

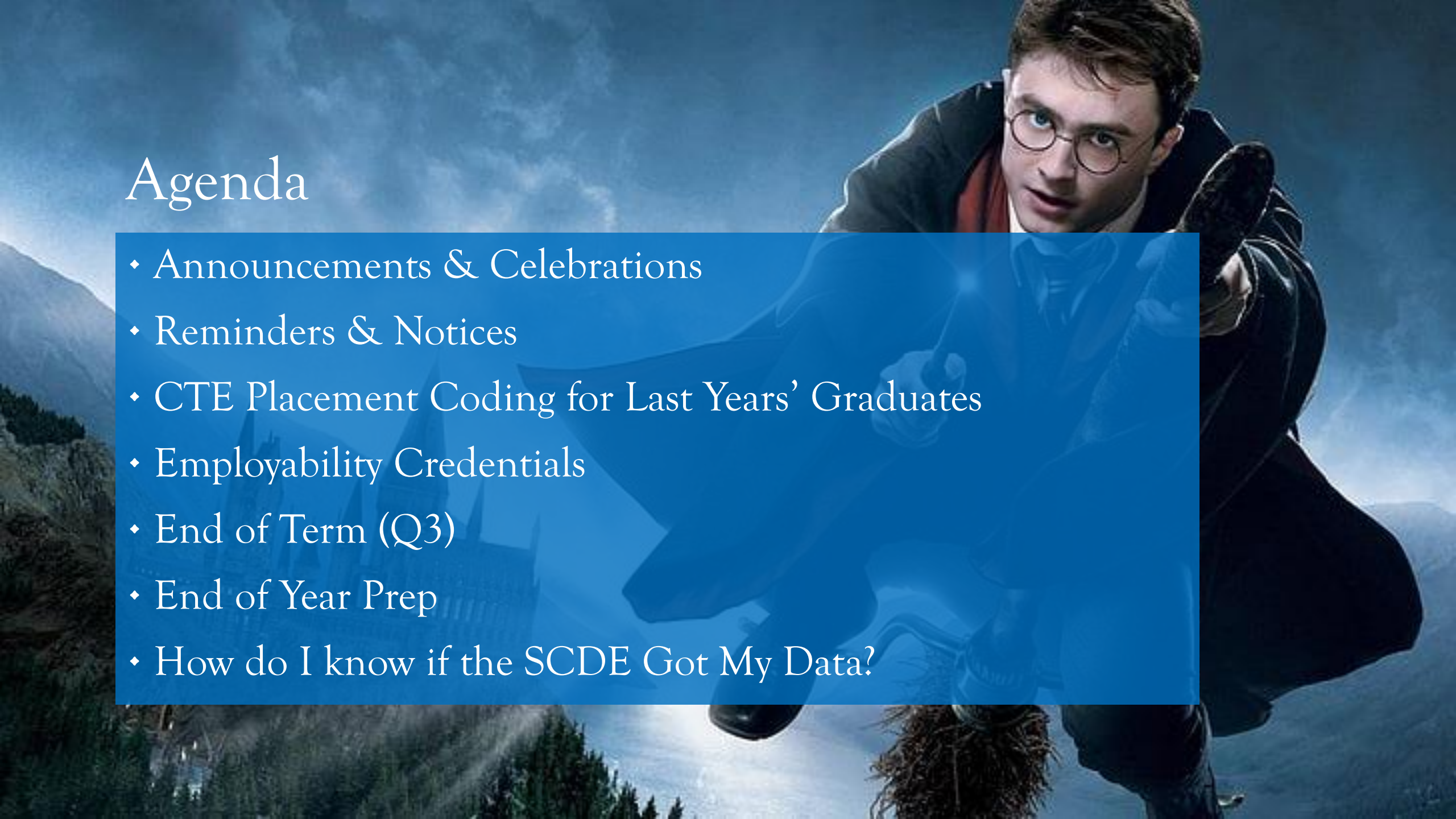


March 2024
PS Admin Monthly Webinar

CANTEY TECH, JENN ROACH

Agenda

- Announcements & Celebrations
- Reminders & Notices
- CTE Placement Coding for Last Years' Graduates
- Employability Credentials
- End of Term (Q3)
- End of Year Prep
- How do I know if the SCDE Got My Data?





Marshall Scott

@Marshall__Scott

Did we do it, did we save the daylight



A photograph of the Hogwarts Castle set from the Harry Potter movies, featuring its iconic grey stone architecture, numerous spires, and towers, all built upon a dark, craggy rock formation. The sky is overcast with grey clouds. The text "Announcements & Celebrations" is overlaid in a white, serif font across the middle of the image.

Announcements & Celebrations

A medieval castle with a prominent tower and spire sits on a cliffside. A river flows through the valley below, and mountains are visible in the distance under a cloudy sky. Three figures in medieval attire stand on a rocky outcrop in the foreground, looking towards the castle.

Celebrations

CRDC REPORTING IS COMPLETE FOR
2021-22 REPORTING PERIOD!!!

Celebrations



From Jessica Crowe at Erskine:

A big, warm welcome to **Denise Frasier!** Who will be joining our CIE PowerSchool community working with Ms. Erika Harrison at **Lowcountry Connections Academy!** :) We look forward to working with you in the near future.

Celebrations

From Erika Harrison at Lowcountry Connections Academy:

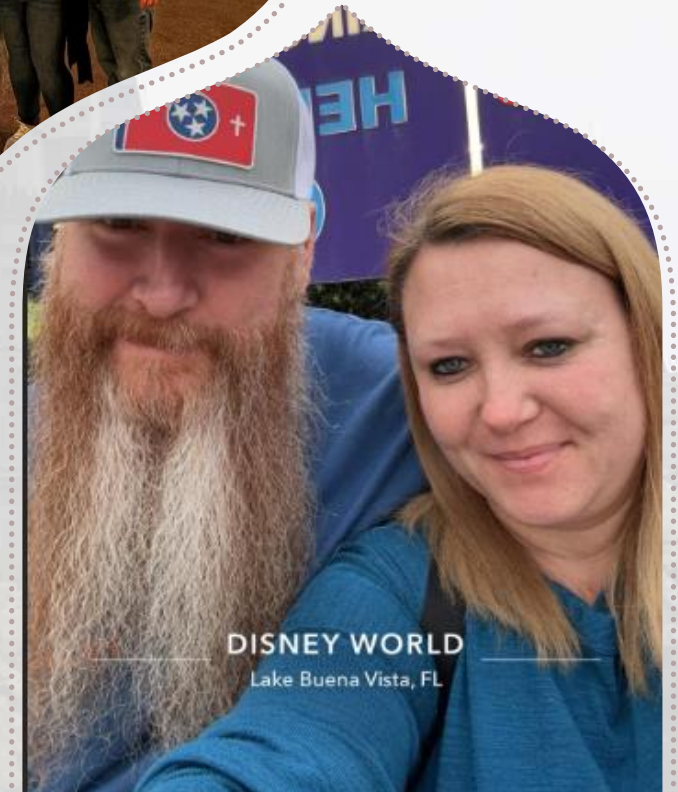
LCCA has added another Admin. Assistant.

Her name is **Denise Frasier**. We are excited to have her join us!

PowerSchool University Orlando

STAFF FROM SC VIRTUAL
REPORTED THAT THEY LEARNED
A LOT, HAD GREAT FOOD, AND
HAD A WONDERFUL TIME!

SOME EVEN IMMERSSED
THEMSELVES IN THE
WIZARDING WORLD OF HARRY
POTTER!



