

Running the 45 Day and 135 Day Funding Reports

New User Experience

The school-level PowerSchool Coordinators need to run the funding reports and create extracts so the District Office can submit your funding reports to SCDE. The following instructions are a step-by-step guide of what you need to run and the documentation you need to keep in case of an audit.

You can run these reports starting on the 46th day or the 136th day. 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 *Data and Reporting > Reports > Compliance*.

Running Membership and Attendance Reports:

2. Run the **SC01 EFA/EIA Data Verification Report** (All schools)
 - a. *Data and Reporting > Reports > Compliance > 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. Add a **check mark** to the **check box** for **Click the checkbox to exclude Summer School Enrollments.**
 - iv. Add a **check mark** to the **check box** for **Click the checkbox to exclude Enrollments for Schools Excluded from State Reporting.**
 - v. Click **Submit**
 - c. Correct all errors the report finds and run the report again until you have 0 errors.
 - d. Print the report and archive the 0-error report for documentation.
3. Run the **SC01 EFA/EIA Data Verification Report** (ONLY if you have Pre-K in your school)
- a. *Data and Reporting > Reports > Compliance > 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, **Cumulative Class Extract.**
 - iii. Add a **check mark** to the **check box** for **Click the checkbox to exclude Summer School Enrollments.**
 - iv. Add a **check mark** to the **check box** for **Click the checkbox to exclude Enrollments for Schools Excluded from State Reporting.**
 - v. Click **Submit**
 - c. Correct all errors the report finds and run the report again until you have 0 errors.
 - d. Print the report and archive the 0-error report for documentation.
4. Run the **SC02 Cumulative Class Report** (ONLY if you have Pre-K in your school)
- a. *Data and Reporting > Reports > Compliance > SC02 Cumulative Class Report* (under the **Legacy Reports** header)
 - b. Click on **SC02 Cumulative Class 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. **Output Type:** Select from the dropdown, **Report and Extract**
 - iv. Click **Submit**
 - c. Print the report, have your building leader sign it, and archive a copy for your documentation.
5. Run the **SC03 Cumulative Class List** (ONLY if you have Pre-K in your school)
- a. *Data and Reporting > Reports > Compliance > SC03 Cumulative Class List* (under the **Legacy Reports** header)
 - b. Click on **SC03 Cumulative Class List**
 - 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. Click **Submit**
6. Print the report and archive for your documentation. Run the **SC04 Daily Activities Log**
- a. *Data and Reporting > Reports > Compliance > SC04 Daily Activities Log* (under the **Legacy Reports** header)
 - b. Click on the **SC04 Daily Activities Log**
 - 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. To run the report cumulatively (for the entirety of the school year), add a **check mark** to the **check box** for **Cumulative**. This step is optional.

- iv. Click **Submit**
 - c. Print the report and archive for your documentation.
- 7. Run the **SC05 Daily Activities Summary Log**
 - a. *Data and Reporting > Reports > Compliance > SC05 Daily Activities Summary Log* (under the **Legacy Reports** header)
 - b. Click on the SC05 Daily Activities Summary Log
 - 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. Click **Submit**
 - c. Print the report and archive for your documentation.
- 8. Run the **SC06 Membership and Attendance Report**
 - a. *Data and Reporting > Reports > Compliance > 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 and Extract**
 - 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.
 - d. NOTE: If an error message appears when trying to run the SC06 with Report and Extract, go back and rerun Step 2, paying close attention to part B, ii and ensure **Membership and Attendance Extract** is selected from the dropdown.
- 9. Run the **SC07 Membership and Attendance Worksheet Report**
 - a. *Data and Reporting > Reports > Compliance > 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**.**
- 10. Run the **SC08 Master Classification**
 - a. *Data and Reporting > Reports > Compliance > 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.
- 11. **Select EFA/EIA Funding Extract** (All Schools select EFA Extract, ONLY schools serving PreK select EIA Extract)
 - a. *Data and Reporting > Reports > Compliance > Select EFA/EIA Funding Extract* (under the **Miscellaneous** header)
 - b. Click on **Select EFA/EIA Funding Extract**
 - i. Under **Membership and Attendance (45 Day or 135 Day):** Select the radio button corresponding with your Funding Day (45 or 135) that matches the Timestamp on your SC06. NOTE: Due to Daylight Savings Time, this timestamp can be off by one hour.
 - ii. Under **Cumulative Class Extract (45 Day or 135 Day):** Select the radio button corresponding with your Funding Day (45 or 135) that matches the Timestamp on your SC02. NOTE: Due to Daylight Savings Time, this timestamp can be off by one hour.
 - iii. Click **Submit**
- 12. Run the **SC09 Cum Class from Extract** (ONLY if you have Pre-K in your school - this pairs with the **SC02 Report** and **Select EFA/EIA Funding Extract**)
 - a. *Data and Reporting > Reports > Compliance > SC09 Cum Class from Extract Report* (under the **Legacy Reports** header)
 - b. Click SC09 Cum Class from Extract
 - i. Click in the line item showing *your School Name, Day Number (45/135), Date Time Created*, and a **Y** value under **Selected for Funding**. The line should turn **blue**. NOTE: If the **Y** value does not appear under **Selected for Funding**, go back and rerun Step 11, paying close attention to part B, ii and ensure the correct radio button is selected under **Cumulative Class Extract**.
 - ii. Click **Submit**
 - c. Print the report and archive for your documentation.
- 13. Run the **SC09 Mem and Att from Extract** (this pairs with the **SC06 Report** and **Select EFA/EIA Funding Extract**)
 - a. *Data and Reporting > Reports > Compliance > SC09 Mem and Att from Extract Report* (under the **Legacy Reports** header)
 - b. Click **SC09 Mem and Att from Extract**
 - i. Click in the line item showing *your School Name, Day Number (45/135), Date Time Created*, and a **Y** value under **Selected for Funding**. The line should turn **blue**. NOTE: If the **Y** value does not appear under **Selected for Funding**, go back and rerun Step 11, paying close attention to part B, and ensure the correct radio button is selected under **Membership and Attendance**.
 - ii. Click **Submit**
 - c. Print the report and archive for your documentation.

