

APRIL 2024 PS ADMIN  
MONTHLY WEBINAR

Cantey Tech

# Agenda

## **Part 1:**

Announcements, Celebrations, Reminders

Individual Graduation Plan

CTE Coding

Incident Management

Students Not Tested

End of Year Preparation

Pre-Register Students for 2024-25

Transcripts

Class Rank

CRDC Reporting

Ed-Fi Updates

## **Part 2:**

Read to Succeed (SRC) Setup & Procedures



Celebration

135 Day Reporting is  
COMPLETE!!!!



# PowerSchool Certification

Certificate Number: 82803816

THIS CERTIFIES THAT  
**Rachel Williamson**

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HAS SUCCESSFULLY COMPLETED THE

**PowerSchool SIS: Certification – Accessing and  
Modifying Data (23.11)**

# Student's Not Tested Training with Heather Holliday

**April 23, 2024, from 1:00PM-3:00PM.**

- The state identified a potential of missing data for all schools statewide.
- As a result, they are asking schools to recode missing data for Students Not Tested.
- There has been an LWS submission for schools to review the state's data via our accountability department.
- We encourage schools to attend to gain the knowledge necessary to be successful with students not tested.

**Zoom Link:**

<https://erskinecharters.zoom.us/j/86712797413?pwd=REdvM0RoTmFsUDhJYTM4cUZnUWRWUT09>

# Reminders for May



Webinar will be on May 16<sup>th</sup> at 9 AM instead of the 9<sup>th</sup>



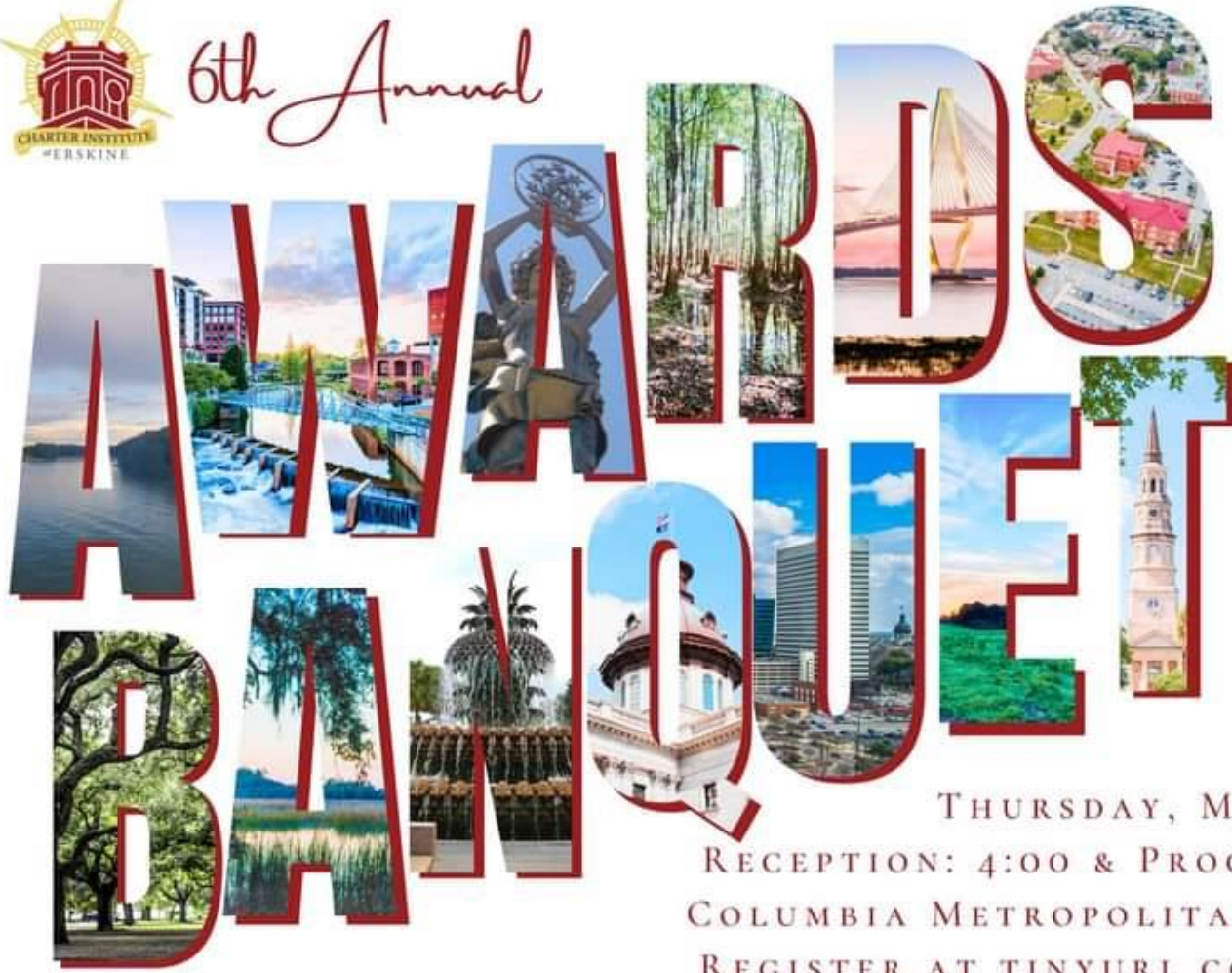
Cantey and CIE PowerSchool Team will be at PSUG: May 5-9th



Ticket response time may be slower than normal that week



6th Annual



CELEBRATING  
ACADEMIC  
EXCELLENCE  
ACROSS  
SOUTH  
CAROLINA

THURSDAY, MAY 16, 2024

RECEPTION: 4:00 & PROGRAM: 5:00 - 7:00 P.M.  
COLUMBIA METROPOLITAN CONVENTION CENTER  
REGISTER AT [TINYURL.COM/BANQUET-REG-2024](https://tinyurl.com/banquet-reg-2024)



# 2024-2024 PowerSchool Trainings Calendar

## Training Schedule (Live Link):

<https://www.dropbox.com/scl/fi/nqvwzqyu2op3dbqkl93ff/23-25-PowerSchool-Trainings-Calendar.docx?rlkey=igtgt32q1f3frbs8r1ooe7seq&dl=0>

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	<a href="#">PowerSchool Users Group</a>	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
SC READY Final Pre-Code Information for Spring 2024	04/30/2024	
WIN Career Readiness Post-Test Document Submissions	04/30/2024	
QDC4, IM, IGP	06/07/2024	Before EOY Process
Graduate List – Spring Grads	06/14/2024	
Students Not Tested	06/07/2024	06/16/2024
Spring Graduates / Transcripts	06/14/2024	
180 Day Reports	06/26/2024	Before EOY Process

# Level Data Training Opportunities

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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/Repeat Attendee) \$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	<a href="#">Ask the Experts - Watch the Recording</a>
Tuesday, February 6, 2024	<a href="#">PowerScheduler: Getting Started - Watch the Recording</a>
Tuesday, February 27, 2024	<a href="#">PowerScheduler: Launch- Watch the Recording</a>
Tuesday, March 19, 2024	<a href="#">Powerscheduler: Committing the Schedule</a>
Tuesday, April 9, 2024	<a href="#">Enhanced UI – Tips and Tricks</a>
Tuesday, April 23, 2024	Ask the Experts

# PowerSchool Training Resources (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.

[Link to All PowerSchool SIS Office Hours 2024](#)

2024 Office Hours Dates [Here](#)

Date	Topic
Tuesday, January 17, 2024	<a href="#">Ask the Experts - Watch the Recording</a>
Tuesday, February 7, 2024	<a href="#">PowerScheduler: Getting Started - Watch the Recording</a>
Tuesday, March 7, 2024	<a href="#">PowerScheduler: Launch - Watch the Recording</a>
Tuesday, April 11, 2024	<a href="#">PowerScheduler: Committing the Schedule - Watch the Recording</a>
Tuesday, May 9, 2024	<a href="#">Summer School - Watch the Recording</a>
Tuesday, May 23, 2024	<a href="#">End of Year (EOY) Planning - Watch the Recording</a>
Tuesday, June 13, 2024	<a href="#">Attendance (Initial Setup) - Watch the Recording</a>
Tuesday, July 11, 2024	<a href="#">Grading (Setup) - Watch the Recording</a>
Tuesday, August 15, 2024	<a href="#">Attendance (Troubleshooting and Reporting) - Watch the Recording</a>
Tuesday, September 12, 2024	<a href="#">Grading (Troubleshooting) - Watch the Recording</a>
Tuesday, October 17, 2024	<a href="#">Ask the Experts - Bring your questions to our team of subject matter experts! - Watch the Recording</a>
Tuesday, November 7, 2024	<a href="#">Ask the Experts - Watch the Recording</a>
Tuesday, December 12, 2024	<a href="#">Storing Grades - Watch the Recording</a>
	Agenda:
	Purpose of Storing Grades
	How to store grades
	Best Practices
	Q&A

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' education records (records that contain information directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution).

# FERPA: Points to Consider

- FERPA provides parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (becomes an "eligible student") or attends a school beyond the high school level.
- Generally, **schools** must have written consent from the parent or eligible student to release information from a student's education record; however, FERPA allows disclosure to certain parties without written consent under certain conditions, to include persons with legitimate educational interest.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Prior to disclosing this information, however, schools must inform parents and eligible students regarding directory information and allow them a reasonable time to "opt out" (request that the school not disclose the information).



# FERPA: School Policy

Your School should have a **policy** in place when working with PowerSchool data, such as permissions, passwords, and distributing student data.

For more info, see the SCDE FERPA Page:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



# INDIVIDUAL GRADUATION PLAN (IGP)

# Individual Graduation Plan (IGP)

## **Where in PowerSchool:**

*PS Homepage > Search and Select the Student >  
Academic Records > IGP Success Planner*

District Deadline for IGP is **June 7, 2024**. //End of QDC4

**Grades 8<sup>th</sup> - 12** are required to have an IGP in PowerSchool

You should have **100% percent** completion in PowerSchool by the deadline

Cantey must add Majors into PowerSchool for your individual schools

You must make the Course Catalog active in PowerScheduler to select courses under the IGP Success Planner.

You must have Next School Indicator populated. Next School Indicator is located on the Scheduling Setup page.

IGP Success Planner for Guidance Personnel -  
<http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf>

Level Data RealTime Reports - IGP Data Analysis

IGP's must be locked and marked primary for the SCDE to capture the completion rate for your school

# Individual Graduation Plans

- ▶ **Individual Graduation Plans:**
  - Create a new IGP or Clone an Existing IGP
  - Make all IGP edits *before locking*
  - Once locked, IGP's cannot be edited

Unlocked IGP Records				
Title of IGP	Created On	Modified On	Academic Year	Primary

[Create New IGP](#)

Locked IGP Records				
Title of IGP	Created On	Modified On	Academic Year	Primary
	09/17/2021 12:29 pm	09/17/2021 12:29 pm	2021	Yes ▾
	11/16/2020 12:00 am	11/16/2020 12:00 am	2020	No ▾
	02/27/2020 12:00 am	02/27/2020 12:00 am	2019	No ▾

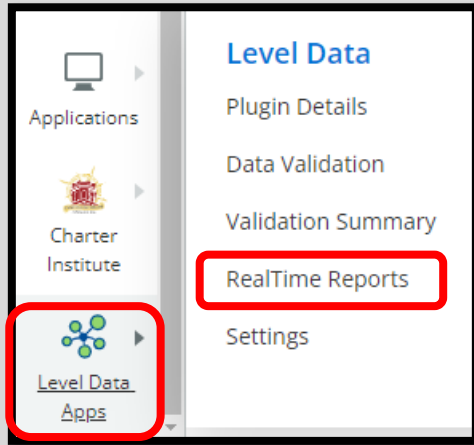
## Where in PowerSchool:

*PS Homepage > Search and Select the Student > Academic Records > IGP Success Planner*

# Individual Graduation Plan (IGP)

- RealTime Reports: **IGP Analysis**

Home Page > Scroll to Bottom > Level Data Apps > RealTime Reports



- Grading Band > IGP Analysis

Grading	Description	Status
Credit Progress Demographics	Displays students' total earned and potential credits as well as total earned credit by credit type.	Available to Run
Gradebook Grades Analysis	Displays student and course grade information for the selected reporting terms, and the current school year.	Available to Run
IGP Analysis	Displays ALL Individual Grading Plan data for the selected school year.	Available to Run
Missing Grades	Displays students along with class information where there is no final traditional grade.	Available to Run