DISNEY WORLD
Lake Buena Vista, FL

**Celebrate with the Charter Institute at Erskine
at the**

Awards Banquet

Thursday, May 16, 2024
Columbia Convention Center





2023-2024 PowerSchool Trainings Calendar

Training Schedule (Live Link):

<https://www.dropbox.com/scl/fi/nqvwzqyu2op3dbqkl93ff/23-24-PowerSchool-Trainings-Calendar.docx?rlkey=igtgt32q1f3frbs8r1ooe7seq&dl=0>

Week of March 11	PowerScheduler Checklist	Newsletter via email
March 14	Monthly Meeting	Virtual Webinar 9:00 am
April 11	Monthly Meeting	Virtual Webinar 9:00 am
April 23	New School Scheduling	Charter Institute at Erskine – Onsite 9:00-4:00
April 24	Prepare to Build	Charter Institute at Erskine – Onsite 9:00-4:00
April 25	Prepare to Load	Charter Institute at Erskine – Onsite 9:00-4:00
May 5-9	PowerSchool Users Group	DoubleTree Hotel – Myrtle Beach, SC
May 16	Monthly Meeting	Virtual Webinar 9:00 am
June 13	Monthly Newsletter	Newsletter via email
June 20	Commit the Schedule	Charter Institute at Erskine – Onsite 9:00-4:00
June 27	End of Year Data access	Charter Institute at Erskine
June 30 – July 7	PowerSchool Roll-Over	Charter Institute at Erskine
July 16	Start of Year Training – all Schools	Zoom Webinar 9:00-4:00
July 17	Start of Year Training – Brick & Mortar Schools	Charter Institute at Erskine – Onsite 9:00-4:00
July 18	Start of Year Training – Virtual Schools	Charter Institute at Erskine – Onsite 9:00-4:00

Upcoming School Data Collection Deadlines

Resources:

- [Charter Institute PS Admin Handbook](#)
- [SCDE Data Collection Schedule](#)
- [Student Information System \(SIS\) Data Entry Manual](#)

Submission Name	CIE Due Date	SCDE Collection Dates
SEI March Snapshot	3/18/2024	Tuesday, March 18, 2024
Local Board Approved Courses	3/22/2024	N/A
February 2024 Incident Management Errors	3/31/2024	N/A
February 2024 Foster File	3/31/2024	N/A
February 2024 Employability Credential	3/31/2024	N/A
PS 135th Day Reports	3/31/2024	March 4 – April 4, 2024 @ 9:00 am

Level Data Training Opportunities

Level Data Holds Monthly Webinars to discuss tabs within their Validation Tool

- Register to Attend
 - State Data Validation Suite Walk-Through
 - RealTime Reports Walk-Through
 - Mass Address Validation
 - Unlimited Contacts Workshop + Q&A

PowerSchool Training Opportunities

PowerSchool University: <https://support.powerschool.com/psu/main.action>

- June 23-27, 2024 Anaheim, California
- July 7-11, 2024 Boston, Massachusetts
- July 22-26, 2024 PSU at EDGE in Seattle, Washington
- PSU Remote Plus (Virtual) **TBD**
- To Register: <https://support.powerschool.com/psu/register/step1.action>

PSUG Southeast

- May 6-9, 2024 in Myrtle Beach
- 4 Day Event (Like National Event)
<https://easyregpro.com/e/2024-southeast-psug-event/home>

PSUG Southeast 2024

When: May 6-9, 2024

Where: Myrtle Beach, SC

[Info: For Additional Info or to Register](#)

Registration Info:

- (\$499 Early Pricing) \$599 Regular

Registration includes:

- Breakfast & lunch each day
- Admission to the Vendor Expo (approx 25 PowerSchool related vendor exhibitors)
- Admission to the Welcome Reception for you & your adult guest
- Admission to the Vendor Reception for you & your adult guest
- Abundant networking opportunities with PS users from all over the world!

PowerSchool Training Opportunities 2024

PowerSchool Office Hours

Join us for [PowerSchool SIS 2024 Office Hours](#). Register now to connect with PowerSchool Support experts and peers to find the solutions to your pain points. These **hour-long sessions** are a great way to learn some insider tips for using your PowerSchool SIS solution.

In addition, our experts will be answering your questions in real-time through our **live Q&A** forum to provide you with quick and personalized responses.

[Register Now for PowerSchool SIS Office Hours 2024](#)

****Do you have a PS
Community Account?*****

Date	Topic
Tuesday, January 16, 2024	Ask the Experts - Watch the Recording
Tuesday, February 6, 2024	PowerScheduler: Getting Started - Watch the Recording
Tuesday, February 27, 2024	PowerScheduler: Launch- Watch the Recording
Tuesday, March 19, 2024	Powerscheduler: Committing the Schedule
Tuesday, April 9, 2024	Enhanced UI – Tips and Tricks
Tuesday, April 23, 2024	Ask the Experts

PowerSchool Training Resources (2023)

PowerSchool Office Hours

Join us for PowerSchool SIS 2023 Office Hours. Register now to connect with PowerSchool Support experts and peers to find the solutions to your pain points. These **hour-long sessions** are a great way to learn some insider tips for using your PowerSchool SIS solution.

In addition, our experts will be answering your questions in real-time through our **live Q&A** forum to provide you with quick and personalized responses.

[Link to All PowerSchool SIS Office Hours 2023](#)

2024 Office Hours Dates [Here](#)

Date	Topic
Tuesday, January 17, 2023	Ask the Experts - Watch the Recording
Tuesday, February 7, 2023	PowerScheduler: Getting Started - Watch the Recording
Tuesday, March 7, 2023	PowerScheduler: Launch - Watch the Recording
Tuesday, April 11, 2023	PowerScheduler: Committing the Schedule - Watch the Recording
Tuesday, May 9, 2023	Summer School - Watch the Recording
Tuesday, May 23, 2023	End of Year (EOY) Planning - Watch the Recording
Tuesday, June 13, 2023	Attendance (Initial Setup) - Watch the Recording
Tuesday, July 11, 2023	Grading (Setup) - Watch the Recording
Tuesday, August 15, 2023	Attendance (Troubleshooting and Reporting) - Watch the Recording
Tuesday, September 12, 2023	Grading (Troubleshooting) - Watch the Recording
Tuesday, October 17, 2023	Ask the Experts - Bring your questions to our team of subject matter experts! - Watch the Recording
Tuesday, November 7, 2023	Ask the Experts - Watch the Recording
Tuesday, December 12, 2023	Storing Grades - Watch the Recording
	Agenda:
	Purpose of Storing Grades
	How to store grades
	Best Practices
	Q&A

A photograph of the Hogwarts Castle set from the Harry Potter movies, featuring several prominent spires and towers against a cloudy sky. The castle is built on a rocky cliffside. The text "Reminders & Notices" is overlaid in the center in a white serif font.

Reminders & Notices

Spring EOCEP Reminder

Final File due (SCDE Date) March 19th

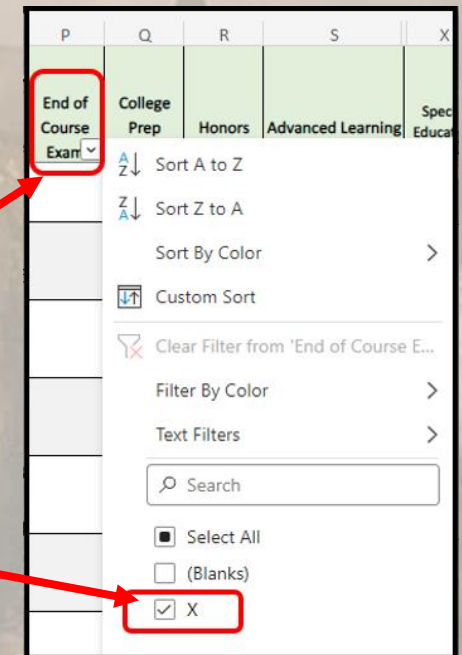
Work with Testing Coordinator to ensure all students are accounted for.

