Credit)	Code 6090
Transportation, Distribution, Logistics Internship (Work-Based Credit)	Code 6790

Please remind faculty and staff to only use these course codes for CTE students meeting the course student profile and standards.

All questions related to South Carolina's CTE program specific Internship, Work Based Credit-Bearing Courses should be directed to the designated CTE program associate. Contact listing per program cluster can be found [here](#).

Source: [SC 2023-24 Work-Based Learning Implementation Guide](#) , pgs. 7-9.



January 11th, 2024

CIE PowerSchool Agenda:

- 9:00AM- 10:00AM:
 - Session 1: Ice Breaker and Activity
- 10:00AM- 10:15AM- BREAK
- 10:15AM- 11:30AM:
 - Session 2:
 - Activity: "What's in your policy?"
 - Announcements
- 11:30AM- 12:30PM: LUNCH
- 12:30PM- 1:30PM:
 - Session 3: Ed-Fi Informational (Delivered by the ORDA)
- 1:30PM- 1:45PM- BREAK
- 1:45PM- 2:45PM-
 - Session 4:
 - Informational Discussion and Training Topics with Cantey:
 - CIE Ed-Fi Discussion;
- 2:45PM- 3:00PM- Conclusion



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
District Accountability Coordinators
High School Principals
High School Counselors
Registrars of South Carolina Public Colleges and Universities

FROM: Daniel Ralyea
Director, Office of Research and Data Analysis

DATE: January 9, 2024

RE: Suspension of College Freshman Report for 2024, Proviso 1.101

Proviso 1.101 of South Carolina's 2023-2024 Appropriation Act suspends the reporting requirements for the College Freshman Report. (The proviso appears at the end of this memo.)

What does this mean for public high schools and institutions of higher education?

Public Institutions of Higher Education: College Registrars do not need to prepare and share with public high schools a report of first semester grades for each high school's 2023 graduates.

Public High Schools: High schools will not need to provide any information about the first-semester status of their 2023 graduates to the South Carolina Department of Education.

South Carolina Department of Education and Education Oversight Committee: Agency staff will use the information from the National Student Clearinghouse to prepare a report on the numbers of 2023 public high school graduates attending higher education institutions.

1.101. (SDE: Reporting Requirements) For the current fiscal year, the college freshman reporting requirements of Section 59-101-130 are suspended. The Department of Education, in collaboration with the Education Oversight Committee, is authorized to use data that is already collected to report on the in-state and out-of-state college enrollment, college persistence, and post-secondary completion of South Carolina's high school graduates.

Comments and questions about this change may be directed to CFR@ed.sc.gov.

5th, 90th, and 180th Day Reporting in PowerSchool

The school-level PowerSchool Coordinators need to perform 5th, 90th, and 180th Day Reporting to keep on file **print and archive**. The following instructions are a step-by-step guide of what you need to run for these reporting periods and the documentation you need to **print and archive** in case of an audit.

You can run these reports starting on the 6th day, 91st day, or the 181st day of the current school year. While many reports in PowerSchool can return data from prior years, some reports are designed to report on data from the current school year only. After your district performs the End of Year Process, it may be difficult to extract some historical data using certain reports. It is recommended to **print and archive** each report below for the current school year before your district performs the End of Year Process.

RUNNING REPORTS

Before running the **Attendance and Membership Reports, Add-On Weighting Reports and High Achieving Reports**, schools must run the **Refresh Premier Attendance Views Data Report**. This update process recalculates and re-populates the Membership data based on the date ranges you specify.

Running the Refresh Premier Attendance Views Data Report:

1. Go to the *Home Page > Attendance > Refresh Premier Attendance Views Data*
 - a. **Students to Include:** Select the radio button for **All Students**
 - b. **Begin Date and Ending Date:** These values populate based on the Term value in your **Term Selector** (the upper right of your PowerSchool page). When running this report, ensure the date values are for your entire school year. You can manually change the values in the **Begin Date and Ending Date** fields or you can change your **Term Selector** to the **Year-long Term** and the date values will automatically update.
 - c. Processing Options: Select from the dropdown, **In Background Now**
 - d. **Specific Date/Time:** leave blank
 - e. Report Output Locale: Select from the dropdown, **English**
 - f. Click **Submit**.
 - g. When this report is complete, the results display in your browser. For evidentiary purposes, print the report and archive a copy for your documentation.