Academic Year ⓘ

2023 X ▾

**NOTE:** This report is data intensive and can take a significant amount of time to load.

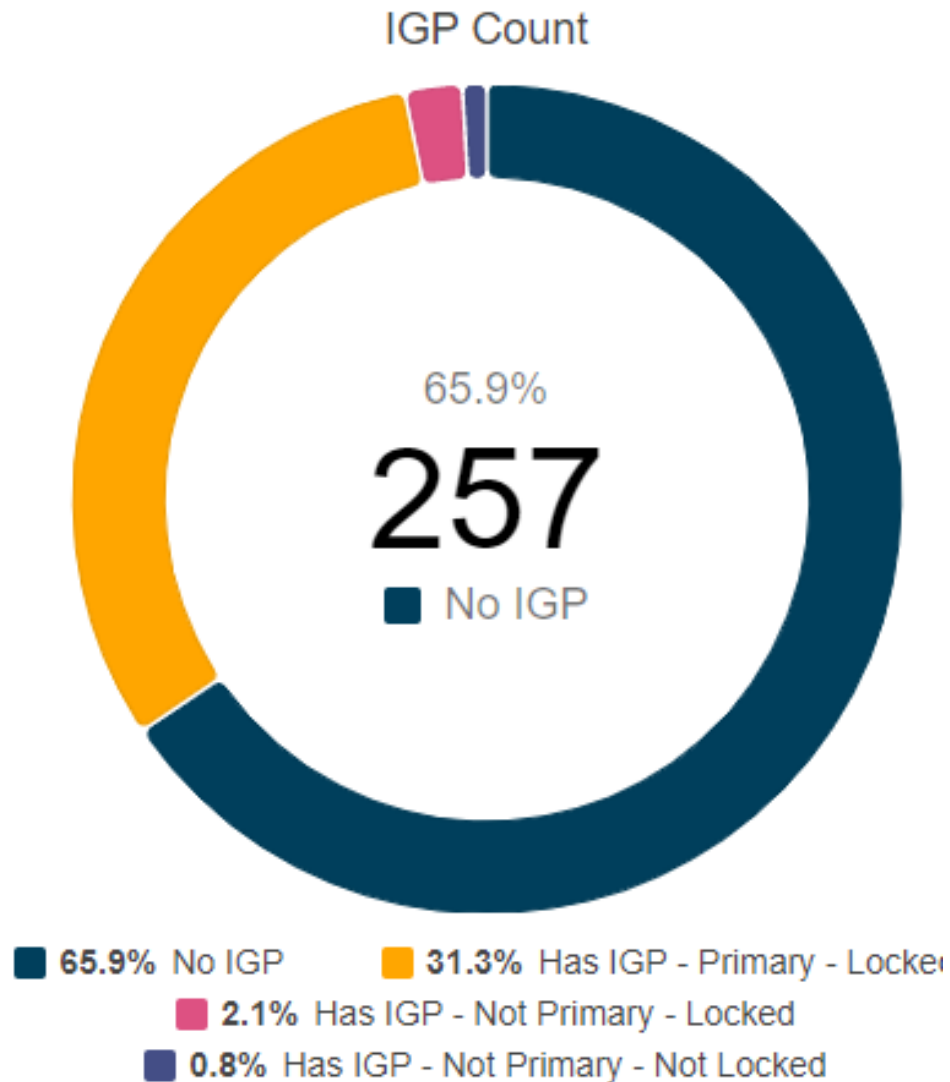
Run

## Individual Graduation Plans

- ▶ **Individual Graduation Plans Analysis Tool:**
  - Runs Reports for one academic year at a time - must select year
- ▶ **Enter Academic Year > Run**

### **Where in PowerSchool:**

*PS Homepage > Level Data Apps > Real Time Reports > IGP Analysis*



## Individual Graduation Plans

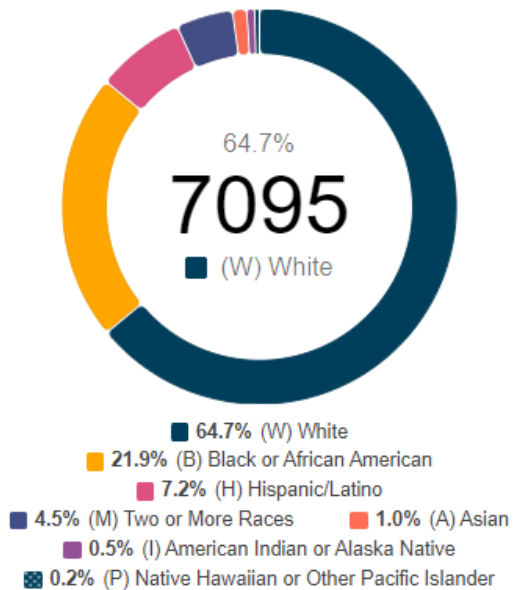
### Individual Graduation Plans Analysis

#### Tool:

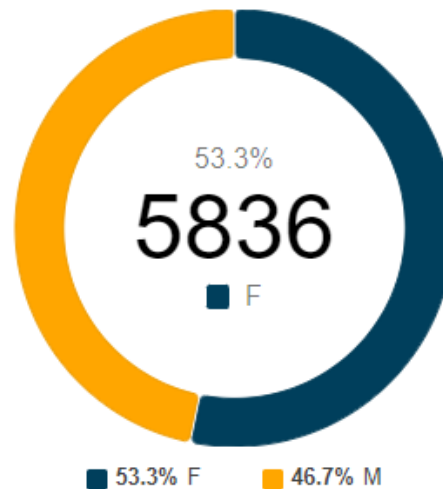
- Pie/Donut Chart data reporting by IGP Count:
  - Has No IGP
  - Has IGP
  - Has IGP Locked and Primary
  - Has IGP Locked and not Primary
  - Has IGP Primary and not Locked
  - Has IGP Not Locked and Not Primary
- Counts include students in grades 8 – 12 at your school

# INDIVIDUAL GRADUATION PLANS

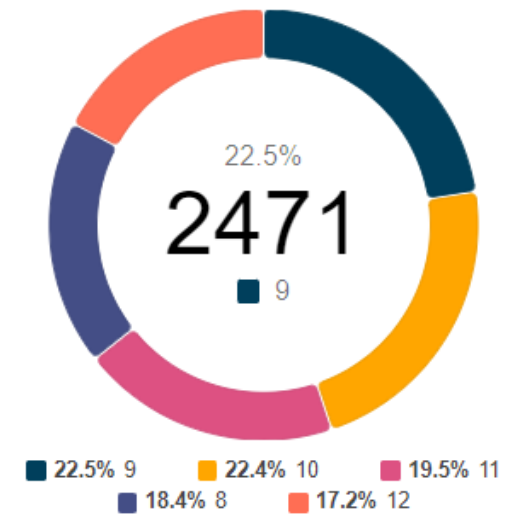
Sched/Reporting Ethnicity



Gender



Grade Level





# Individual Graduation Plans

## Individual Graduation Plans Analysis Tool:

- Table data reporting by:
  - Student Name, PS #, School, and Enroll Status
  - Grade, Gender, Federal Ethnicity, and Sched/Reporting Ethnicity
  - IGP Title, Academic Year, Date Created, and Date Modified
  - IGP Status, IGP Indicator, Primary Indicator, Locked Indicator
  - Links to: Home (Bell Schedule Page), Quick Lookup, and IGP Home

Last, First ↑
Links
<a href="#">Home</a>
<a href="#">Quick Lookup</a>
<a href="#">IGP Home</a>

Last, First ↑	Student Number	School	Enroll Status	Grade	Gender	Federal Ethnicity	Sched/Reporting Ethnicity	Title
⋮ [Redacted]	10299	LHS	Active	11	M	Yes	(H) Hispanic/Latino	[Redacted]
⋮ [Redacted]	11217	LHS	Active	9	M	No	(W) White	[Redacted]

Last, First ↑	Reporting Ethnicity	Title	Academic Year	Created	Modified	IGP Status	Has IGP	Primary	Locked
⋮ [Redacted]	c/Latino	[Redacted]	2021	02/25/2019	03/07/2022	Has IGP - Primary - Locked	Yes	Yes	Yes
⋮ [Redacted]		[Redacted]	2021			No IGP	No	No	No

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.
- ♦ [2024-25 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"/>



# INCIDENT MANAGEMENT

# Incident Management

- All Truancy and Disciplinary Incidents **must be in PowerSchool** through **Incident Management**
  - Having No Truancies and/or Disciplinary Incidents in Incident Management is a **red flag**.
  - Withdraw Prior to Intervention is a **red flag**.
  - <https://ed.sc.gov/districts-schools/student-intervention-services/chronic-absenteeism/>
- Attendance **MUST** match the school total count number on the SC41 Truancy School Detail Report
- When a student is coded as [151 Truant] an Intervention Plan must be developed.

**Truant:** A student between the ages 6– 17 who has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year.

**Habitual Truant:** A “habitual” truant is a child age 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences.

**Chronically Absent:** Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.



# Incident Management

- Enter Discipline & Truancy Incidents in IM
- Attendance MUST match the school total count number on the SC41 Truancy School Detail Report
- When a student is coded as [151 Truant] an Intervention Plan must be developed.
- 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



# Truancy Reports

## **Before Running Truancy Reports: Submit Attendance, Reconcile Attendance, Update Attendance Codes**

- Submit Attendance Every Day:
  - Daily or Meeting, per requirements
  - Typically Recorded initially at the Teacher Level in PowerTeacher
- Reconcile Attendance Weekly:
  - If teachers are attempting to update attendance codes and the allowable time period has expired preventing teachers from updating codes, contact your schools Attendance Clerk or PS Admin.
- Update Attendance Codes:
  - Update Attendance Codes as applicable to reflect tardies, early dismissals, absence notes, suspension codes, homebound, homebased, etc.
  - Lawful Absence Attendance Codes will not contribute to absence counts for Truancy Reports - this includes ISS and OSS attendance codes.

**NOTE: For schools taking Meeting Attendance (MS/HS), it is mandatory that attendance be taken EVERY period. If even one teacher does not mark a student absent, Truancy data will be inaccurate and incomplete as it only captures Full-Day absences.**