Review students to ensure they are scheduled in PowerSchool in an EOC Courses for the term (Q3, Q4, S2 or Year Long) to be captured in data collection:






- Algebra I
- Intermediate Algebra
- Biology I
- English II
- US History and the Constitution
- English (for SC Alt)*
- Algebra (for SC Alt)*
- Biology (for SC Alt)*
- US History and Constitution (for SC Alt)*

****Proper Course Codes must be used = match the SCDE Course Database****

Can filter database by EOC Exam



Co-Teacher Roles

Configure Table New														
Name	Description	Enabled	Access in PT Portal	View in PTG/PTP	Edit in PTG/PTP	Access Past End Date	Display to Parent	Display in PS Admin	Display in PT Portal	Display on Reports	Allocation	Code	Alt. code 1	Alt. code 2
 Lead Teacher	Teacher of record for the section.	✓	✓	✓	✓	✓	✓	✓	✓	✓	100			
 Co-teacher	Peer to the Lead Teacher.	✓	✓	✓	✓	✓	✓	✓	✓	✓	100			
 Job Share Teacher	Shares teaching time with Lead Teacher.	✓	✓	✓	✓	✓	✓	✓	✓	✓	100			
 Teacher's Aide	Assists the teacher.	✓	✓	✓							50			
 Class Observer	May audit class, no administrative function.	✓									0			

Lead Teacher - Has full access to the section. Every section must have one, and only one, Lead Teacher assigned to it on every date in the term the section is scheduled.

Co-Teacher - A peer to the Lead Teacher, with the same permissions.

Job Share Teacher - Shares teaching time with the Lead Teacher, with the same permissions.

Teacher's Aide - Assists the sections teachers, has full access to the section in the PowerTeacher Portal, but only has View permissions in PowerTeacher Gradebook/PowerTeacher Pro, and is not displayed as a Co-Teacher in pages/reports.

Class Observer - No access to sections in the portal or PowerTeacher Gradebook/PowerTeacher Pro. Not displayed as a Co-Teacher in pages/reports.

Local Board Approved Courses for 2024-25

- ♦ LWS Submission Due March 31, 2024
- ♦ LBAs used in 2023-24 that you are using in 2024-25 must be approved in addition to any new courses.
- ♦ To review your current courses easily:
Home > Courses and Programs > Master Course Schedule
- ♦ Ctrl+F “99” to find course with 99 in the course number (example 329903CW Biology Prep)- these will need re-approval by your board and CIE.
- ♦ Questions: Jason Jones and Jessica Crowe.



Incident Management & Attendance

- Be sure to enter and reconcile attendance regularly
- Run your Truancy & Chronic Absenteeism Reports
- Check Level Data Tabs Often:
 - Incident Management
 - Attendance/Truancy

Incident Management

SCDE Incident Management Resources:

[Incident Management Training 101 \(2.22MB PPTX\)](#)

[PowerSchool Incident Management Frequently Asked Questions](#)

[PowerSchool Incident Management-Discipline Incidents Step by Step Guide/Coding Behavior Incident Guide](#)

[PowerSchool Incident Management-Truancy Incident Step by Step Guide/Coding Truancy Incident Guide](#)

[PowerSchool Incident Management-User Training and Reference Guide \(SEP 2021\)](#)

Truancy Reports

Refresh Attendance Views and Run Truancy Update Process

- Attendance codes update over night. Wait until the next day to run updates or to force an immediate update, Refresh Attendance:

PS Homepage > Attendance > Attendance Management Header: Refresh Premier Attendance Data Views

The results of this report open in your Browser, not a PDF.

```
Refresh Defaults for SchoolId 2 for date range 8/16/2021 to 6/1/2022  
Attendance views refresh complete for school.
```

- Run the Truancy Update Process. **(District Level Function) *Runs Nightly***
PS Homepage > Data and Reporting > Reports > Compliance Reports > Truancy Update Process.
Run for whole school to capture all updates
New truanicies processed during the update process will appear on the report.
If no new truanicies processed during the update, the following statement appears:

```
Mar 03, 2022      Truancy Update Process Complete for:      1 of 2  
  
No new truanicies processed since last run.
```


Truancy Reports

SC40 Truancy Report by Student

Most schools use the SC 40 Reports for documentation purposes

All students meeting the unlawful absences criteria populate on this report - including students who do not meet the age criteria populate when the unlawful absences are met.

Recommended to use this report when meeting with Parents/Guardians for Attendance Intervention Meetings.

Report lists all FULL DAY UNLAWFUL ABSENCES.

Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.

Report lists other schools within your district at which the student was previously truant.

Report does not list full day unlawful absences from previous schools. Full Day Unlawful Absences are listed for the current school only.

Where in PowerSchool:

PS Homepage > Data and Reporting > Reports > Compliance Reports > SC40 Truancy Report by Student

Truancy Reports

Run Truancy Reports

- SC41 Truancy Report by School.

All students meeting the unlawful absences criteria AND age criteria populate on this report.

Recommended to use this report when coding Truancy incidents in PowerSchool Incident Management.

Report lists a count for FULL DAY UNLAWFUL ABSENCES in multiple Truancy Categories.

- 3 consecutive full day unlawful absences
- 5 non-consecutive full day unlawful absences
- 7 non-consecutive full day unlawful absences
- 10 or more non-consecutive full day unlawful absences

Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.

Parenthesis around a student name is your visual indicator that the student is inactive at your school AND truant prior to withdrawal.

NOTE: Withdrawing a student **does not** negate the requirement for a Truancy Incident in Incident Management.

Where in PowerSchool:

PS Homepage > Data and Reporting > Reports > Compliance Reports > SC41 Truancy Report by School

Chronic Absenteeism Reports

- SCDE Chronic Absenteeism Resource Page: <https://ed.sc.gov/districts-schools/student-intervention-services/chronic-absenteeism/>

Where in PS: Home Page > Data and Reporting > Reports > Compliance >

Run first: (District Level Function); **Runs Nightly**

SC37 Chronic Absenteeism Update Process

Then:

SC38 Chronic Absenteeism School Report

Truancy/Chronic Absenteeism

If you are Unable to Run Truancy Reports. This is the result of several possibilities:

1. Schedule has been set up incorrectly
2. Attendance has been set up incorrectly
3. Attendance is being taken incorrectly (Attendance vs. Meeting)

Inability to run Truancy Reports does not exempt schools from reporting Truancy incidents in Incident Management.

A group of people is gathered around a table in a meeting room, looking at documents. The scene is dimly lit, with a bright light source from the left. A semi-transparent white text box with a thin black border is centered over the image. The text inside the box is in a black serif font.

Validation Reports, Help, &
Reminders for 135 Day & QDC
Collections

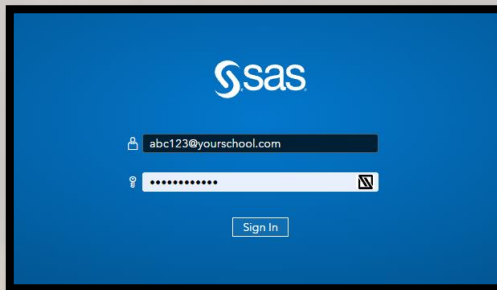
State Validation Reports

DQR – SCDE’s Data Quality and Reporting Web Application

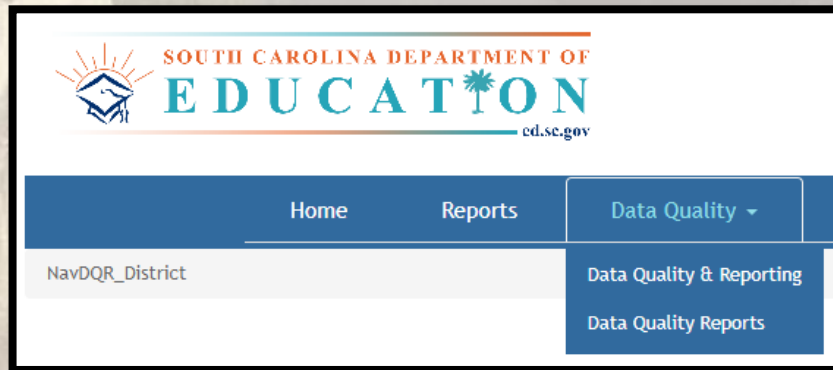
- ◆ Delivers validation reports from SCDE to District and School Level Users
- ◆ Login through SCDE Membership Center
 - Need an account to view reports
 - Contact help@canteytech.com Reports are not in Real Time like Level Data

Data Quality Reports (SAS)

- Login Here: <https://appportal.ed.sc.gov/my.policy>
- Go to Report Portal & Login to SAS



- Hover over the Data Quality Tab & Click Data Quality & Reporting



Level Data State Validations

Actively locate and identify errors & possible errors in your PowerSchool data that make state reporting and CRDC submissions difficult.