After running the **Refresh Premier Attendance Views Data Reports**, proceed with the **Membership and Attendance Reports, Add-On Weighting Reports, and High Achieving Reports**. To access these reports, click on **System Reports** under the **Reports** header on the left side vertical navigation of the Start Page, then click on the **State** tab (3rd tab from the left).

Running Membership and Attendance Reports:

2. Run the **SC01 EFA/EIA Data Verification Report**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC01 Data Verification* (under the **Legacy Reports** header)
 - b. Click on the **SC01 Data Verification report**
 - i. **Sort Option:** Select from the dropdown, your preference (this is school choice)
 - ii. **Select Data to Process:** Select from the dropdown, **Membership and Attendance Extract**.

- iii. **Grade:** select from the dropdowns, the **lowest** and **highest** grade levels
 - iv. Click **Submit**
 - c. Print the report and archive for your documentation.
- 7. Run the **SC06 Membership and Attendance Report**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC06 Membership and Attendance Report* (under the **Legacy Reports** header)
 - b. Click on **SC06 Membership and Attendance Report**
 - i. **Date:** should be **blank**, clear this field if there is a date value saved
 - ii. **Day:** enter the numerical value for which report you are running (5, 90, 180)
 - iii. **Self-Contained Only:** select from the dropdown, **No**
 - iv. **Output Type:** select from the dropdown, **Report Only (Default)**
 - v. **Combine with Alternate School (Y/N):** select from the dropdown, **No**
 - vi. Click **Submit**
 - c. Print the report, have your building leader sign it, and archive a copy for your documentation.
- 8. Run the **SC07 Membership and Attendance Worksheet Report**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC07 Membership and Attendance Worksheet Report* (under the **Legacy Reports** header)
 - b. Click on the **SC07 Membership and Attendance Worksheet Report**
 - i. **Start Date:** should be ****blank**, clear this field if there is a date value saved
 - ii. **End Date:** should be ****blank**, clear this field if there is a date value saved
 - iii. **Day Number:** enter the numerical value for which report you are running (5, 90, 180)
 - iv. **Grade:** select from the dropdowns, the **lowest** and **highest** grade levels
 - v. **Self-Contained only:** select from the dropdown, **No**
 - vi. Click **Submit**. The SC07 can take substantially longer to run than the other reports Legacy Reports.
 - c. Print the report and archive for your documentation.
 - d. **** To run this report *cumulatively* for the current school year, enter the first day of school for the **Start Date** and the date for your 5th, 90th, or 180th day of school for the **End Date**.**
- 9. Run the **SC08 Master Classification**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC08 Master Classification List* (under the **Legacy Reports** header)
 - b. Click on **SC08 Master Classification Report**
 - i. **Date:** should be **blank**, clear this field if there is a date value saved
 - ii. **Day:** enter the numerical value for which report you are running (5, 90, 180)
 - iii. **Grade:** select from the dropdowns, the **lowest** and **highest** grade levels
 - iv. **Sort By:** it is recommended to select **Grade** from the dropdown
 - v. Click **Submit**
 - c. Print the report and archive for your documentation.

Running Add-On Weighting Reports:

- 10. Run **SC24 Add-On Weightings Update**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC24 Add-On Weightings Update* (under the **Add-On Weightings** header)
 - b. Click on SC24 Add-On Weightings Update
 - i. **Schools to Include:** leave the radio button selected for **Current School Only**

- ii. Click **Submit**
 - c. Print the report and archive for your documentation. It is OK if your report is blank. It is OK if your report contains data.
- 11. Run the **SC27 Add-On Weightings List**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC27 Add-On Weightings List* (under the **Add-On Weightings** header)
 - b. Click on SC27 Add-On Weightings List
 - i. **Current Selection Students***: select the radio button for **All Students**
 - ii. **As of Day - (Date)***: select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)
 - iii. **Sort By***: Select the Radio Button for **Grade Level**
 - iv. Click **Submit**
 - c. Print the report and archive for your documentation.
- 12. Run the **SC28 Add-On Weightings Report**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC28 Add-On Weightings Report* (under the **Add-On Weightings** header)
 - b. Click on SC28 Add-On Weightings Report
 - i. **As of Day - (Date)***: select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)
 - ii. **Create Extract***: select the radio button for **No**
 - iii. Click **Submit**
 - c. Print the report, have your building leader sign it, and archive a copy for your documentation.