# Truancy Reports

**Refresh Attendance Views and Run Truancy Update Process (if necessary) Put in a ticket if you need this ran.**

- Attendance codes update over night. Wait until the next day to run updates or to force an immediate update, Refresh Attendance:
  - *PS Homepage > Attendance > Functions (tab) > 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.
```

# 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 > Truancy (Header)> SC40 Truancy Report by Student*

Date: March 02, 2022

Page: 1 of 5

School Name: [REDACTED]

Truancy Student Report

District Name: [REDACTED]

Student Information:	
Student Name	[REDACTED]
Student Number	[REDACTED]
Birth Date	[REDACTED]
Grade	[REDACTED]
Gender	[REDACTED]
School Name	[REDACTED]
District Name	[REDACTED]
Full Day Absence Information:	
Last Updated	03/02/2022
Truancy Indicator	No
Unexcused Full Day Absences	0
Excused Full Day Absences	0
OSS Full Day Absences	0
Total Full Day Absences	0
Tardy	0
Early Dismissal Count	0
Dismissal Count	0
Unexcused Early Dismissal Count	0
**Truant at prior school	[REDACTED]

Full Day Unexcused Absences:
None At This School

# Truancy Reports

## View Truancy Reports

- SC40 Truancy Report by Student with no truancies at current school but with truancies at previous school.

Date: February 25, 2022

Page: 8 of 55

School Name: [REDACTED] Truancy Student Report

District Name: [REDACTED]

Student Information:	
Student Name	[REDACTED]
Student Number	[REDACTED]
Birth Date	[REDACTED]
Grade	[REDACTED]
Gender	[REDACTED]
School Name	[REDACTED]
District Name	[REDACTED]
Full Day Absence Information:	
Last Updated	02/25/2022
Truancy Indicator	Yes
Unexcused Full Day Absences	5
Excused Full Day Absences	4
OSS Full Day Absences	0
Total Full Day Absences	9
Tardy	1
Early Dismissal Count	0
Dismissal Count	0
Unexcused Early Dismissal Count	0

Full Day Unexcused Absences:	
1.	09/14/2021
2.	09/16/2021
3.	09/17/2021
4.	01/04/2022
5.	01/14/2022

# Truancy Reports

## View Truancy Reports

- SC40 Truancy Report by Student with truancies at current school but with no truancies at previous school.

# 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 > Truancy (Header)> SC41 Truancy Report by School*

School Name: [REDACTED]

**Truancy School Report**

District Name: [REDACTED]

**Truant (3 Consecutive Full Day Unexcused Absences)**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
10122	( [REDACTED] )	16	11	4
15243	[REDACTED]	15	9	4
10513	[REDACTED]	15	10	4
10233	[REDACTED]	16	11	4
10182	[REDACTED]	16	11	4
10387	[REDACTED]	15	9	4
11064	[REDACTED]	16	9	4
13564	[REDACTED]	16	11	3
10942	[REDACTED]	16	10	4
Student Count: 9				

**Truant (5 Non-Consecutive Full Day Unexcused Absences)**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
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**Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
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**10 or more Non-Consecutive Full Day Unexcused Absences**

Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
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# Truancy Reports

## View Truancy Reports

- SC41 Truancy Report by School.



# Truancy/Incident Management

If you are unable to run Truancy Reports, it 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  
(Daily vs. Meeting)

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





STUDENTS NOT TESTED (SNT)

# Student Not Tested (SNT)

To populate these fields correctly, work with your school Assessment Coordinator, LEP Coordinator and SPED Coordinator (if applicable) to enter data into PowerSchool.

The Students Not Tested process is to be used to identify ALL *eligible* students who did not test on one or more of the appropriate assessments.

There is no need to report ineligible students who were coded in PowerSchool correctly (e.g., Over/Underage Students or students not actively enrolled in PowerSchool as of the first day of testing)

All students not tested or missing scores must be recorded in PowerSchool, for applicable tests and reasons, even if the school is not requesting an exclusion from the students not tested related calculations.

All applicable requested exclusions require supporting documentation be available for submission to the South Carolina Department of Education (SCDE).

ELP SNT information is highly recommended. SNT information is collected due to the federal requirement to assess all multilingual learners annually.

# Students Not Tested (SNT)

Beginning in 2021-2022, the SCDE no longer collects Students Not Tested (SNT) for exclusionary reasons for the following SNT reasons:

- a. Students who withdraw
- b. Students who are expelled

The only time a student would need to be coded as withdrawn/expelled in SNT would be if the school failed to appropriately withdraw the student before the First Days of Testing data are collected by the SCDE at the end of May. In the event this happens, it is not an exclusionary reason, but just a reason for reporting purposes and should still be recorded in PowerSchool for non-exclusionary reason. In other word, code the student in PowerSchool as not tested, but do not click on the exclusion requested check box.


# Students Not Tested (SNT)

- Link to Manual: [Combined Students Not Tested on Elementary, Middle, and High School Report \(SNTEMHR\) Guidelines](#); pages 9-12 Detailed Students Not Tested Requirements (Chart)
- District Deadline June 16, 2024
- From PowerSchool, the SCDE collects reasons for all eligible students who do not test on standardized testing. Doing so ensures the SCDE's compliance with federal reporting requirements.
- The SCDE has developed a standard list of common reasons that students do not test; those reasons have become part of the PowerSchool data collection process and must be coded at the *school level* for each eligible student who does not take the appropriate test as scheduled. The list of test subjects and common SNT reasons that students do not test has been incorporated into PowerSchool.
- It's the school's responsibility to transfer students out of PowerSchool who are no longer at the school before the assessment.

# Students Not Tested (SNT)

- Start Page > Select the Student > Compliance > Students Not Tested on State Assessments

SwiftK12	▶	State/Province - SC
Student Profile	▶	Contacts
Academic Records	▶	EFA/EIA Classification Information
Attendance	▶	Chronic Absenteeism
Behavior	▶	CTE
		Truancy
		Early Childhood
<b>Compliance</b>	▶	South Carolina Student Information
Courses and Programs	▶	MLP
Data Exchange	▶	Read To Succeed
Health	▶	Precode
		<b>Students Not Tested on State Assessments</b>

**Students Not Tested on State Assessments** 

[Contacts](#)
[Chronic Absenteeism](#)
[Truancy](#)
[CTE](#)
[Early Childhood](#)
[SC Student Information](#)
[MLP](#)
[Read To Succeed](#)
[Precode](#)
[Students Not Tested](#)
[Transport](#)
[Work-Based Learning](#)
[Privacy and Security](#)

**Students Not Tested**

School	Test Category	Test Missed	Term	Reason for Not Testing	Requested Exclusion (documentation to SCDE required)	School year
No tests assigned						

[New](#)

# Students Not Tested (SNT)

### Add Test ✕

School	<input type="text"/>
Test Category	<input type="text"/> *
Test Missed	<input type="text"/> *
Reason for Not Testing	<input type="text"/> *
Requested Exclusion (documentation to SCDE required)	<input type="checkbox"/>

- No documentation will be required **unless** the school wants to request to have the student excluded for one of the valid exclusionary reasons.

## Elementary/Middle School Assessments

**Add Test** ✕

School

Test Category  \*

Test Missed  \*

Reason for Not Testing  \*

Requested Exclusion (documentation to SCDE required)

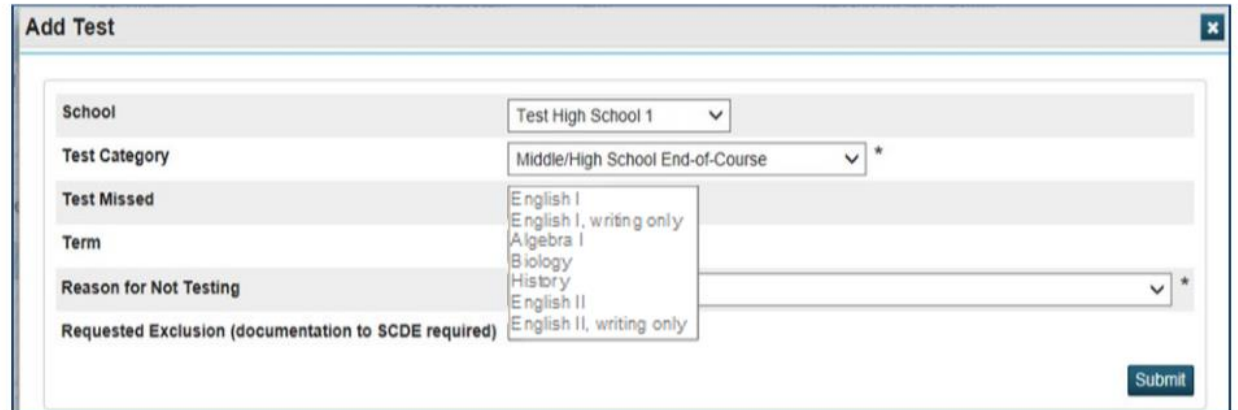
**Submit**

## Students Not Tested (SNT)

- The “Test Missed” field is dependent upon the choice you make in the “Test Category” dropdown, as only the appropriate tests will appear for the selection you make for the “Test Category.” (Example 1)

STUDENTS  
NOT  
TESTED  
(SNT)  
[EXAMPLE 2]

### Middle/High School Assessments (EOCEP)

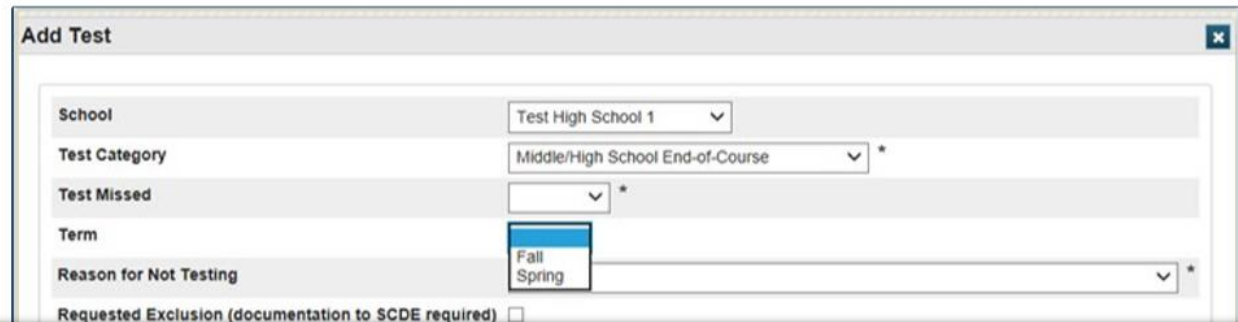


The screenshot shows the 'Add Test' form with the following fields and values:

- School: Test High School 1
- Test Category: Middle/High School End-of-Course \*
- Test Missed: English I, English I, writing only, Algebra I, Biology, History, English II, English II, writing only
- Term: (empty)
- Reason for Not Testing: (empty) \*
- Requested Exclusion (documentation to SCDE required): (empty)

A 'Submit' button is located at the bottom right of the form.

Note: If the Test Category is Middle/High School **End of Course**, you will also have to enter the Term, as illustrated in the following screenshot.



The screenshot shows the 'Add Test' form with the following fields and values:

- School: Test High School 1
- Test Category: Middle/High School End-of-Course \*
- Test Missed: (empty) \*
- Term: Fall, Spring
- Reason for Not Testing: (empty) \*
- Requested Exclusion (documentation to SCDE required):



# Students Not Tested (SNT)

The image shows a software interface for selecting a reason for not testing a student. It features a dropdown menu with the following options:

Reason for Not Testing
001 - Homebound/Homebased (Medical)
002 - Medical Absence
003 - Deceased Student
004 - Expelled
005 - Withdrew
006 - Dropout
007 - Incarcerated
008 - Death in family
009 - Transfer Student (EOCEP only)
010 - Non-medical absence
012 - Parent Refusal under IDEA
013 - Parent Refusal - non-IDEA
016 - Data entry error at school or district; not Alternate Assessment related
017 - Data entry error at school or district; Alternate Assessment related
018 - Student not eligible for Alternate Assessment due to age
019 - Student already tested (High School Assessment)
020 - Student refusal
021 - Other reason
022 - LEP Student 1st year in US exemption - incorrectly coded due to Data Entry Error

- “Reason for Not Testing” – Select only one “not tested” reason from the drop-down box field.
- If a student has more than one reason for not testing, choose the reason with the lowest code number (prefix value), as reasons are listed in order of significance.
- If an appropriate reason is not listed among the choices, select Reason 021 (Other). “Other” should only be used as a last resort.

# Students Not Tested (SNT)

- Work with your school Assessment Coordinator to determine if you should check **Request Exclusion**.
- You will click within the adjacent check box, only if the following applies to the student:
  - If the reason for not testing meets one or more of the criteria as defined in the table, State Assessment and Test Categories, found in this document; (Which Exclusions Can Be Applied?)
  - If the reason for not testing is found in the SNT guidelines;
  - If you have documentation available to support the reason for not testing, as defined in the SNT guidelines; and
  - If you can provide supporting documentation to the SCDE during the appropriate review period to support the “not tested” reason.
- If there is no documentation, documentation is not complete, or the reason for not testing does not meet one or more of the exclusionary criteria found in the SNT guidelines, leave the box unchecked.

The background is a composite image. On the left, a gnarled, leafless tree stands on a grassy slope. In the center, a person in a dark, long coat stands on a green hillside overlooking a blue river that winds through a valley. In the distance, a large, multi-towered Gothic cathedral with spires is visible against a cloudy sky. The entire scene is overlaid with a semi-transparent white rectangular frame.

# END OF YEAR PREPARATION & RESPONSIBILITIES

# End of Year Preparation (EOY)

## **The End of Year Process:**

- Promotes, retains, or demotes students according to each student's Next Grade Level.
- Transfers students from one school to another according to each student's Next School Indicator.
- Graduates students if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
- Sets each student's Exit Date according to the last day of the school year for that school.
- Sets the Next Grade for the new enrollment to the next highest grade level.

**DO NOT MANUALLY TRANSFER STUDENTS OUT OF POWERSCHOOL.**

**June 15<sup>th</sup> Deadline for All Reporting (Data Submissions and State Reporting)**

# End of Year Preparation (EOY)

**Years and Terms :** Based on your Board Approved Calendar. Will affect calendar setup, scheduling, enrollment, and final grades. First, create the year term for your school. Then, define additional terms for the school year, if necessary.

***This should be complete by now.***

*Navigation: School > Years & Terms*