EdFi validations being created now to assist with that.

ARC ratings are determined much by Level Data.

This is just a tool to assist in identifying errors and issues in your data. You are responsible for accurate data.

Level Data Validations



LEVEL DATA ON PAGE
VALIDATIONS



LEVEL DATA STATE
VALIDATIONS TOOL

LEVEL DATA ON PAGE VALIDATIONS

The screenshot displays the PowerSchool SIS interface for address validation. It shows two address forms: a Home Address and a Mailing Address, both containing the same information: 8717 Old University Blvd, North Charleston, SC 29406. A green checkmark icon is visible in the top left of the address entry area. Below the forms is the LEVEL DATA Address Validation section, which shows the entered address and a red error message: "No validation result. Check address and try again". The interface also includes buttons for "Retry Validation", "Open District Boundary Map", and "Cancel".

PowerSchool SIS

Start Page > Student Selection > Addresses Blur Students Data: District: ▼ 21:22 ▼

Addresses

Change History

Home Address

Street, Apt/Suite: 8717 Old University Blvd * North Charlesto

City, State, Zip: North Charleston * South Carolina (SC) *
29406 *

Geocode Validate

Mailing Address - Copy From Home Address

Street, Apt/Suite: 8717 Old University Blvd * North Charlesto

City, State, Zip: North Charleston * South Carolina (SC) *
29406 *

Geocode Validate

LEVEL DATA

Address Validation

Entered Address: 8717 Old University Blvd North Charleston, SC, SC 29406

Retry Validation

Validated Address: No validation result. Check address and try again

Geocode

Letter Case: Title UPPER

Open District Boundary Map

Switch to PowerSchool Address Validation Cancel A

Level Data On-Page Validations

The screenshot shows a student information system form with various fields and a validation error message. The form includes sections for English Language Proficiency (ELP) Initial Assessment, Instructional Setting, and Grade Code. A red box highlights a validation error message that reads: "Enhanced Validation" with two bullet points: "Diploma Earned must be blank, X, or Z when Diploma Type is blank." and "Diploma Earned must be blank when Grade Level is not 12." The error message is overlaid on the "Diploma Type" dropdown menu, which is currently set to "F - State of SC Diploma".

Truancy | CTE | Early Childhood | SC Student Information | ESOL | Read To Succeed | Precode | Students Not In School

Work-Based Learning

English Language Proficiency (ELP) Initial Assessment

*ELP Initial Assessment Date MM/DD/YYYY

ELP Assessment

**ELP Score

English Language Proficiency (PL) 9 - Native Speaker

Waiver

English Language Proficiency (ELP) Initial Assessment

*ELP Initial Assessment Date MM/DD/YYYY

ELP Assessment

**ELP Score

Language Spoken Most Often (blank) - English

Primary Home Language (blank) - English

Oral Communication Language (blank) - English

Written Communication Language (blank) - English

*Date of initial screener or date of entry in EL program.

Instructional Setting (blank) - Regular Ed - Full Yr

True Grade (blank) - Select One

CEIS

Universal Screener 1 - Screened Identified

504 Plan

504 Eligible (Without a Plan)

Medicaid No.

Medicaid Consent Date MM/DD/YYYY

Medicaid Eligible Date MM/DD/YYYY

Grade Code 22 - 2021-2022

Ordered

Diploma Type F - State of SC Diploma

Enhanced Validation

- Diploma Earned must be blank, X, or Z when Diploma Type is blank.
- Diploma Earned must be blank when Grade Level is not 12.

Scholarship Ordered

Graduated School Number and Name



Level Data State Validations Tool

135th Day Reporting

- Last *Funding* Report of the school year
- Due in LWS March 31, 2024
- One-on-One Cantey Support Available – help@canteytech.com
Help with Reporting or Errors
- Reminders:
Must Create Extracts & Select Funding
- See [45/135 Day Reporting Document for Step-by-Step Instructions on Running Reports](#)

CTE Coding for Placement of Prev Year



CTE Coding Reminder

- ♦ Placement of Last Year's Graduates that were CTE Completers
 - April 2024 is 10 months
- ♦ CTE Data Reporting Deadlines
 - Placement Data Collection *April 12, 2024*
- ♦ School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53-160) and by State Board of Education Regulation 43-234 to survey their CTE completers ten months after graduation to determine their placement status regarding employment, postsecondary education, or military service. The survey records should contain sufficient information to allow for the verification of all reported placements.
- ♦ [2023-24 Career and Technical Education \(CTE\) Student Reporting Procedures Guide](#)

CTE Coding Reminder

- Home Page > Choose Graduate School (Top Right Corner) > Student Selection > Compliance > CTE Page

CTE Placement Code	<input type="text"/>
Placement Employer	<input type="text"/>
Placement Phone	<input type="text"/>
Placement Job Title	<input type="text"/>
Placement Supervisor Name	<input type="text"/>
Placement Start Date	<input type="text"/>
Placement Higher Ed Name	<input type="text"/>
Placement Higher Ed Program	<input type="text"/>
Placement Military Branch	<input type="text"/>
Placement Military Training	<input type="text"/>



Employability Credentials

Employability Credential Coding in PS

Special Education Directors or Coordinators (or designated staff) will need to ensure that the appropriate PowerSchool administrators within the district know *which students should be coded* as seeking the South Carolina High School Employability Credential so that they can be coded appropriately.

Special Education Directors should verify with district PowerSchool administrators that data entry has been completed for students on track to earn the Credential as soon as possible.

Employability Credential Coding in PS

Where in PowerSchool:

Student Selection > Compliance > South Carolina Student Information Page

Fields:

- ♦ **Post-Graduate Student Email** (Under Ninth Grade Code Header): Enter an email not associated with school (Personal Contact Email)

Postgraduate Student Email	test@gmail.com
----------------------------	----------------

- ♦ **Seeking Employability Credential (For Transcript) Checkbox** (under Academic Goals Header)

Seeking Employability Credential (for Transcript)	<input checked="" type="checkbox"/>
---	-------------------------------------

- ♦ **Employability Credential Date** (under Earned Header)

Note that these students will not yet have met all requirements, but the “Employability Credential Date” field is still required, as it is needed to generate student rosters for paper credential ordering.

Employability Credential Date	05/21/2024
-------------------------------	------------

- ♦ **Employability Credential Earned** (under Earned Header) – *coded by May 31, 2024*

Employability Credential Earned	<input checked="" type="checkbox"/>
---------------------------------	-------------------------------------