Running High Achieving Reports:

- 13. Run the **SC31 High Achieving List**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC31 High Achieving List* (under the **High Achieving** header)
 - b. Click on SC31 High Achieving List
 - i. **As of Day - (Date)***: select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)
 - ii. **Select Grade Levels (Blank for All)**: leave blank
 - iii. Click **Submit**
 - c. Print the report and archive for your documentation. This report will be blank for schools that do not code student data for High Achieving.
- 14. Run the **SC34 High Achieving Report**
 - a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC34 High Achieving Report* (under the **High Achieving** header)
 - b. Click on SC34 High Achieving Report
 - i. **As of Day - (Date)***: select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)
 - ii. Click **Submit**
 - c. Print the report, have your building leader sign it, and archive a copy for your documentation.

End of 5th, 90th, and 180th Day Reporting in PowerSchool

Early (Winter) Graduates Checklist

STUDENT PAGES

- **Student Profile > Demographics**
 - Ensure Student **Legal Name & Preferred Name** is Valid
 - Ensure Student **Legal Gender & Preferred Gender** is Valid
 - Validate **Student Address** (Mailing and Home)
- **Student Profile > Contact Management**
 - Verify Parent **Contact Name(s)** is/are Valid
- **Student Profile > Other Info**
 - **Exclude from Class Ranking:** Add a checkmark to the checkbox for **Exclude from Class Ranking**
 - **Class Ranking** must be **Recalculated Manually** (after updating **Exclude from Class Ranking** field) for this to update on your transcript.
- **Academic Records > Historical Course Grades**
 - Verify all attempted course values are coded and valid
 - Verify all required course credits are earned
- **Compliance > South Carolina Student Information**
 - **Ninth Grade Code Header**
 - **Ninth Grade Code (9GR)**
 - **Postgraduate Student Email**
 - **Academic Goals Header:**
 - **Seeking Diploma Type (for Transcript)** – *if applicable*
 - **Seeking Employability Credential (for Transcript)** – *if applicable*
 - **Earned Header**
 - **Diploma Earned**
 - **Graduation Date** (must be populated if **Diploma Earned** is Selected)
 - This date must fall between **SCDE Diploma Ordering System (DOTS) Deadlines**, usually from mid-August until the first part of February.
 - See **DOTS** for more information. (South Carolina Department of Education Application Web Portal, 2023)
 - **Employability Credential Earned** - *if applicable*
 - **Employability Credential Date** - *if applicable* (must be populated if you check the box for **Employability Credential Earned**)
 - **Award Earned** – *if applicable*
 - **Diploma Pathways Seals of Distinction** – *if applicable*
 - **SC Seal of Biliteracy** – *if applicable*
 - **Ordering and Recognition Information Header**
 - **Diploma Ordered**
 - **Diploma Order Number**
 - **Award Ordered** – *if applicable*
- **School Enrollment > Enrollment History**
 - **Current Enrollment**
 - **Grade Level** must be **12**
 - **Exit Date** should match **Graduation Date**, can be the date on which the student met Graduation Requirements, or can be the last date of the **Term** in which Graduation Requirements were met.
- **Courses and Programs > Scheduling Settings**
 - **Next Year Grade** must be **99**
 - **Next School Indicator** must be **Graduated Students**

TRANSCRIPTS

- Enter **Transfer Grades** into PowerSchool (Previous School Grades)
- **Store Grades** for Your School Up Until End Date for Student
- Review Accuracy of **Transcript**
- Ensure Student Has Appropriate Number of **Earned Credits** & Has Met (See Chart Below)

Subject Area	Credits
English	4
U.S. History	1
Economics	.5
Government	.5
Other Social Studies	1
Mathematics	4
Sciences	3
Computer Science	1
Physical Education or JROTC or Marching Band with PE	1
World Language or Career and Technology Elective	1
Personal Finance (starting for 9 th Grade cohort 2023)	.5
Electives	6.5
Total	24

DIPLOMA ORDERING SYSTEM (DOTS) NOTES

Early/Late Diploma Orders (Fall/Winter/Summer):

- The student must be in PowerSchool for data to show up in **DOTS**.
- **Diploma Order** must be set to **F**.
- **Diploma Type** must be set to **F**.
- Fall/Winter ordering period is open 8/21/23 through 2/09/2023, and users must order through the **Early/Late drop-down box**.

Graduate Verifications:

- Verification must be done within 10 calendar days of the **Graduation Date**
- **DOTS** may require the School Leader/Principal Responsibility login with their unique login credentials to complete **Graduate Verifications**.

Step 1: Go to appportal.ed.sc.gov. Type in your **username** and **password**. Under **Web Applications**, select “**Diploma Order Tracking System**.”