- **Name of School Year:** Enter the two years comprising the school year, such as 2024-2024.
- **Abbreviation:** Enter the year abbreviation, such as 22-25.
- **First Day of School:** Enter the date for the first day of school. This date determines the first day in the school calendar. In addition, this date should be used as the entry date for students' school enrollments and class enrollments (for classes that start at the beginning of the year). Format MM/DD/YYYY
- **Last Day of School:** Enter the date for the last day of school in the format MM/DD/YYYY. This entry determines the last day in the school calendar. In addition, the exit date for students' school enrollments and class enrollments (for classes that complete at the end of the year) should be the day after this date.
- Terms **must** be created in order, to associate the correct internal IDs with the term records. The terms must be created in the following order: Year, Semester 1, Semester 2, Quarter 1, Quarter 2, Quarter 3, Quarter 4. It is not recommended to delete or change terms after the schedule is active.

# End of Year Preparation (EOY)

- Permanently store a final grade (F1) for all students/courses and make sure they are displaying on the student's Historical Grades page.
- Student's that have taken high school credit courses must have a **transcript** run, saved and printed. And the date calculated MUST be on or before **June 15th**. This can range from grade 7 - 12. Run the Final transcript reports. This is required for High Schools and Middle School if this applies.
- Run, save and print **Class Ranking** for all middle and high school level grades. The date on the report must be on or before June 15th. Class Ranking reports must be shared with the Commission on Higher Education.
- **Submit in LWS:** 180th day state funding reports are run, an electronic copy is saved, and they are printed and filed. **Do not create an extract.**
- **Run Other State Custom Reports (Submit in LWS)** - Run and save electronic copies of reports found under System Reports > State Reporting tab - High Achieving, Chronic Absenteeism, Attendance and Truancy reports.
- **Report Cards** - Make sure all report cards are printed and saved.

# End of Year Preparation (EOY)

- **Commit PowerScheduler**
- **New Grade Level** - Email Jason if you must add a new Grade Level to your school in PowerSchool for the upcoming school year.
- **Set Up Read to Succeed for Summer**

## Possible Conflicts

Enrollment dates check for **School Name**

No students identified.

End of Listing.

# End of Year Preparation (EOY)

**School Enrollment Audit** – correct all errors listed so the report is error free.

*From Start Page click Data and Reporting > Reports > System Reports > scroll to the Membership and Enrollment header and click School Enrollment Audit.*



## Possible Conflicts

Class dates check for

### Students with course date misalignments with school enrollments

- Student Number:                      Grade: 4 E: 09/29/2020 L: 06/05/2021  
Fine Arts E: 09/28/2020 L: 06/05/2021  
Mathematics E: 09/28/2020 L: 06/05/2021  
Science E: 09/28/2020 L: 06/05/2021  
Social Studies E: 09/28/2020 L: 06/05/2021
- Student Number:                      Grade: 5 E: 08/25/2020 L: 06/05/2021  
Homeroom E: 08/24/2020 L: 06/05/2021  
Fine Arts E: 08/24/2020 L: 06/05/2021  
Mathematics E: 08/24/2020 L: 06/05/2021  
Science E: 08/24/2020 L: 06/05/2021  
Social Studies E: 08/24/2020 L: 06/05/2021

# End of Year Preparation (EOY)

**Section Enrollment Audit** - correct all errors listed so the report is error free.

*From Start Page click Data and Reporting > Reports > System Reports > scroll to the Membership and Enrollment header and click Section Enrollment Audit.*

# End of Year Preparation (EOY)

- **Next Year Grade Level** - The Next Year Grade value for a student determines which grade level the EOY process will move the student to.
  - **Pre-Registered Students** - Next Grade Level = Current Grade Level
  - **Retained Students** - Next Grade Level = Current Grade Level // Update Year of Graduation // Update Next School *(if applicable)*
  - **Demoted Students** - Next Grade Level < Current Grade Level // Update Year of Graduation // Update Next School *(if applicable)*
  - **Graduating Students** - Next Grade Level set to 99

Required Settings	
Next Year Grade	12
Priority	0
Schedule This Student	<input type="checkbox"/> ⚠
Year of Graduation	2023
Summer School Indicator	None
Note for Summer School Admin	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>80 characters left</p>
Next School Indicator	School Name

*Navigation: Search and select student > Courses and Programs > Scheduling Settings*

# End of Year Preparation (EOY)

- **Next School Indicator** - The Next School Indicator value for a student determines which school the EOY process will move the student to.
- *Navigation: Search and select student > Courses and Programs > Scheduling Settings*

Required Settings	
Next Year Grade	<input type="text" value="5"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="0"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<div><input type="text"/> 80 characters left</div>
Next School Indicator	<input type="text"/>

# End of Year Preparation (EOY)

- **Full-Time Equivalencies (FTE)** – These boxes tell the End of Year Process which FTEs to assign to students based on their Next Year Grade Level. **\*\*YOU SHOULD ONLY HAVE ONE FTE\*\***
- *Navigation: On start page click School Management > Attendance > Full-Time Equivalencies (FTE)*

Full-Time Equivalencies (FTE)			
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

Full-Time Equivalencies (FTE)			
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Meeting	TimeDay

# End of Year Preparation (EOY)

**Edit FTE Code**

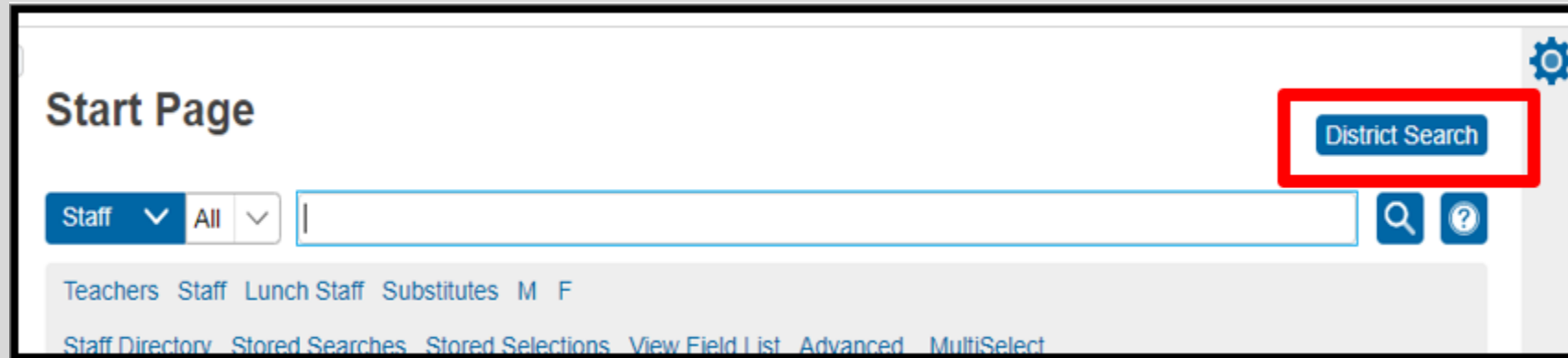
Name	<input type="text" value="Full Time"/>
Default Attendance Mode	Meeting ▾
Default Attendance Conversion	Time to Day ▾
Description	<input type="text"/>
Default for these grades	<input checked="" type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12



PRE-REGISTERING STUDENTS FOR 2024-25

# Pre-Registering Students for 2024-25

- **BEFORE ADDING THE NEW STUDENT, PERFORM A DISTRICT SEARCH.**
- You can search for the student district wide to see if they are already enrolled at another school in the district PowerSchool database. Search through the entire list of students to make sure your student is not already in PowerSchool. If you find the student stop here and follow the district's transfer procedure between schools. If you do not find the student in the District Search, proceed to pre-register the new student into PowerSchool.



The screenshot shows the PowerSchool SIS interface. At the top left is the 'PowerSchool SIS' logo. The top right contains a search bar and several utility icons. Below the header, there's a 'Start Page' section with a 'Students' dropdown menu set to 'All'. A 'District Search' button is visible. To the right, the 'Quick Data' sidebar shows a list of terms: '23-24', '24-25', '24-25 Semester 1', '24-25 Semester 2', '24-25 Quarter 1', '24-25 Quarter 2', '24-25 Quarter 3', '24-25 Quarter 4', and '23-24'. The '24-25' term is highlighted with a red box. Below the sidebar, there's a 'Attendance Taken' section with a circular progress indicator showing 0%.

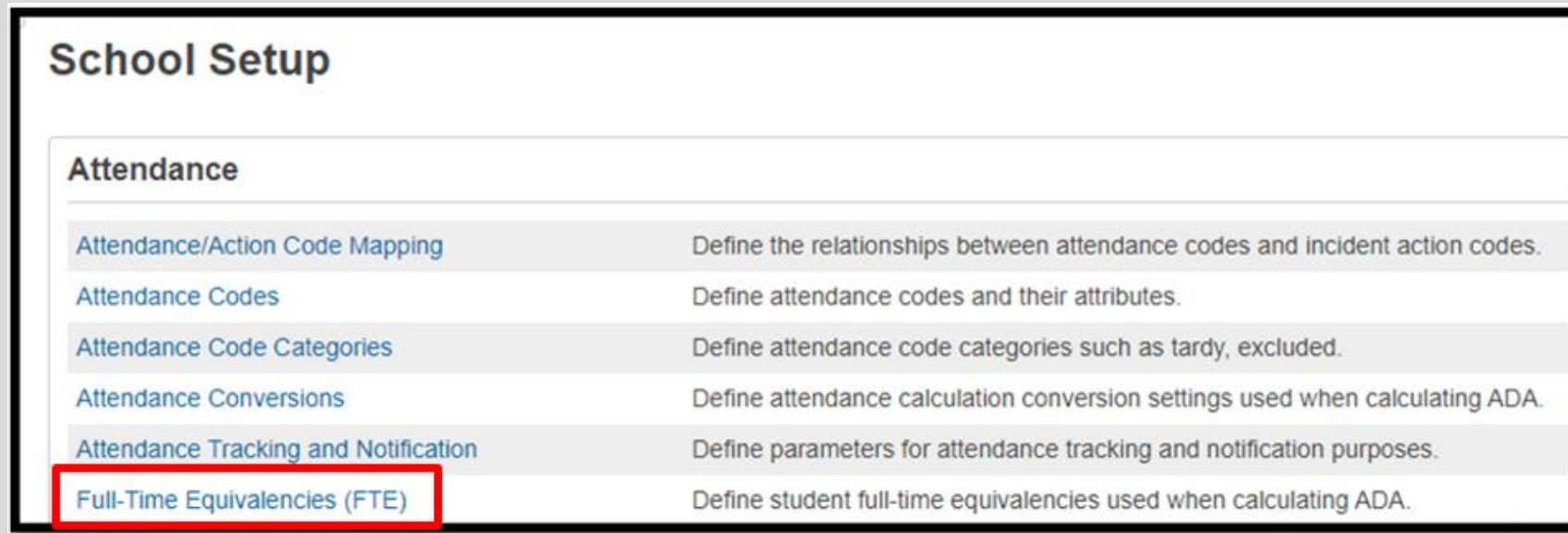
# Pre-Registering Students for 2024-25

- Change the “**Term**” at the top of the page to the year term for the upcoming school year.



# Pre-Registering Students for 2024-25

- Verify/Add Full-Time Equivalencies (FTE) for the upcoming school year.
  - Navigate to Start Page > School Management > Attendance > Full-Time Equivalencies (FTE)
  - Verify that a “Full Time” record has been created. If so, click the name Full Time and make sure all grade levels are checked. If some grade levels are not checked, check them and click Submit to save.



The screenshot shows a web interface titled "School Setup". Under the "Attendance" section, there is a list of configuration options. The option "Full-Time Equivalencies (FTE)" is highlighted with a red rectangular box. The other options include "Attendance/Action Code Mapping", "Attendance Codes", "Attendance Code Categories", "Attendance Conversions", and "Attendance Tracking and Notification".

Attendance	
<a href="#">Attendance/Action Code Mapping</a>	Define the relationships between attendance codes and incident action codes.
<a href="#">Attendance Codes</a>	Define attendance codes and their attributes.
<a href="#">Attendance Code Categories</a>	Define attendance code categories such as tardy, excluded.
<a href="#">Attendance Conversions</a>	Define attendance calculation conversion settings used when calculating ADA.
<a href="#">Attendance Tracking and Notification</a>	Define parameters for attendance tracking and notification purposes.
<a href="#">Full-Time Equivalencies (FTE)</a>	Define student full-time equivalencies used when calculating ADA.

# Pre-Registering Students for 2024-25

- *Navigate to either Start Page > School Enrollment > Enroll New Student. Populate the fields:*
  - **Name (Preferred and Legal)**  
**Legal Last Name, First Name, Middle Name\***: Must enter the student's legal name as written on their birth certificate. Note: No initials for middle name unless it's an initial on the student's birth certificate.
  - **DOB\***: Student date of birth. Format: MM/DD/YYYY.
  - **Gender (Preferred and Legal)**  
**Legal Gender\***: Must select the student's legal gender of Male (M) or Female (F).
  - **Student Number\***: **Leave Blank**. After you click the submit button PowerSchool will assign this automatically to the student account/record in PowerSchool. **DO NOT ENTER ANYTHING IN THIS FIELD.**
  - **SSN** (no longer recommended): to secure student Personally Identifiable Information (PII) information, entering SSN is no longer recommended.
  - **Phone Number**: Enter the student contact number (if available at the time). Format: 803-123-4567
  - **Enrollment Date\***: **Enter the first day of the upcoming school year.**  
Note: This date automatically defaults to the current date, so be careful. If the upcoming year is not entered the student will be active at your school for the current school year.

# Pre-Registering Students for 2024-25

- **Full Time Equivalency\***: Select the default selection. At this time there should only be one choice available to select.
  - **If you have multiple choices or NO choices, STOP HERE!**
- **Grade Level\***: Select the student's grade level.  
Note: Verify that the grade level is correct for the *upcoming* school year.
- **Entry Code\***: Most student's you will select E (Eligible for State Funding). There are some factors when a student may not be eligible for state funding and that would be determine by the district or state. Only students with South Carolina residency is eligible for state funding.
- **Track (optional)**: Only select if your school plan to group students for attendance.
- **District of Residence\***: Select the district the student's home address is located.
- **Fee Exemption Status**: LEAVE DEFAULT
- **School**: The School Name will display as a read only. Also, verify that the school is correct for the upcoming school year.

# Pre-Registering Students for 2024-25

**Enroll New Student**

**Student Information**

Student's Name (Last, First Middle)	<input type="text"/> * <input type="text"/> * <input type="text"/>
	▲ Missing required field
DOB	<input type="text"/> MM/DD/YYYY * <input type="button" value="📅"/>
Gender	<input type="text"/> * <input type="button" value="🗑️"/>
Student number	<input type="text"/> (If this field is left blank, the system will assign the Student Number)
Social Security Number	<input type="text"/>
Phone Number	<input type="text"/> ### ### #### * <input type="button" value="🗑️"/>
Enrollment date	<input type="text"/> 04/09/2021 * <input type="button" value="📅"/>
Full-Time Equivalency	<input type="text"/> * These choices are Term Year specific. Please confirm that the current Term context is correct.
Grade Level	<input type="text"/> 9 * <input type="button" value="🗑️"/>
Entry Code	<input type="text"/>
Track	<input type="text"/>
District of Residence	<input type="text"/>
Fee Exemption Status	<input type="text"/> Student Not Exempted
School	C. ... Technical Charter High school