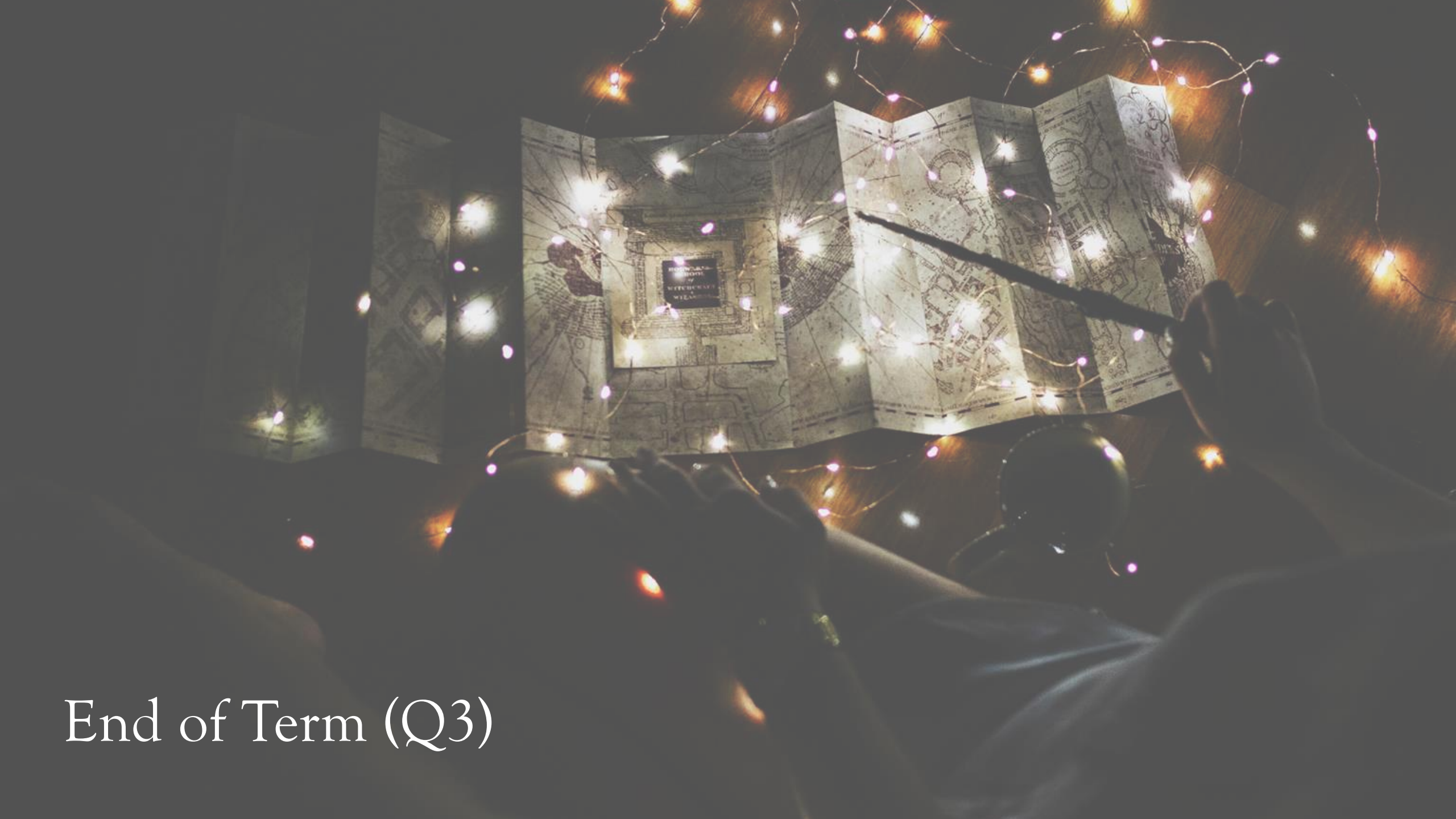
Employability Credential Resources

[South Carolina High School Employability Credential Issuance School Year 2023-24 Memo](#)

[Employability Credential Issuance 2023 & Data Entry](#)

[SCDE Employability Credential \(SCHS\) Page](#)

[SCDE How To Code Employability Credential in PowerSchool: Video](#)



End of Term (Q3)

End of Term Reminders (Q3)



Store Quarter 3
Grades



Run 3rd Quarter
Report Cards



Run Honor Roll
(optional)



Store Quarter 3 Grades

Storing Grades for Q3

Step 1:

Navigate to Home Page >

School Management > Academics >
Grades (Header): Store Grades

The screenshot displays the PowerSchool SIS interface. The top navigation bar is blue with the PowerSchool SIS logo. The left sidebar contains a list of menu items: SwiftK12, People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting, and School Management. The 'School Management' menu item is highlighted with a red box. The main content area is divided into four columns: School Management, Class Rank, Grades, and Honor Roll. The 'Academics' menu item under 'School Management' is highlighted with a red box. The 'Store Grades' option under the 'Grades' column is highlighted with a red box.

School Management	Class Rank	Grades	Honor Roll
PSCB DEV Parent Portal Settings (School)	Class Rank Methods	Average Final Grades Settings	Calculate Honor Roll
PSCB DEV Report Card Settings (School)	Recalculation Frequency	Comment Bank	Honor Roll Methods
Academics	GPA	Comment Length	
Assets	GPA Info for Student Screens	Copy Final Grade Setup	
Attendance		Create Final Grade and Reporting Term	
Compliance		Export Historical Grades	
Courses and Programs		Repeated Course Grade Suppression	
Display Preferences		Set Current Grade Display	
Fees		Set up Variable Credits	
Postsecondary Plans		Store Grades	
Scheduling			
School Parameters			
Teacher Applications			
User Access			

Storing Grades for Q3

Step 2:

- ❖ Use correct Term
- ❖ Exclude/Include Class Enrollments check the “Include only enrollment records that are currently active and that were active on this date” and enter in a date 2-3 days before the end of quarter 3 (this step is recommended by PowerSchool).

Which Grades

Use this Final Grade/Reporting Term: *

Save with this Historical Store Code: *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Note: Do not use the same store code twice in one year unless you wish the system to overwrite all stored grades for term.

Storing Grades for Q3

Step 2:

❖ Additional Filter Options**

- You can store grades of a selected number of students.
- You can store grades for students in a specific course section by enter the course and section numbers, separated by a period. For example, enter 08960100.01 for Homeroom 1, Section 1.
- You can store grades by individual grade levels.
- d. You can store grades by Track days. (do not check this option)***
- You can store grades for students that were enrolled at your school thru a certain date range.

▼ Additional Filter Options	
<input type="checkbox"/> Store grades for currently selected (0) students only	
Request that grades be stored only for a specific section	<input type="text"/> (course.section)
Student Grade Level	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Track	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
School Exit Date	From <input type="text"/> MM/DD/YYYY <input type="button" value="📅"/> to <input type="text"/> MM/DD/YYYY <input type="button" value="📅"/>

Storing Grades for Q3

- Classes by Term
- Show All Terms

- Do not store (default) - This will store no grades and no credit for that term
- Store with no credit - This will store grades and automatically enter 0% under % of course credit.
- Store with credit - This will store grades and you will have to enter the percent of credit you want stored for that term.

Classes by term length		Store	% of course credit
2021-2022	(08/17/2021 - 06/01/2022)	Store with no credit ▼	0 %
Semester 2	(01/18/2022 - 06/01/2022)	Store with no credit ▼	0 %
Quarter 3	(01/18/2022 - 03/22/2022)	Store with no credit ▼	0 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? No Yes **Show All Terms - Default is Set to "No"**

- Use Store without Credit - If storing for quarter grades
- Use Store with Credit - If storing for term end grades

Storing Grades for Q3

- ▶ Options for classes enrolled at other schools:
 - ▶ This School Only
 - ▶ This School

Options for classes enrolled at other schools	
Store grades for classes enrolled at	This school only ▼
Record the school name of	This school ▼