Step 2: Under “**Diploma Orders**,” select “**Verify School Information**.” Review your school’s information for accuracy. If the name of your Superintendent or Principal is incorrect, ask an administrator to make the changes in DEIMS. Then, enter the name and email address of the primary contact for diplomas at your school. Once all school information is verified, select “**Verify Information**,” then “**Continue**.”

Step 4: From the **Homepage**, select “**Order Early/ Late Diplomas**.” Below the “**School Information**” box, select “**Add Students**.”

Step 5: In the “**search**” field at the top left, type the student’s full or partial name then select “**Search**.” A list of names will appear below. **Select** your student. Once all students are selected, click on every student, so they turn **green**. Then click on the right-arrow located below the search results; this moves your student(s) to your order list on the right-hand side. (The left-arrow removes students). NOTE: Typing only one common letter, such as “a”, in the search bar generates more results, which allows users to select or deselect multiple students at once.

Step 6: Once all students have been added to the order list, select “**Save.**” The diploma order list will appear below the School Information section, where users can edit student information. The red triangle to the far right of each student’s name informs users of errors detected.

- To edit the **graduation date** and **period** for all students, select the check box to the left of “**Student Number**” then select “**Edit Students.**” Once the correct **graduation date** and **period** are selected, select “**Save.**”
- To edit an individual student’s **name, graduation date, period** or **honors indicator**, select the “**Edit**” icon to the far right of the respective student. Once the information is updated, select “**Save.**”
- Special characters can be typed or pasted into name fields if necessary.
- Orders created in error may be deleted before submission by selecting the “**Delete**” icon (trash can).

Step 7: Once all order information has been entered and verified for accuracy, select “**Place Order.**”

If you have questions, please call Laura McNair at 803-734-8111 or email Laura McNair at lmcnair@ed.sc.gov.

Step 8: Check your **confirmation email.** A **confirmation email** will be automatically sent to the submitter, principal and print vendor (Jostens). NOTE: Standard processing time, including shipping and delivery, is four weeks from the order date.

EARLY GRADUATE PROCESS (IN POWERSCHOOL)

Students that graduate early must be transferred to the **Graduated Students School.** The once-manual process is now performed using the **Early Graduate Process** (in PowerSchool). The **Early Graduate Process** promotes early graduates to the **Graduated Students School** using a *defined Exit Date.* During the **Early Graduate Process**, the following steps are automatically completed:

- Archives the **Current School Enrollment** records
- Sets each student’s **Exit Date** to the value *defined* in the **Exit Date** field (on the **Early Graduate Process** page)
- Sets the **Exit Code** to **EG**
- Sets the **Exit Comment** to “**Early Graduates**”
- Sets the **Next Grade** to **99**
- Sets the **Next School** to **999999 (Graduated Students School)**
- Sets the **Schedule This Student (Sched_scheduled)** to **Blank**
- Populates the **Graduated_SchoolID** to **home school ID**
- Populates the **Grad_SchoolName** to the **home school name**
- Graduates the student from the district
- Sets the **Enroll_Status** value to **3 (Graduated Students)**

Before performing the Early Graduate Process for any student(s):

- Verify the PowerSchool field values included in the **Transcripts, Student Pages,** and **DOTS** sections of this document are coded as applicable and valid
- The student’s **Final Transcript** has been printed, verified, and archived at your school.
- Clear any existing **Current Student Selection** on the PS Start Page.

Steps to perform the IRREVERSIBLE Early Graduate Process:

1. From PS Start Page, create a **Current Student Selection** that only includes your early graduates.
2. PS Start Page > School Enrollment > Early Graduate Process
3. Verify your **Current Student Selection**
4. Add a value to **For this Exit Date**
5. Click away from the **Exit Date** to enable the **Submit** button
6. Click **Submit** and follow the prompts to perform the **Early Graduate Process.**

When complete, the student(s) will no longer be in your school’s PowerSchool.

References

Education, S. C. (2023, December 14). *Regulation No.: R.43-234 DEFINED PROGRAM, GRADES 9–12 Effective Date: 05/25/18 AND GRADUATION REQUIREMENTS* . Retrieved from South Carolina Department of Education Regulation: <https://ed.sc.gov/index.cfm?LinkServID=605ECD73-ACD2-2226-D69DE28436D6BBB0>

South Carolina Department of Education. (2023, December 14). *High School Courses and Requirements*. Retrieved from South Carolina Department of Education: <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/>

South Carolina Department of Education Application Web Portal. (2023, December 14). Retrieved from Application Web Portal: <https://appportal.ed.sc.gov/>