# Pre-Registering Students for 2024-25

- **Information for Family Match:** Select **Enroll without Linking or Copying Information**. If you select this proceed to the Home Address section of this page.

**Information for Family Match**

Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

Enroll without Linking or Copying Information  
 Search For Family Members to Link to and Copy Information from

Family ID

Mother's Name  
(Last, First MI)

Father's Name  
(Last, First MI)

Guardian's Name  
(Last, First MI)

Sibling's Name  
(Last, First MI)

Include Student's Last Name in Search.

# Pre-Registering Students for 2024-25

Home Address

Street, Apt/Suite

City, State, Zip  South Carolina (SC)

Geocode

Validate

- **Street\*, Apt/Suite\***: First enter the student street number and home address. In the next box enter the Apartment or Suite number if applicable.
- **City\*, State\*, Zip\***: Enter the student's city, state and zip of their home address.
- **Geocode** (Validate Button): Click to validate student address. Note: The latitude/longitude pair that represents the geographical location of the home address.

Address Validation - Google Chrome

cie.powerschool.com/admin/validation/validateStudentAddress\_google.html?type=p

View Boundary: None Selected

**Student Info**

Student name: .

Address type: Primary

Selected address: 1201 Main St, Columbia, SC 29201

Geocode: Lat: 34.00127160, Lng: -81.03483660

City Source: Locality

Accept Cancel

**Original Address**

1201 Main St,  
Columbia, SC 29201

Alternative Address	Full Update	Partial Update
1201 Main St, Columbia, SC 29201	<input checked="" type="radio"/>	<input type="radio"/>

Map Satellite

1201 Main St, Columbia, SC 29201  
Premise level accuracy  
Lat: 34.00127160, Lng: -81.03483660

Columbia

University of South Carolina

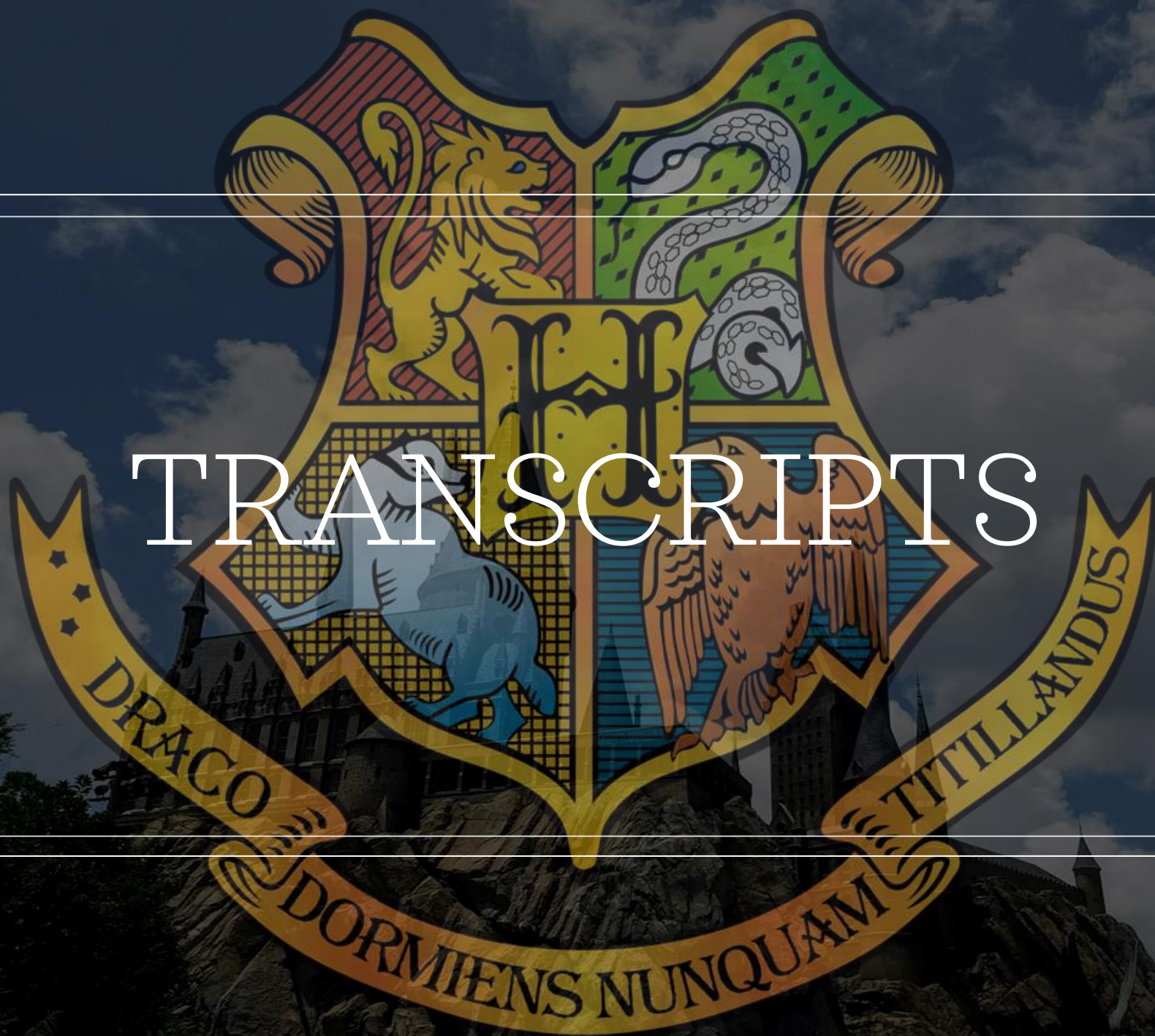
# Pre-Registering Students for 2024-25

- Navigate to Start Page > Student Selection > Courses and Programs > Schedule Settings. Enter the following information:
  - **Next Year Grade\***: This should be the grade they will be next year. Note: If they are pre-registered for Kindergarten (K), enter 0. This is before End of Year is completed.
  - **Next School Indicator\***: This should be the school they will be in next year. This is before End of Year is completed.

The screenshot shows a 'Required Settings' form with the following fields:

Required Settings	
Next Year Grade	10 +
Priority	
Schedule This Student	<input type="checkbox"/> ⚠
Year of Graduation	2024
Summer School Indicator	None
Note for Summer School Admin	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>80 characters left</p>
Next School Indicator	

# TRANSCRIPTS





# Transcripts

- Make sure all grades are permanently stored and correct before printing transcripts and archiving transcripts.
- Run transcripts for all students/grade levels that have taken college prep courses.
  - Possible 7th and 8th grade, but grades 9 - 12 for sure.
- All final transcripts must have the “Date Calculated” field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than June 15<sup>th</sup>. The “drop-dead” deadline for transcripts to have been processed for the Commission on Higher Education (CHE), colleges or universities for state scholarship eligibility determination is June 15<sup>th</sup> each year. There are no exceptions to this date.
- Failure to use the current SCDE templates may exclude students from scholarship eligibility.
- Make sure that all students that are supposed to graduate this year have a final transcript printed and saved in their permanent records before the June 15<sup>th</sup> deadline. Schools will be held accountable if this is not complete.
- Transcripts will be submitted to LWS

## Earned

The Earned section is for recognition that the student has earned.

Diploma Earned	F - State of SC Diploma	Graduation Date	05/26/2023	Graduated School Number and Name	0 -
Employability Credential Earned	<input type="checkbox"/>	Employability Credential Date	MM/DD/YYYY		
Award Earned	J - Academic Honors Bronze - South Carolina Seal of Biliteracy Silver - South Carolina Seal of Biliteracy				

Submit

## Ordering and Recognition Information

The Ordering and Recognition Information section is for recognition that has been accounted for in ordering processes.

Diploma Ordered	F - State of SC Diploma	Award Ordered	
Diploma Order Number	01 - Order 1		

*All in red needed for DOTS, "Diploma Earned" Prints on Transcript*

# TRANSCRIPTS

*Home > Student Selection > Compliance > South Carolina Student Information*

## Scheduling Setup

Required Settings	
Next Year Grade	99
Priority	0
Schedule This Student	<input type="checkbox"/>
Year of Graduation	2022
Summer School Indicator	None
Note for Summer School Admin	<input type="text"/> 80 characters left
Next School Indicator	Graduated Students

## State of South Carolina Standard High School Transcript - Final

Graduation Date:

Class Of: 2021

Diploma Type: State of SC Diploma

# TRANSCRIPTS

*Home > Student Selection > Course and Programs > Scheduling Settings*

# Transcripts

- Final Official Transcripts **must** have the date calculated value on the date of graduation or before June 15.
- Students may request their schools send *Work in Progress* transcripts to colleges, universities, or scholarship providers throughout the year, however, the Final or End of Year transcript must be processed after the graduation date, but before June 15.
- After the June 15<sup>th</sup>, any transcript provided to any entity must be retrieved from the archive of the graduate's high school. These reports cannot be processed again through PowerSchool.
  - Print
  - Store Electronically
  - File with student record



# CLASS RANK

# Class Rank

- Run, Save and Print Class Ranking for all middle and high school level grades. The date on the report must be on or before June 15th. Class Ranking reports must be shared with the Commission on Higher Education. Students may qualify for scholarships if they rank in the top 6% during any of these years.

School Name				
Date Calculated: June 14, 2020				
First Name	Last Name	Grade	SC UGP	Rank
William	Smith	12	4.918	1
Taylor	Swift	12	4.596	2
Johnny	Depp	12	4.328	3
Luke	Cage	12	4.161	4

# Class Rank

## Option 1: Quick StudentExport

1. On the Start Page select your group of students.
2. In the Actions Menu Drop Down, select “Quick Student Export”
3. Use these fields to export out the data you need:

first\_name

last\_name

grade\_level

^(\*gpa method="sc\_gpa\_ugp\_round")

^(\*classrank method="SC\_GPA\_UGP\_Round" result="rankoutof")

4. Download/Open the report when its done processing in Excel.
5. Once the data is imported or copy & paste into Excel at the top of the file type your School Name.
6. In the next line/record type Date Calculated: June 15, 20xx (Ex. Date Calculated: June 15, 2024)
7. Data with headers should be below this information.

School Name				
Date Calculated: June 14, 2020				
First Name	Last Name	Grade	SC UGP	Rank
William	Smith	12	4.918	1
Taylor	Swift	12	4.596	2
Johnny	Depp	12	4.328	3
Luke	Cage	12	4.161	4

# Class Rank

## Option 2: Class Rank Report

1. On the Start Page, Select Data and Reporting > System Reports
2. From the System Tab, go to **Class Ranking** under the Grades and Gradebooks header
  - a) Choose your Grade Level
  - b) Class Rank Method: SC\_GPA\_UGP\_Round
  - c) Leave the next two fields blank (Display GPAs & Display Percentiles)
3. Submit
4. You can copy/paste into spreadsheet.



# Class Rank

## **Option 3: SC Class Rank Report**


1. On the Start Page, Select Data and Reporting > Reports > Compliance Reports
2. Go to **SC Class Rank** under the Class Rank header
  - a) Choose Student Name Type (Preferred or Legal)
  - b) Choose your Grade Level
  - c) Class Rank Method: SC\_GPA\_UGP\_Round
  - d) Leave the next four fields blank (Min GPA, Max GPA, Min Percentile, Max Percentile)
3. Submit
4. This will Save/Open as an Excel File.

# Coding CRDC for 2023-24



# Civil Rights Collection

- Student data that should be populated and accurate for CRDC
  - Basic Demographic Information
  - Incidents in Incident Management
  - All Enrollments
  - Transfer Info to include entry and exit dates, exit code and grade level.
  - Was the student retained - Retained Reason
  - Make sure **Race, Ethnicity and Scheduling/Reporting Ethnicity** are populated correctly.
  - **Instructional Setting** needs to be populated correctly.
- *Compliance > Civil Rights Data Collection (CRDC)*
  - Populate the CRDC page with "Yes" if the statement applies to the student for those enrolled in the course sections that CRDC asks about.

Civil Rights Data Collection 

Exclude Student from CRDC

**LEA Questions**

DSED-1, DSED-2. Is this a student enrolled in any distance education courses?

HSEE-2. Does this student participate in a High School Equivalency Exam preparation program (for ages 16-19) operated by this LEA?

**School Questions**

PENR-3, PENR-4. Is this a student enrolled in Dual Enrollment or Dual Credit Programs?

APIB-2. Is this a student enrolled in the International Baccalaureate (IB) Diploma Program?

EXAM-1. SAT and ACT Participation

Did this student take the SAT?

Did this student take the ACT?

**Ungraded For CRDC**

For CRDC, is this student considered ungraded?

Distance education courses must meet **all** of the following criteria: (1) be credit-granting; (2) be technology delivered via audio, video (live or prerecorded), the Internet, or other computer-based technology (e.g., via district network); and (3) have either (a) the instructor in a different location than the students and/or (b) the course content developed in, or delivered from, a different location than that of the students.

# Civil Rights Data Collection

- Teachers – Scroll to the bottom of the teacher’s **Information page** and click **Civil Rights Data Collection (CRDC)**

Additional South Carolina State Report Information for Staff

**Civil Rights Data Collection (CRDC)**

Generation (Jr., Sr., etc.)

Educator ID

[Staff Assignments](#)

- Check a box if it applies to the teacher.

School Questions

STAF-5a. Current Year Teacher

Count this staff as a teacher?

STAF-5b. Previous Year Teacher

Was this staff a teacher during the prior school year as well?

Deprecated Fields

COUR-1b, COUR-9. Teacher Certifications in Mathematics

Is this teacher certified in General Mathematics?

Is this teacher certified in Algebra I?

Is this teacher certified in Geometry?

Is this teacher certified in Algebra II?

Is this teacher certified in Advanced Mathematics?

Is this teacher certified in Calculus?

COUR-14, COUR-16. Teacher Certifications in Science

Is this teacher certified in General Science?

Is this teacher certified in Biology?

Is this teacher certified in Chemistry?

Is this teacher certified in Physics?

Is this teacher certified in Computer Science?

# Civil Rights Data Collection

Sections that should have CRDC fields populated:

- Algebra I, Algebra II, Biology, Calculus, Chemistry, Computer Science, Geometry, Physics, General Mathematics, Advanced Mathematics, Advanced Placement and single-sex sections.
- *Start Page > School Management > Courses and Programs > Course Sections > Select Section: if teaching one of the courses above, **click the course name** > scroll to the bottom of the page and **click Civil Rights Data Collection (CRDC)** > *Populate School Questions**

### Civil Rights Data Collection

Biology 1 322100CW 1

Block Scheduled Class   
Note: Indicates a full-year course taken in one semester.

---

#### LEA Questions

DSED-1, DSED-2. Is this a distance education section?

---

#### School Questions

PENR-3, PENR-4. Is this a Dual Enrollment or Dual Credit section? (N) No

PENR-6. Is this a credit recovery section? (N) No

##### Classes in Mathematics and Science Courses

Does this qualify as an Algebra I course? (COUR-1 to COUR-3, COUR-4a/b, COUR-7, COUR-8a/b, COUR-9a/b) (N) No

Does this qualify as a Geometry course? (COUR-5, COUR-6, COUR-7, COUR-9, COUR-10) (N) No

Does this qualify as an Algebra II course? (COUR-7, COUR-9, COUR-11, COUR-14) (N) No

Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc)? (COUR-7, COUR-9, COUR-12) (N) No

Does this qualify as a Calculus course? (COUR-7, COUR-9, COUR-13) (N) No

Does this qualify as a Biology course? (COUR-14, COUR-15) (Y) Yes

Does this qualify as a Chemistry course? (COUR-14, COUR-16) (N) No

Does this qualify as a Physics course? (COUR-14, COUR-17) (N) No

Does this qualify as a Computer Science course? (COUR-18, COUR-16, COUR-19) (N) No

Does this qualify as a Data Science course? (COUR-20, COUR-21) (N) No