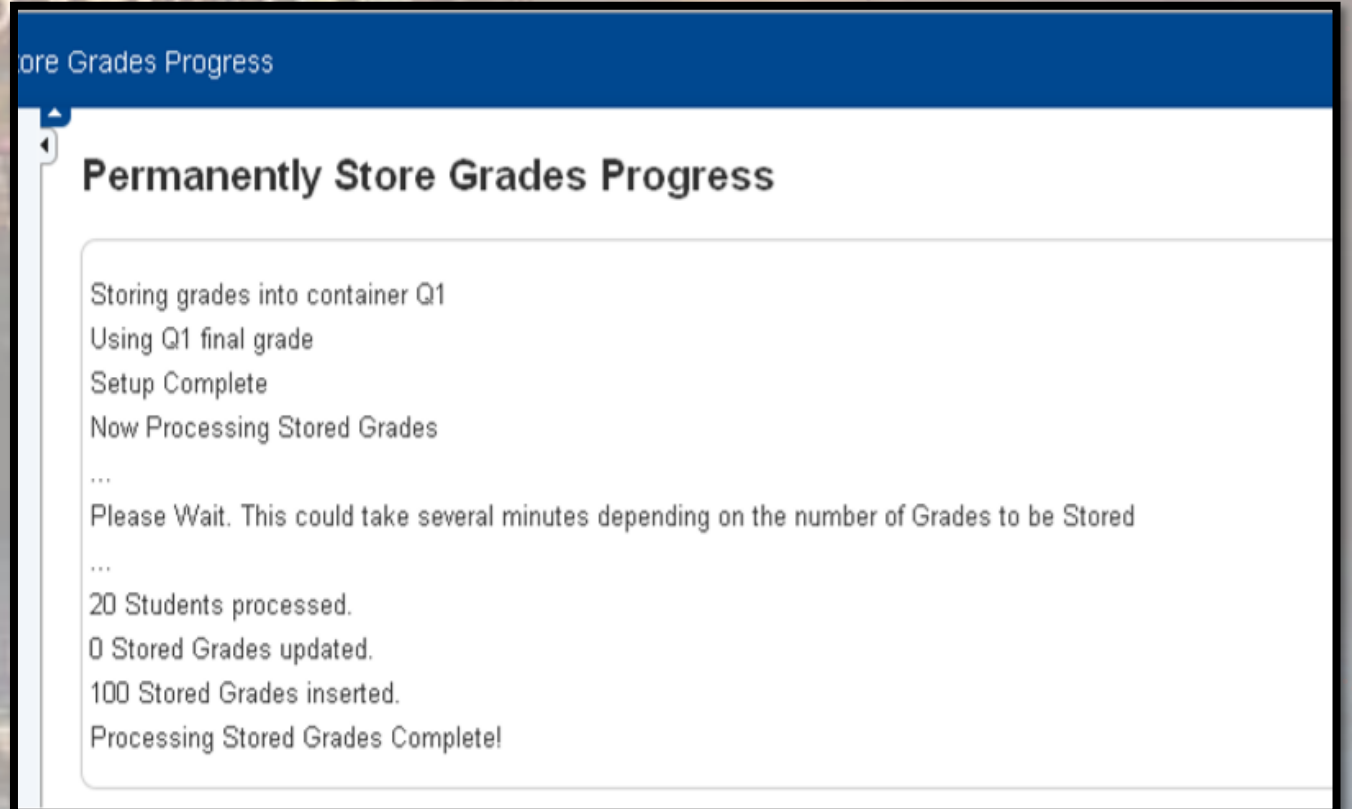
Storing Grades for Q3

- Last Three Sections
 - Leave Default

▼ Advanced Potential and Earned Credit Options	
When storing with credit	Store both Potential and Earned Credit ▼
▼ Variable Credit Storing Preferences	
Store these credit hours	Awarded and Attempted ▼
Store this when teacher has not entered variable credit hours	Credit Hours for course/gradescale ▼
Round or truncate	Round ▼
Number of decimal places in variable credit hours	0 ▼ decimal places
▼ Repeated Course Grade Suppression	
<input type="checkbox"/> Apply Repeated Course Grade Suppression Policy Rules	

Storing Grades for Q3

- Double check all that you have entered
- Submit
- After submittal and a successful store, your screen will look like this:



ore Grades Progress

Permanently Store Grades Progress

Storing grades into container Q1
Using Q1 final grade
Setup Complete
Now Processing Stored Grades
...
Please Wait. This could take several minutes depending on the number of Grades to be Stored
...
20 Students processed.
0 Stored Grades updated.
100 Stored Grades inserted.
Processing Stored Grades Complete!

Storing Grades for Q3

- Verify Your Grades Were Stored
 - Spot check students in their Historical Grades
 - Check Term/Year

Year/Term	Grd Lvl	Course number	Course	Department	Earned Credit	E1	F1	Q1	Q2	Q3
18-19 S2	9	350101CW	Art 1		1.00	-	67	.	.	57
18-19 S1	9	461100CW	Chinese 1		1.00	-	63	55	72	.
18-19 S2	9	302400CW	English I		0.00	54	46	.	.	49
18-19 S2	9	411600CW	Foundations in Algebra		1.00	75	61	.	.	81
18-19 S1	9	331023CW	Global Stud 1		1.00	-	75	75	74	.
18-19 S1	9	321000CW	Integrated Science		1.00	-	62	70	53	.
18-19 YR	9	566900CW	Leadership		0.00	.	30	100	79	56
18-19 S1	9	356100CW	Music Appreciation		1.00	-	97	93	100	.
18-19 S2	9	336008CW	World History		0.00	-	52	.	.	69

Storing Grades Resources

PowerSource / PowerSchool Community Articles

- How to Permanently Store Grades - <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/How-to-Permanently-Store-Grades/ta-p/14226>
- How to Permanently Store Grades for a single section - <https://support.powerschool.com/article/67018?from=search>

Cantey Comprehensive Guide to Storing Grades

- [How to Use Permanently Store Grades Function](#)



End of Year Preparation

End of Year Preparation

Clear Errors in:

- Level Data
- (System Reports) : School Enrollment Audit & Section Enrollment Audit
- SAS Reports (SCDE)
- ♦ Transcript Updates & Audit (as necessary)
- ♦ Contact Cantey to Create 2024-25 Years and Terms based on your *Board Approved* Calendar – Create a ticket with Cantey: help@canteytech.com
- ♦ Start Entering/Updating Next Year Grade Level & School (Scheduling Setup)
 - Pre-Registered Students Next Year Grade Level should be the same grade as their entry grade
 - This is a required field for all students (pre-registered and active)

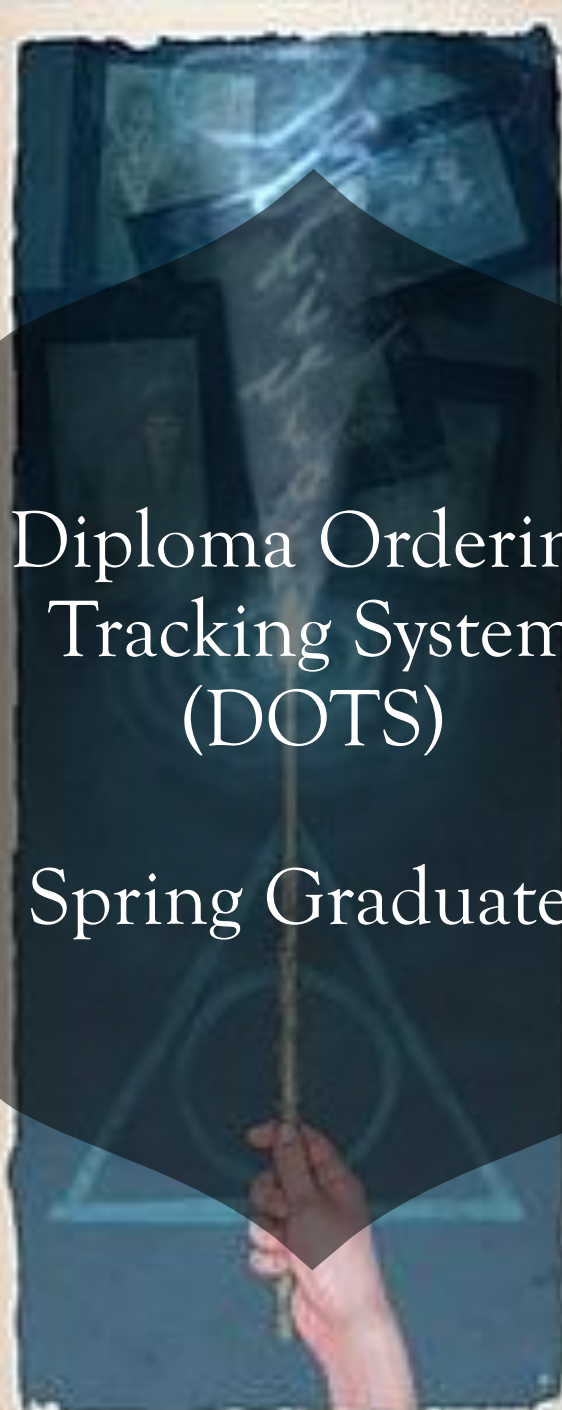
End of Year Preparation

- Prepare for Retained Students (enter data on SC Student Info Page)
- Make sure all CRDC data for 2023-24 is entered before EOY rollover
 - LWS Submission for Reports (coming soon)
 - How to Code: See Slides 24-27 of [February 2024 Webinar](#)
- New Grade level must be requested prior to EOY – Jason and Jessica
- PowerScheduler – Get started now; must be committed before EOY Rollover