Running Add-On Weighting Reports:

- 14. Run **SC24 Add-On Weightings Update**

- a. *Data and Reporting > Reports > Compliance > 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.
15. Run the **SC27 Add-On Weightings List**
 - a. *Data and Reporting > Reports > Compliance > 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.
16. Run the **SC28 Add-On Weightings Report**
 - a. *Data and Reporting > Reports > Compliance > 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 **Yes**
 - iii. Click **Submit**
 - c. Print the report, have your building leader sign it, and archive a copy for your documentation.
17. Run the **SC30 Add-On Weightings Select Funding Extract**
 - a. *Data and Reporting > Reports > Compliance > SC30 Add-On Weightings Select Funding Extract* (under the **Add-On Weightings** header)
 - b. Click on **SC30 Add-On Weightings Select Funding Extract**
 - i. For the corresponding reporting day, select from the dropdown the correct value that matches the Timestamp on your SC28. NOTE: Due to Daylight Savings Time, this timestamp can be off my one hour.
 - ii. Click **Submit**
 - c. Print the report and archive for your documentation.
 - d. Go back into SC30 and make sure it now says ****Selected for Funding**** in the dropdown associated with the Timestamp selected in step **17,b,i** above.
18. Run the **SC29 Add-On Weightings from Extract**
 - a. *Data and Reporting > Reports > Compliance > SC29 Add-On Weightings From Extract* (under the **Add-On Weightings** header)
 - b. Click on **SC29 Add-On Weightings from Extract**
 - i. From the **Available Reports*** dropdown, select the value showing your **School Name, Day Number (45/135), Timestamp, and Set for Funding**. NOTE: If the **Set for Funding** value does not appear next to the correct value, go back and rerun Step 17, paying close attention to part B, and ensure the correct value is selected from the dropdown.

- ii. Click **Submit**
- c. Print Report and Keep for your Records.

Running High Achieving Reports:

19. Run the **SC31 High Achieving List**
 - a. *Data and Reporting > Reports > Compliance > 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.
20. Run the **SC34 High Achieving Report**
 - a. *Data and Reporting > Reports > Compliance > 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.

After reports have been run and the extracts have been selected for SC06, SC02 (ONLY schools with PreK) & SC28, wait until the SCDE opens the **Preliminary Membership Counts** website. Once open, verify the intended extract report data from your SC06, SC02, and SC28 matches the data on the **Preliminary Membership Counts**. See directions below.

Verifying your school's Membership and Attendance, Cumulative Class (ONLY schools with PreK), and Add-On Weighting data on the SCDE Membership Center

To verify **Membership and Attendance** and **Add-On Weighting** data (ALL schools), go to this website: <https://ed.sc.gov/finance/financial-services/student-data/membership-counts/>

To verify **Cumulative Class** data (ONLY schools with PreK) go to this website: <https://ed.sc.gov/finance/financial-services/student-data/student-accountability-counts/>

1. **Fiscal Year** – should be populated for current year (default)
2. **Report Cycle** – should be populated for current cycle 45/135 Day (default)
3. **Report Options**: School
4. **District**: Choose Your District
5. **School**: Choose Your School
6. Click **View Report**.
7. This will populate what should be on your SC06, SC02 (only schools with PreK), and SC28.

- a. If these reports do not match, check to make sure that you have selected the correct extract. (SC09 & SC30). If you have not, choose the correct one and submit. You can check the website once more after it has updated. Give at least 1 business day to update on SCDE Member Center.
- b. If your report is blank, you have not chosen an extract in PowerSchool.

End of 45th and 135th Day Reporting in PowerSchool