##### COUR-22, COUR-23. Single-sex Academic Classes

Which subject category does this fall under?

Is this restricted to a single gender? Not Restricted (Co-ed)

APIB-3 to APIB-12. Does this fall under a specific Advanced Placement (AP) subject area?

# Civil Rights Data Collection

- **Run CRDC Reports at End of Year for 2023-2024**
  - This is to make reporting easier 6-18 months down the road.
- **To Run Reports:**
  - Data and Reporting > Reports > Compliance Reports > CRDC Report (2021-2022)
  - Enter Fall Count Date:
  - Enter School Year: 2023-2024
  - Enter Spring Count Date:
  - Enter IDEA Count Date:
  - Leave Checkboxes for “Include”: Output PDF Files, Output Submission Files, Output Audio Files
  - Click Submit
- **Recommended:**
  - Save Files Electronically where multiple school staff have access
  - Print Files and Save in Folder Labeled: CRDC 2023-2024
- **CIE Will Create LWS Submission (Due Before EOY Rollover)**



# ED-FI UPDATE

# EdFi Update

- This is live data!
- Next School Year, if you have errors, this means **NO FUNDING**.
- Must keep data clean.
- **Stay ready**. There is no longer time to “get ready.”
- Prepare for success even if this means changing procedures.





QUESTIONS?

[help@canteytech.com](mailto:help@canteytech.com)

# End of Webinar for All



If you do not have 3<sup>rd</sup> Grade or K-5, you may be dismissed.



We will be moving into the Read to Succeed portion of training.



POWERSCHOOL

# READ TO SUCCEED

SUMMER CAMP SETUP

CANTEY TECH

SPRING 2024

# READ TO SUCCEED SUMMER READING CAMP (SRC)

- **It is not the PS Admin who determines which students will have to participate in Read to Succeed. The school's PS Admin must set up the sections, enroll students, make sure attendance is taken.**
- Act 284 of 2014 (Read to Succeed), mandatory retention is required at third grade for students who fail to demonstrate reading proficiency on SC READY Reading as indicated by scoring at the equivalent to Not Met 1 on the former Palmetto Assessment of State Standards (PASS). While a student may be exempt from the mandatory retention for good cause, they shall continue to receive instructional support, services, and reading interventions appropriate for their age and reading level.
- If a third-grade student does not complete SC READY, the school should use other available data, including interim assessment results, to determine which third grade students require additional interventions, including invitation to Summer Reading Camp (SRC). Schools are also reminded that retention decisions for third graders may be based on other factors beyond the Act 284 requirements, such as substantially below grade level performance in math or ELA on interim assessments.

# READ TO SUCCEED SUMMER READING CAMP (SRC)

- Schools are required to provide Summer Reading Camp (SRC) at the end of a student's third grade year for those students recommended for retention.
- Students in other grade levels, especially those identified as not progressing toward grade-level proficiency, should also be invited to attend SRC. S.C. Code Ann. §59-155-160(C)(2). *(PowerSchool Reporting is Optional)*
- The core goal of Read to Succeed is to increase the number of students statewide who can proficiently read and comprehend grade-level texts, particularly in the early grades.
- SRC Summer Schools have already been built.
- PS Admins should have access to these Summer Schools in PowerSchool now.

## **R2S SRC MASTER SCHEDULE**

Summer reading camps must be at least six weeks in duration with a minimum of four days of instruction per week and four hours of instruction per day, or the equivalent minimum hours of instruction in the summer.

- What is the length of the program – start and end dates?
- What is the length of each day – start and end times?
- Which days should be in-session days (counting toward membership in the program)?

## **R2S SRC ROSTERS**

- Which students are expected to attend?
- Which teachers serve which students?

## **R2S SRC ATTENDANCE**

- What are the minute requirements to be present and absent?
- Are teachers/site administrators prepared to record attendance including absences, tardies, and early dismissals?
- Which absence codes will teachers be able to select from PowerTeacher?

**POINTS  
TO  
CONSIDER**

# AGENDA AND SCHOOLS

## **AGENDA**

R2S SRC Teachers and Staff  
R2S School Setup  
R2S Course and Sections  
Enrolling in Remote R2S School  
Student No Shows & Withdrawals  
Read To Succeed Page Data Entry

## **SCHOOLS**

Steps are performed at the Home School and the Read to Succeed (R2S)  
Summer Reading Camp (SRC) School.

Each slide shows in which School the steps need to be taken.

**This is completed at the Home school.**

**This is completed at the R2S school.**

The background is a solid dark green color. In the four corners, there are decorative elements consisting of light green lines that resemble circuit traces or a network diagram. These lines connect to small white circles, some of which are arranged in a grid-like pattern. The central focus is a white rectangular box with a thin black border, containing the text "TEACHERS AND STAFF" in a bold, black, sans-serif font.

# TEACHERS AND STAFF





# TEACHERS AND STAFF

- Add R2S School for **Teachers**
- Add R2S School for **Staff**
- Access the R2S **School**

To perform the following steps, your school must have *already decided* which teachers and staff will have access to your school's Read to Succeed (R2S) Summer Reading Camp (SRC) School.

# ADD READ TO SUCCEED SCHOOL

This is completed at the Home school.

**Add the Read to Succeed Summer Reading Camp School for each R2S SRC Teacher.**

1. From the **PS Start Page**, change the **Search** from **Students** to **Staff**.
2. Then, **Staff Profile > Account Access and Affiliations**
3. Click the blue **Add** button.
4. Search and Select **your school's R2S SRC**. Your school's abbreviation follows "Read to Succeed Summer Reading Camp".
5. In the **Active** column, add a **Check Mark (✓)** next to your Read to Succeed Summer Reading Camp School.
6. From the **Staff Type** dropdown, select **Teacher**.
7. Click **Submit**.
8. Repeat for each R2S SRC Teacher at your school.

After performing steps 1 – 7, the **School Affiliations** section of the teacher's **Teachers and Affiliations** page should look like the below image.

School Affiliations					Add	
Home School	Active	School	Staff Type	Actions		
<input type="radio"/>	<input checked="" type="checkbox"/>	Read to Succeed Summer Reading Camp - SS	Teacher	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Sunshine School	Teacher	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	


# ADD READ TO SUCCEED SCHOOL





**This is completed at the Home school.**

**Add the Read to Succeed Summer Reading Camp school for each R2S SRC Staff.**

1. From the **PS Start Page**, change the **Search** from **Students** to **Staff**.
2. Then, **Search and Select the Staff** > **Staff Profile** > **Admin Access and Roles**
3. Click the blue **Add** button to open the **Add User Access Roles** window.
4. Search and Select **your school's R2S SRC**. Your school's abbreviation follows "Read to Succeed Summer Reading Camp".
5. Add a **Check Mark (✓)** next to your R2S SRC School.
6. Click **Submit**.
7. Repeat for each R2S SRC Staff at your school.

After performing steps 1 – 6, the **Roles and Schools** section of the staff's **Admin Access and Roles** page should look like the below image.

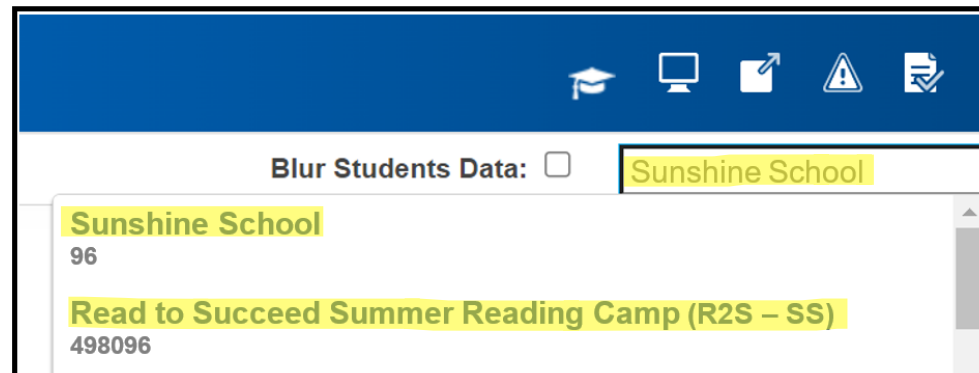



School	Roles (Group Name)	Action
Sunshine School	Default Group Access	  
Read to Succeed Summer Reading Camp - SS	Default Group Access	  

# ACCESSING THE R2S SCHOOL

**Toggle between the **Read to Succeed Summer Reading Camp** school and the **Home school**.**

1. From the **PS Start Page**, navigate to the upper right corner.
2. Click on the dropdown next to the name of your Home School or your R2S SRC school.
3. Select a school from the drop down.



The background is a solid dark green color. In the four corners, there are decorative elements consisting of light green lines that resemble circuit traces or a network diagram. These lines connect to small white circles, some of which are arranged in a grid-like pattern. The central focus is a white rectangular box with a thin black border, containing the text 'SCHOOL SETUPS' in a bold, black, sans-serif font.

# SCHOOL SETUPS



# SCHOOL SETUPS

- Years & Terms, Periods, Days
- Attendance Preferences
- Attendance Codes
- Full Time Equivalency
- Attendance Conversions
- Bell Schedule
- Configure Calendar

# YEARS & TERMS, PERIODS, AND DAYS

This is completed at the R2S school.

**View Only:** *R2S SRC School > PS Start Page > School Management > Scheduling > Years & Terms*

Schools have **View Only** access to **Years & Terms**. R2S SRC **Years & Terms** are created for schools by Cantey Tech. Submit a ticket to [help@CanteyTech.com](mailto:help@CanteyTech.com) for your schools R2S SRC Years & Terms to be created and include the following:

- **Name of School Year:** 2024-2025
- School Year **Abbreviation:** 24-25
- **First Day** of your school's R2S SRC: Must be after the last day of your school's 23-24 school year.
- **Last Day** of your school's R2S SRC: The **Last Day** value impacts the **TermID** that PowerSchool assigns to your R2S SRC **Year Term**. For PowerSchool to assign the correct **TermID**, the value entered under **Years & Terms** for **Last Day** must be on or after August 2<sup>nd</sup>. This date adjustment will be implemented in PowerSchool by Cantey Tech when your ticket is received. This date adjustment does not impact your school's actual last day of R2S SRC.

At the same time your **Years & Terms** are created, Cantey Tech will also select the number of **Periods** and **Days** for your school's R2S SRC. The values selected for **Periods** and **Days** will be one (1).

# GENERAL ATTENDANCE PREFERENCES

This is completed at the R2S school.

*R2S SRC School > PS Homepage > > School Management > Attendance > Attendance Preferences*

**Attendance Preferences are School and Year Specific.**

1. For **Attendance Recording Methods**, check the **Meeting** and the **Daily** check boxes.
2. For **Meeting and Daily Attendance Bridge**, select the **Two-way, keep records in synch** radio box.
3. For the **Default Attendance**, select **Daily** from the dropdown.
4. For **Enable multiple character attendance codes**, check the box.

Continue to Step 5.

The screenshot shows the 'Attendance Preferences' interface. It is divided into several sections:

- Recording**:
  - Attendance recording methods**:
    - Meeting
    - Enable Clock In/Clock Out
    - Daily
    - Time
    - Interval
    - Interval Duration (in Minutes):
  - Meeting and daily attendance bridge**:
    - One-way, section to daily attendance
    - Two-way, keep records in synch
- Audit attendance records**:
- Default attendance page**:
- Disable Group by Track for Teacher Attendance**:
- Enable multiple character attendance codes**:



# GENERAL ATTENDANCE PREFERENCES

This is completed at the R2S school.

*R2S SRC School > PS Homepage > > School Management > Attendance > Attendance Preferences*

**Attendance Preferences are School and Year Specific.**

5. For **Calculation Accuracy**, type the number **2** (decimal places)
6. For **Count Meeting attendance recorded at another school for students enrolled at this school**, check the **check box**. For **Count these codes for period conversion**, select **Presents** from the dropdown
7. For **Round or truncate**, select **Round** from the dropdown.
8. Click **Submit**.

Calculating and Reporting

Calculation accuracy	<input type="text" value="2"/>	decimal places
Count Meeting attendance recorded at another school for students enrolled at this school	<input checked="" type="checkbox"/>	
Count these codes for period conversion	<input type="text" value="Presents"/>	▼
Round or truncate	<input type="text" value="Round"/>	▼

# ATTENDANCE CODES

This is completed at the R2S school.

R2S SRC School > PS Homepage > School Management > Attendance > Attendance Codes

Verify Attendance Codes match SCDE Attendance setups.

1. Click on **Code** or **Description** to open the **Edit Attendance Code** page.
2. Follow SCDE Attendance Setups to verify the setup for each attendance code for **Sort**, **Presence Status**, and **Code Category**.
  - **SC-PN, SC-DSML, SC-IMNZ** require additional steps (coming up)
  - **SC-ETRD, SC-UTRD, SC-BTRD** require additional steps (coming up)