Key Due Dates

- ♦ Final Transcripts are due June 15th, 2024.
- ♦ All schools should finalize their End of Year data submissions for state reporting by June 15th, 2024.
 - Attendance Data
 - Incident Management
 - Grading/Stored Grades
 - 180 Day Reporting





Diploma Ordering
Tracking System
(DOTS)

Spring Graduates

Spring Diploma Ordering

From Laura McNair at the SCDE:

- Please order diplomas sooner rather than later because it will take up to 6 weeks to receive them.
- Once you receive diplomas, you will want to review each to ensure the names are correct.
- Suggestions: review birth certificates *before* ordering. Some names in PowerSchool have been incorrect since Kindergarten and parents have not corrected them.
- If you are unsure if some students are graduating, you can
 1. Order their diplomas and lose the \$0.96 if they do not graduate
 2. You can order them later in another batch. Either way is fine, but the first option is probably the best one if you are worried about receiving it on time for graduation.
- Please forward Laura the ordering confirmation email that you receive from DOTS. She will keep track of your order and review DOTS weekly to ensure Jostens downloaded it. If you already ordered Spring diplomas, simply forward Laura the email you received.
 - Laura's Email: lmcnair@ed.sc.gov
- Mark your calendars for 10 days after your graduation to verify the graduates, and please follow up with your principal.

Diploma Ordering Tracking System (DOTS) – Spring Graduates

PowerSchool Requirements

- ♦ Exit/Graduation Dates Between: Feb 15, 2024 through Jun 14, 2024
- ♦ Student in Grade Level = 12
- ♦ Diploma Ordered must be set to F.
- ♦ Diploma Type must be set to F.
- ♦ Diploma Earned must be set to F.

Home Page > Student Selection > Compliance > Student Information Page

<https://appportal.ed.sc.gov/>

Diploma Ordering Tracking System (DOTS) – Spring Graduates

Step 1: Type <https://appportal.ed.sc.gov/> in the URL. Under Web Applications, select **Diploma Order Tracking System**.

Verify Information

Step 2: Under *Diploma Orders* select *Verify School Information*. Review your school's information for accuracy. If the school address or name of your principal is incorrect, please contact the administrator at the District Office in charge of the District Entity Information Management System (DEIMS). This is Jason Jones (jjones@erskinecharters.org)

- **Contact Information** – Enter the name and email address of the primary contact for diplomas at your school.

Step 3: Once all school information is verified, select *Verify Information* then *Continue*.

Diploma Ordering Tracking System (DOTS) – Spring Graduates

Step 4: From the homepage, select *Order Spring Batch Diplomas*. Below *Diploma Status* select *Update Graduation Date* - select your graduation date from the calendar. The graduation date on both transcripts and diplomas must be the *180th day*.

Step 5: Review your diploma order list to ensure that all projected graduates are listed and all names are spelled correctly. If a student(s) is not listed, review what is coded in PowerSchool and make changes if necessary (refer to PowerSchool Requirements). If no errors are detected in PowerSchool and the student(s) is not listed in DOTS, check to see if the student is a transfer and the sending school has not released the student. Also, be sure the student was not erroneously listed as a verified graduate in a previous semester.

Step 6: To edit a student's name, 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.**

Step 7: Once all order information has been entered and verified for accuracy, select *Approve*. If this is the first time placing an order for the main Spring Batch, select *All Students*. If additional students are added to the Spring Batch Order during the ordering period and you have already placed an order, select *Not Yet Ordered*.



EdFi: How Do I Know if the SCDE Got My Data?

Introduction

Background: Being mindful of ensuring the PowerSchool data we expect SCDE to use for funding and reporting makes it to the Ed-Fi API.

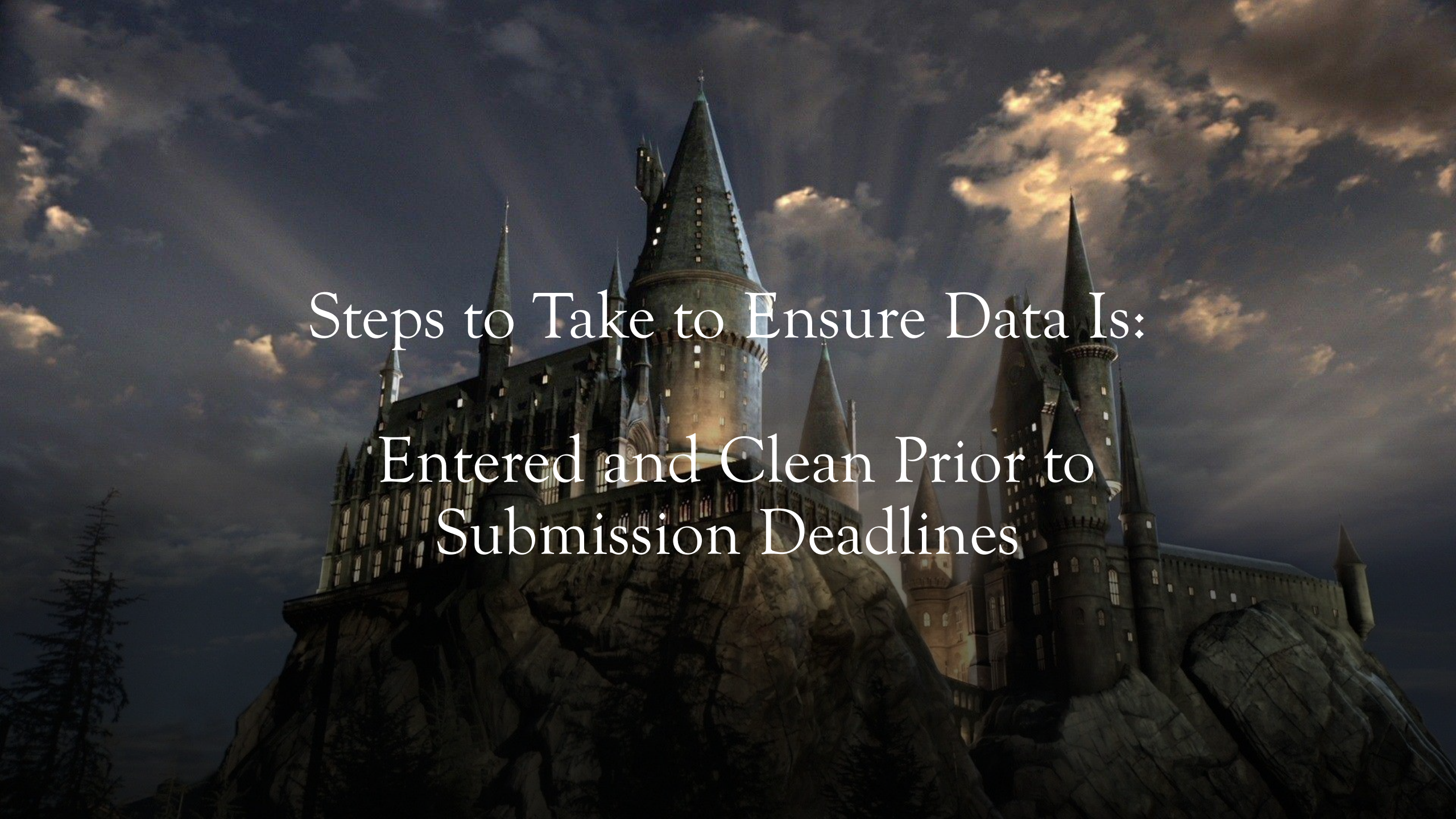
The SCDE Drafted 2 Documents to Assist with What This Looks Like:

- [One is a general publishing procedure for the weeks leading up to data submission deadlines. \(Condensed Version\)](#)
- [The other is a more granular version that procedure that's tailored to funding data collections. \(Detailed Version\)](#)

Documentation (Folder) Found Here: [SCDE EdFi Documentation](#)

Introduction

The steps in the next slides should be executed in order, beginning at least two weeks prior to each funding deadline and continuing onward to that deadline.



Steps to Take to Ensure Data Is:
Entered and Clean Prior to
Submission Deadlines

Step 1: SC01 & System Membership and Enrollment Reports

- Run the **SC01 report in PowerSchool** and clean up any data entry issues the report highlights.

*Where: Data and Reporting > Reports > Compliance Reports > **SC01 Data Verification***

- Other PowerSchool reports useful for identifying issues:

*Where: Data and Reporting > Reports > **System Reports***

School Enrollment Audit

Section Enrollment Audit

Step 2: Level Data Validations

- Clean up Level Data Validations

Where: PS Home Page > Level Data Apps > Data Validation

Focus on these tabs:

- a. Students
- b. EFA/EIA
- c. Enrollment
- d. Reports/Lists (Missing PIP Status, Duplicate State Student ID)
- e. Setup

Step 3: Review DQR Reports

- Clean Up DQR Validation Errors

Where: <https://appportal.ed.sc.gov/>

Report Portal Link

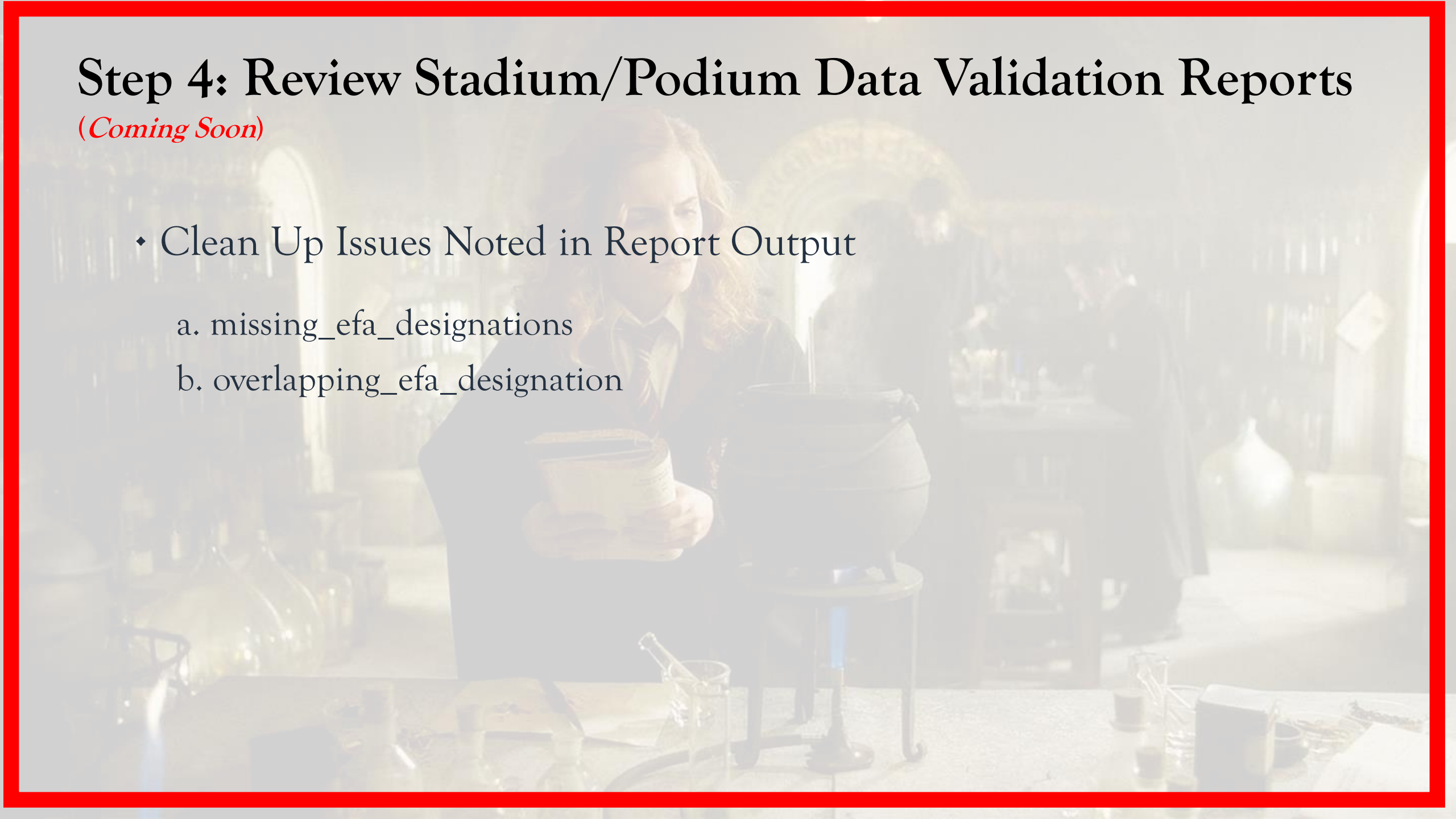
Focus on these reports:

- a. Students & Related Reports
- b. Setup & Related Reports

Step 4: Review Stadium/Podium Data Validation Reports

(Coming Soon)

- ♦ Clean Up Issues Noted in Report Output
 - a. missing_efa_designations
 - b. overlapping_efa_designation



Step 5: Republish EdFi API

After making data entry corrections for any issues found in previous slides, republish PowerSchool data to the **Ed-Fi API** using the sequence listed below (*wait until each category finishes publishing before starting the next*).

Where: PS Home > Data and Reporting > Data Exchange

- a. Descriptors - “Run Now” (*District Function Only*)
- b. Organization Info - “Publish All”
- c. Organization Calendars - “Publish All”
- d. Organization Schedules - “Publish All”
- e. Student Identification - “Publish All”
- f. Student Enrollments - “Publish All”

Step 6: Review Dependencies and Errors in EdFi

(previous slide's categories)

- a. Check the [Ed-Fi Known Errors and Dependencies page](#) for common problems.
- b. Review Level Data validations (again!).
- c. Create help ticket (help@canteytech.com) for issues where resolution is difficult. We can route to District or PowerSchool Support if necessary.
- d. Republish Ed-Fi data in the sequence listed in previous slide when an Error or Dependency is **resolved**.

Step 7: Recheck EFA and Add-On Weighting Membership Counts

Check from the following sources:

A. Podium/Stadium (*Coming Soon!*)

EFA

Add-On Weightings Reports

Note: Wait 24 hours after making changes in student data in PowerSchool and Republishing Data to EdFi API

B. SCDE Funding Reports

<https://ed.sc.gov/finance/financial-services/student-data/membership-counts/>

Compare to these Reports

PowerSchool Funding Reports

- SC02 Cumulative Class Report (if applicable)
- SC06 Membership and Attendance Report
- SC28 Add-On Weightings Reports
- SC34 High Achieving Report

Where: PS Home Page > Data and Reporting > Compliance Reports

If the counts in the above do not match:

- a. Recheck your data validations.
- b. Follow the republishing sequence in this guide when data changes are made.
- c. If you cannot figure out how to resolve a problem, create a help ticket: help@canteytech.com (We can then direct to district/PS Support if necessary.)

A close-up photograph of a young girl's face, looking slightly upwards and to the right. Her eyes are light-colored and appear wide. The lighting is soft and natural. On the left side of the image, there is a dark, semi-transparent overlay with a rounded top edge. Inside this overlay, the text "Questions and Comments" is written in a white, serif font.

Questions and
Comments

Happy St. Patrick's Day!

"WISHING YOU A POT
O' GOLD AND ALL THE
JOY YOUR HEART CAN
HOLD."