3. For **Teachers can Assign**: Select **YES** from the dropdown when applicable for your school.

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present		Yes	Present	1
SC-UNEX	Unexcused/Unverified		Yes	Absent	2
SC-EX	Excused		Yes	Absent	3

Edit Attendance Code

Label	Value
Code	SC-UNEX
Description	Unexcused/Unverified
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input checked="" type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input type="checkbox"/> Tardy (Tardy)
Points	0
Teacher can assign	Yes

# ATTENDANCE CODE SETUP: SC-PN

This is completed at the R2S school.

R2S SRC School > PS Homepage > School Management > Attendance > Attendance Codes

## SC-PN (Parent Note): Additional Steps

- Both Excused and Unexcused Code Categories are checked by default.
- Schools must **check** EITHER **Excused** OR **Unexcused**. This is a school decision.
- Click **Submit**.

Label	Value
Code	<input type="text" value="SC-PN"/>
Description	<input type="text" value="Parent Note"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused (Excused) <input checked="" type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="No"/> ▾

# ATTENDANCE CODE SETUP: SC-DSML

This is completed at the R2S school.

*R2S SRC School > PS Homepage > School Management > Attendance > Attendance Codes*

## SC-DSML (Dismissal): Additional Steps

- Both Excused and Unexcused Code Categories are checked by default.
- Schools must **check** EITHER **Excused** OR **Unexcused**. This is a school decision.
- Click **Submit**.

Label	Value
Code	<input type="text" value="SC-DSML"/>
Description	<input type="text" value="Dismissal"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="No"/>

# ATTENDANCE CODE SETUP: SC-IMNZ

This is completed at the R2S school.

*R2S SRC School > PS Homepage > School Management > Attendance > Attendance Codes*

## SC-IMNZ (Immunization): Additional Steps

- Both Excused and Unexcused Code Categories are checked by default.
- Schools must **check** EITHER **Excused** OR **Unexcused**. This is a school decision.
- Click **Submit**.

Label	Value
Code	<input type="text" value="SC-IMNZ"/>
Description	<input type="text" value="Immunization"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused (Excused) <input checked="" type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="No"/>

# ATTENDANCE CODE SETUP: TARDY

This is completed at the R2S school.

*R2S SRC School > PS Homepage > School Management > Attendance > Attendance Codes*

**SC-ETRD, SC-UTRD, SC-BTRD: Additional Steps required for all three Tardy Codes**

- Schools must only select **Tardy** as the **Code Category**.
- This is required.
- Click **Submit**.

Label	Value
Code	<input type="text" value="SC-ETRD"/>
Description	<input type="text" value="Excused Tardy"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input checked="" type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="No"/> ▾

# FTE CODE SETUP

This is completed at the R2S school.

*R2S SRC School > PS Homepage > School Management > > Attendance > Full Time Equivalencies*

Full-time equivalencies (FTEs) determine the attendance value a student receives for instructional time and impacts attendance and membership reports.

1. Click the blue **New** button.
2. The FTE **Name** is “**Full Time**” and is required for all students.
3. The **Default Attendance Conversion** is “**Time to Day**” for all “Full Time” FTEs.
4. Add a **check mark** to all for **Default for these grades**.
5. Click **Submit**.

The screenshot shows a web form titled "New FTE Code". It contains the following fields and options:

- Name:** A text input field containing "Full Time".
- Default Attendance Mode:** A dropdown menu with "Daily" selected.
- Default Attendance Conversion:** A dropdown menu with "Time to Day" selected.
- Description:** A large empty text area.
- Default for these grades:** A list of checkboxes for grades 0 through 5, all of which are checked.

# ADDING ATTENDANCE CONVERSIONS

This is completed at the R2S school.

*R2S SRC School > PS Homepage > School Management > Attendance > Attendance Conversions*

Attendance conversions are school and year specific.

1. Click the blue **New** button.
2. **Name** the New Attendance Conversion **SCDE Attendance**.
3. Click **Submit**.

After performing Steps 1 – 3, the **Attendance Conversions** should look like the image below. **Period**, **Code**, and **Time** should be defined for each “Full Time” SCDE Attendance Conversion (coming up).

**Attendance Conversions**

New

Note: This list of Attendance Conversions applies to Read to Succeed Summer Reading Camp -SS for the current year only.

FTE	Period	Code	Time	Percent Period	Percent Time
Full Time	(NONE)	(NONE)	(NONE)	(NONE)	(NONE)



# ATTENDANCE CONVERSIONS: PERIOD

This is completed at the R2S school.

**Period – To – Day** should be defined for each “Full Time” SCDE Attendance Conversion.

1. Click on **NONE** under **Period**.
2. Under **Day Attendance Value** type **0** for the corresponding **Periods Present “0”**.
3. Under **Day Attendance Value** type **1** for the corresponding **Periods Present “1”**.
4. Click **Submit**.

### Attendance Conversions

Note: This list of Attendance Conversions applies to Read to Succeed Summer Reading Camp - SS

FTE	Period	Code
<b>SCDE Attendance Conversion</b>		
Full Time	(NONE)	(NONE)

### Period-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"

Copy From Other Conversion Table ...

Note: This list of Attendance Conversions applies to Read to Succeed Summer Reading Camp - SS

Periods Present	Day Attendance Value	Comments
0	0	
1	1	

# ATTENDANCE CONVERSIONS: CODE

This is completed at the R2S school.

**Code – To – Day** should be defined for each “Full Time” SCDE Attendance Conversion.

1. Click on **NONE** under **CODE**.
2. Under **Day Attendance Value**:
  - Type a **1** for **Present Attendance Codes**.
  - Type a **0** for **Absent Attendance Codes**.
  - Attendance Code Values
3. Click **Submit**.

NOTE: Type a value for all Attendance Codes, some may not be pictured.

### Attendance Conversions

Note: This list of Attendance Conversions applies to Read to Succeed Summer Reading Camp - SS only.

FTE	Period	Code
SCDE Attendance Conversion		
Full Time	Defined	0 .. 1 (NONE)

### Code-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"

Copy From Other Conversion Table

Note: This list of Attendance Conversions applies to Read to Succeed Summer Reading Camp - SS only.

Code	Day Attendance Value	Comments
(Present)	1	
SC-UNEX (Unexcused/Unverified)	0	
SC-EX (Excused)	0	
SC-PA (Principal Approved)	0	
SC-MED (Medical)	0	
SC-FLU (Flu-Influenza)	0	
SC-PN (Parent Note)	0	
SC-UEPN (Unexcused Parent Note)	0	
SC-IMNZ (Immunization)	0	

# ATTENDANCE CONVERSIONS: TIME

This is completed at the R2S school.

**Time – To – Day should be defined for each “Full Time” SCDE Attendance Conversion.**

1. Click on **NONE** under **Time**.
2. Type a **0** for **Day Attendance Value** for **0 Minutes Present** (first row only).
3. In the second row, type the *numerical value that is equal to 1 minute more than half the number of minutes defined in the Bell Schedule* in the **Minutes Present** field. Type a **1** for **Day Attendance Value** in the second row.

EXAMPLE: If a Bell Schedule includes 390 minutes, the *numerical value that is equal to 1 minute more than half the number of minutes defined in the Bell Schedule* is **196**. Round up if needed.

FTE	Period	Code	Time
SCDE Attendance Conversion			
Full Time	Defined	0..1	Defined 0..1 (NONE)

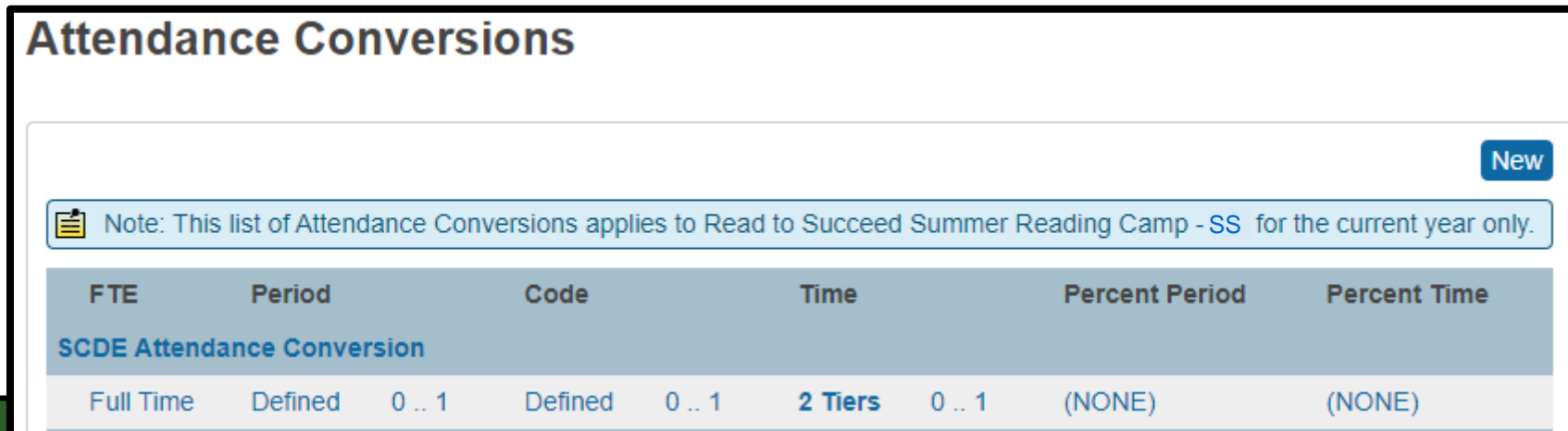
Minutes Present	Day Attendance Value
0	0
196	1

# ATTENDANCE CONVERSIONS

This is completed at the R2S school.

After completing each step on the Attendance Conversion slides, the **Attendance Conversions** page for your school's Read to Success Summer Reading Camp School should look like the below image.

**Attendance conversions are school and year specific.**



The screenshot shows the 'Attendance Conversions' page. At the top right is a 'New' button. Below it is a note: 'Note: This list of Attendance Conversions applies to Read to Succeed Summer Reading Camp - SS for the current year only.' The main content is a table with the following structure:

FTE	Period	Code	Time	Percent Period	Percent Time			
<b>SCDE Attendance Conversion</b>								
Full Time	Defined	0 .. 1	Defined	0 .. 1	<b>2 Tiers</b>	0 .. 1	(NONE)	(NONE)

# BELL SCHEDULE: SETUP


**This is completed at the R2S school.**

Bell Schedules are school and year specific. Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. One (1) period is recommended.

**R2S SRC School > PS Homepage > School Management > Scheduling > Bell Schedule**

1. Click **New**.
2. Type a **Name** for your Bell Schedule.
3. From the dropdown, select the **Attendance Conversion Method**.
4. Click **Submit**.
5. Then click **Edit Schedule**.

Continue to Step 6.

Bell Schedules			
 Note: This list of bell schedules applies to Read to Succeed Summer Reading Camp - SS only.			
Name	Edit Schedule	Periods	Attendance Conversion Method
Bell Schedule	<a href="#">Edit Schedule</a>	0	SCDE Attendance

# BELL SCHEDULE: SETUP ITEMS

This is completed at the R2S school.

Bell Schedule Items indicate the **Start** and **End times** for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.


6. Click **New**.
7. Add your R2S SRC School's **Start Time** and **End Time** and the **Default Time In** and **Default Time Out**. The start and end times must match the default in and out times.
8. Add a **check mark** to **Counts for ADA** and **Use For Daily Attendance**.
9. Click **Submit**.

Label	Value
Period	P1
Start time	<input type="text" value="07:30 AM"/> (Example entry: 11:50 AM)
End time	<input type="text" value="02:00 PM"/> (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input checked="" type="checkbox"/>
	<input type="text" value="07:30 AM"/> Default Time In
	<input type="text" value="02:00 PM"/> Default Time Out

Period	Start Time	End Time	Duration	Use For Daily Attendance
P1	07:30 AM	02:00 PM	390	<input checked="" type="checkbox"/>

Now your Bell Schedule items for **Period**, **Start Time**, **End Time**, **Duration**, and **Use for Daily Attendance** are defined.



The background is a solid dark green color. In the four corners, there are decorative elements consisting of light green lines that resemble circuit traces or a network diagram. These lines connect to small white circles, some of which are also connected to other lines, creating a sparse network pattern.

# COURSE & SECTIONS





# COURSE AND SECTIONS

- Ensure Course Code is Available
- Create New Section(s)

# ENSURE COURSE CODE IS AVAILABLE

**This is completed at the R2S school.**

The R2S SRC Course Code may already be in your Available Course list.

***R2S SRC School > PS Homepage > School Management > Courses and Programs > Courses > Manage Courses for this School***

1. Search your **Available** Course List for **10240000**. If the course is already in your Available Course List, skip the Steps on this slide.
2. Click on the **Unavailable** tab and give PowerSchool time to load the courses – this can take several minutes.
3. Search for course code **10240000**.
4. Add a **check mark** to the corresponding check box for **Make Available and Active**.
5. Click **Submit**.

Available		Unavailable	
Make Available and Active	Course Name	Course Number	
<input type="checkbox"/>	Reading	10200001	
<input type="checkbox"/>	Reading 1	10200100	
<input type="checkbox"/>	Reading 2	10200200	
<input type="checkbox"/>	Reading	10201300	
<input checked="" type="checkbox"/>	Reading Assistance	10240000	
<input type="checkbox"/>	Enrichment Reading 1	102401	

After completing Step 5, you will be redirected back to the **Available** tab. Verify you can see course code 10240000 in your **Available** Course List.

# CREATE COURSE SECTION(S)

This is completed at the R2S school.

Course Code 10240000 must be in your R2S SRC Available Course List to create sections.


**R2S SRC School > PS Homepage > School Management > Courses and Programs > Course Sections**

1. From the course list on the left, click on the course title for **Reading Assistance**.
2. Click on **New**.
3. On the **Edit Section** page, populate fields to create the course section making sure the below options are selected as follows:
  - **Do not alter** the **Course Title** nor the **Course Number** fields and do not check to **Exclude from Attendance**.
  - Select **Exclude** for **Exclude from Storing Final Grades**, for **Exclude from GPA**, for **Exclude from Class Rank**, and for **Exclude from Honor Roll**.
4. Click **Submit** when the section is complete.


### Edit Section

Field	Value				
Course Name	Reading Assistance				
Course Number	10240000				
Schedule	Expression: <table><tr><td>P1</td><td>A</td></tr><tr><td></td><td><input checked="" type="checkbox"/></td></tr></table>	P1	A		<input checked="" type="checkbox"/>
P1	A				
	<input checked="" type="checkbox"/>				
Term	2023-2024 Start Date: 06/20/2023 End Date: 8/04/2023				
Teacher - Section Lead	<table><thead><tr><th>Staff</th><th>Role</th></tr></thead><tbody><tr><td>Smith, S</td><td>Lead Teacher</td></tr></tbody></table>	Staff	Role	Smith, S	Lead Teacher
Staff	Role				
Smith, S	Lead Teacher				
Teachers/Staff - Additional					
Gradebook Type	PowerTeacher Pro				
Room					
Section Number*	101				
Grade Level					

Record Attendance Using Attendance Mode	Meeting
Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)	<input checked="" type="radio"/> Once for All Meetings <input type="radio"/> Each Meeting Se
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>
Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)	<input type="radio"/> Same as course <input type="radio"/> Include <input checked="" type="radio"/> Exclude
Grade Scale	10 Pt 4.0 Scale
Exclude from GPA?	<input type="radio"/> Same as course <input type="radio"/> Include <input checked="" type="radio"/> Exclude
Exclude from Class Rank?	<input type="radio"/> Same as course <input type="radio"/> Include <input checked="" type="radio"/> Exclude
Exclude from Honor Roll?	<input type="radio"/> Same as course <input type="radio"/> Include <input checked="" type="radio"/> Exclude

The background is a solid dark green color. In the four corners, there are decorative elements consisting of light green lines that resemble circuit traces or a network diagram. These lines connect to small white circles, some of which are arranged in a grid-like pattern. The central text is contained within a white rectangular box with a thin black border.

**ENROLL STUDENT(S) IN  
REMOTE SCHOOL**



# ENROLL STUDENT(S) IN REMOTE SCHOOL

- Remote Enroll a **Single Student**
- Remote Enroll a **Group of Students**

# REMOTE ENROLL: SINGLE STUDENT

**This is completed at the Home school.**

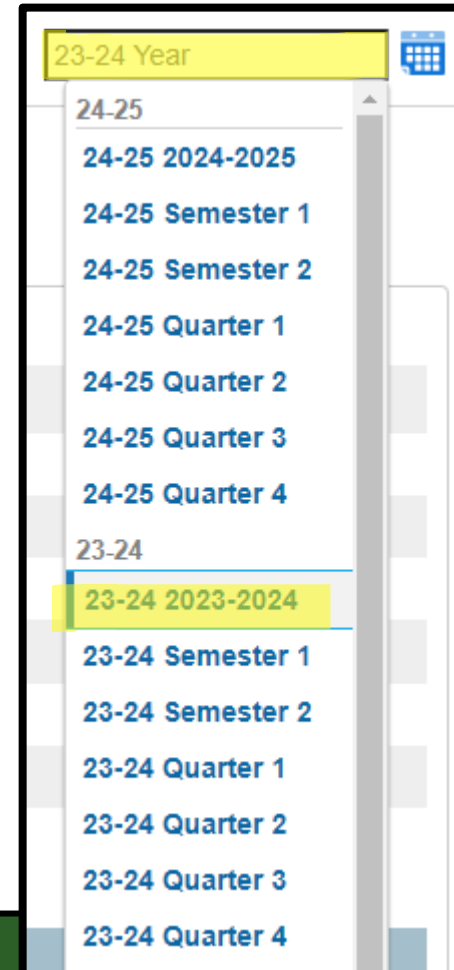
Students eligible to take a course at a remote school are not transferred to that school in the traditional method.

**Home School > PS Homepage > Term Selector**

Enrolling **One Single Student** in **Remote School**:

1. From the **Term Selector** dropdown, select the **Year Term** for the current school year. Selecting the future **Year Term** will not display the desired results when Remote Enrolling.
2. Search and Select the Student and click on **Courses and Programs > Remote and Summer School Registration**.

Remote School Enrollment Continues.



# REMOTE ENROLL: SINGLE STUDENT

This is completed at the Home school.

Students eligible to take a course at a remote school are not transferred to that school in the traditional method.

Enrolling **One Single Student** in **Remote School** continued:

3. Add a **check mark** to the check box for **Show Summer Schools Only**.
4. Select the correct **R2S SRC** school from the **School Where Class is Held** dropdown.
5. Type **10240000** in the **Course** field and select the option from the dropdown when it populates.
6. Select the **Section** for the student.
7. Select the **Grade Level** from the dropdown.
8. Select the **FTE**.
9. Select the **Entry Code**.
10. Add the **Entry Date**.
11. Click **Submit**.

### Enroll Student in Remote/Summer School Class

Brown, Mary Beth 3 123456 State ID: 9876543210 SS

Student	Brown, Mary Beth						
Show Summer Schools Only	<input checked="" type="checkbox"/>						
School Where Class is Held	Read to Succeed SRC - SS						
Course	10240000						
Section	<table border="1"><thead><tr><th>Section Number</th><th>Teacher</th><th>No. of Students</th></tr></thead><tbody><tr><td>101</td><td>Smith, S</td><td>0</td></tr></tbody></table>	Section Number	Teacher	No. of Students	101	Smith, S	0
Section Number	Teacher	No. of Students					
101	Smith, S	0					
Grade	3 *						
FTE	Full Time *						
Entry Code	Eligible for State Funding						
Enrollment Date	06/20/2023 *						

# REMOTE ENROLL: STUDENT GROUP

This is completed at the Home school.

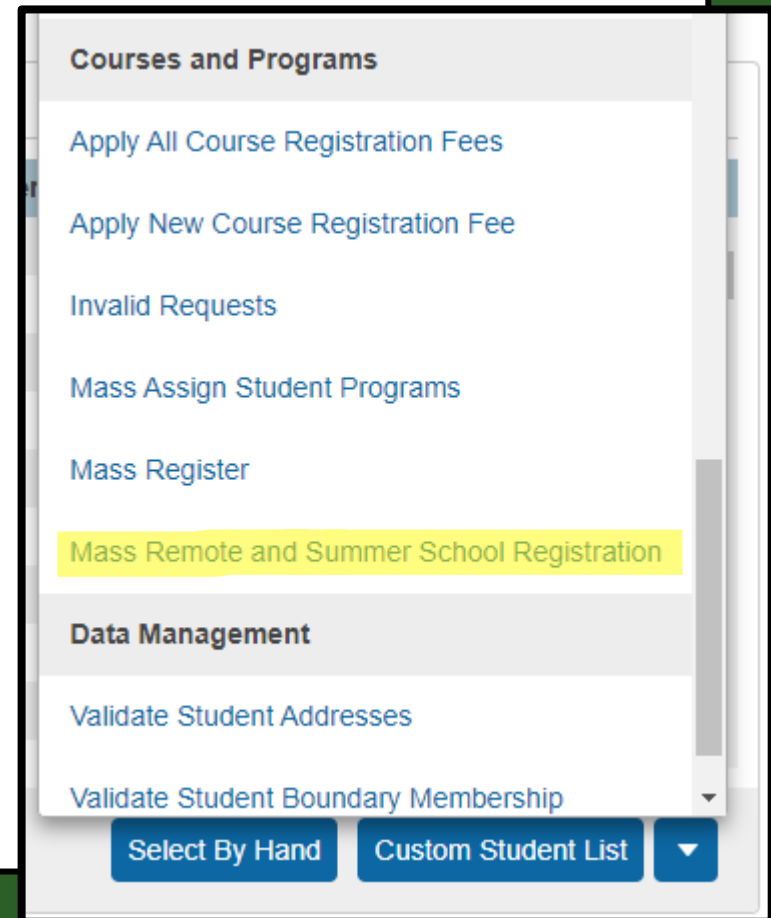
Students eligible to take a course at a remote school are not transferred to that school in the traditional method.

**Home School > PS Homepage**

Enrolling a **Student Group** in **Remote School**:

1. From the **Term Selector** dropdown, select the **Year Term** for the current school year. Selecting the future **Year Term** will not display the desired results when Remote Enrolling.
2. Create your Student Selection and from the Student **Functions** dropdown, select **Mass Remote and Summer School Registrations**.

Remote School Enrollment Continues.





# REMOTE ENROLL: STUDENT GROUP

This is completed at the Home school.

Students eligible to take a course at a remote school are not transferred to that school in the traditional method.


Enrolling a **Student Group** in **Remote School Continued**:

3. Add a **check mark** to the check box for **Show Summer Schools Only**.
4. Select the correct **R2S SRC** school from the **School Where Class is Held** dropdown.
5. Type **10240000** in the **Course** field and select the option from the dropdown when it populates.
6. Select the **Section** for the student group.
7. Select the **Grade Level** from the dropdown (all students in the group must be in the same grade level).
8. Select the **FTE**.
9. Select the **Entry Code**.
10. Add the **Entry Date**.
11. Click **Submit**.

### Mass Remote/Summer School Enrollment

Remote enroll currently selected 3 students into a section:

Show Summer Schools Only	<input checked="" type="checkbox"/>						
School Where Class is Held	Read to Succeed SRC - SS						
Course	10240000						
Section	<table border="1"><thead><tr><th>Section Number</th><th>Teacher</th><th>No. of Stud</th></tr></thead><tbody><tr><td>101</td><td>Smith, S</td><td>0</td></tr></tbody></table>	Section Number	Teacher	No. of Stud	101	Smith, S	0
Section Number	Teacher	No. of Stud					
101	Smith, S	0					
Grade	3 *						
FTE	Full Time *						
Entry Code	Eligible for State Funding						
Enrollment Date	06/20/2023 *						

The background is a solid dark green color. In the four corners, there are decorative elements consisting of light green lines that resemble circuit traces or a stylized tree structure, with small circles at the end of the lines. A white rectangular box with a thin black border is centered on the page.

**NO SHOWS AND  
WITHDRAWALS**



# NO SHOWS AND WITHDRAWALS

- Manually **No Show** Students
- Manually **Withdraw** Students

# NO SHOWS

**This is completed at the Home school.**

No-Showing a student is a multi-step, manual process which involves removing the student from the course sections as well as setting the school enrollment and exit dates to match.

*Home School > PS Homepage > Search and Select the Student*

1. Click on **Courses and Programs** and **Modify Course Schedule**.
2. Drop the summer school course(s) with an exit date the same as the entry date for the course(s).
3. Click on **School Enrollment** and then **Enrollment History**.
4. Select the summer school enrollment under the “**Previous Enrollments**” header and modify the **Exit Code** to be “**NS**” and the **Exit Date** to match the **Entry Date**.
5. Click on **Compliance** and then **South Carolina Student Information**.
6. Populate an appropriate “**No Show Reason**” code on this page.
7. **Submit** the changes.

# WITHDRAWALS

**This is completed at the Home school.**

Withdrawing a student from summer school is a multi-step, manual process that includes dropping the course sections as well as setting the school exit date.

*Home School > PS Homepage > Search and Select the Student*

1. Click on **Courses and Programs** and **Modify Course Schedule**.
2. Drop the summer school course(s).
3. Click on **School Enrollment** and then **Enrollment History**.
4. Select the summer school enrollment under the “**Previous Enrollments**” header and select an appropriate **Exit Code** and **Exit Date**.



**READ TO SUCCEED  
DATA PAGE**



# READ TO SUCCEED DATA PAGE

- R2S Data Page **Overview**
- Eligibility **Determination** Factor
- **Invite** to Camp
- Good Cause **Exemptions**
- Pre & Post **Assessment** Data
- **Progress** for 2<sup>nd</sup> & 3<sup>rd</sup> Graders

# R2S: DATA PAGE OVERVIEW

**This is completed at the Home school.**

Work with your schools Early Learning personnel to obtain this information. Specific Fields must be populated on the Read to Succeed Page in PowerSchool.

**Home School > PS Homepage > Search and Select the Student > Compliance > Read to Succeed**

Read To Succeed			
Summer Reading Camp Eligibility Determination Factor		<input type="text"/>	Invented to Summer Reading Camp <input type="checkbox"/>
Good Cause Exemptions (Select all applicable Good Cause Exemption(s) for Eligible <u>Third Graders</u> only)			
Multilingual Learner (ML)	<input type="checkbox"/>	Alternatively Assessed	<input type="checkbox"/>
Individualized Education Plan (IEP)	<input type="checkbox"/>	Reading Portfolio	<input type="checkbox"/>
504_Plan	<input type="checkbox"/>	Summer Reading Camp	<input type="checkbox"/>
Previously Retained / 2-Year Reading Intervention	<input type="checkbox"/>	Superintendent Promotion (No GCE)	<input type="checkbox"/>
Assessment Data for <u>All</u> Students Enrolled in Summer Reading Camp			
Pre-Assessment Tool	<input type="text"/>	Pre-Assessment Score	<input type="text"/>
Post-Assessment Tool	<input type="text"/>	Post-Assessment Score	<input type="text"/>
Complete the following data for <u>Second or Third Graders</u> Participating in Summer Reading Camp			
Progress Toward Proficiency Level	<input type="text"/>		
Post Summer Reading Camp Promotion Status	<input type="text"/>		
Retained Reason (view only display field from the SC Student Information page for <u>Third Graders</u> Only)			Retained



# R2S: DETERMINATION & INVITE TO CAMP

This is completed at the Home school.

*Home School > PS Homepage > Search and Select the Student > Compliance > Read to Succeed*

**Summer Reading Camp Eligibility Determination Factor:** Choose the reason the student is eligible for summer reading camp.

1. SCReady Reading Not Met
2. District or School Assessment Not Met
3. Classroom Reading Performance Below Expectations
4. Elective Participation

**Invited to Summer Reading Camp:** All students invited to attend should have a **check mark** in this check box regardless of whether they attend or not. All students invited to attend must also have a **Determination**.

The screenshot shows a software interface with a header 'Read To Succeed'. Below the header, there is a row with two main elements. On the left, there is a dropdown menu labeled 'Summer Reading Camp Eligibility Determination Factor'. The dropdown is open, showing four options: '1 - SC Ready Reading Not Met', '2 - District or School Assessment Not Met', '3 - Classroom Reading Performance Below Expectations', and '4 - Elective Participation'. On the right, there is a checkbox labeled 'Invited to Summer Reading Camp', which is checked with a green checkmark.

# R2S: GOOD CAUSE EXEMPTIONS

This is completed at the Home school.

*Home School > PS Homepage > Search and Select the Student > Compliance > Read to Succeed*

A student may be exempt from retention if they meet one or more **Good Cause Exemptions**, including successful completion of SRC. Any Good Cause Exemption needs to be approved by CIE; send to Christy Junkins.

- **Multilingual Learner (ML)**: Select the checkbox if the student is exempt under the ML (ELL) provision of Act 284.
- **Individualized Education Plan (IEP)**: Select the checkbox if the student is exempt under the IEP provision of Act 284.
- **504 Plan**: Select the checkbox if the student exempt under the 504 provision of Act 284.
- **Previously Retained / 2-Year Reading Intervention**: Select the checkbox if the student was previously retained and has received 2 years of reading intervention.

Good Cause Exemption Continues.

Good Cause Exemptions (Select all applicable Good Cause Exemption(s) for Eligible <u>Third Graders only</u> )	
Multilingual Learner (ML)	<input checked="" type="checkbox"/>
Individualized Education Plan (IEP)	<input checked="" type="checkbox"/>
504_Plan	<input checked="" type="checkbox"/>
Previously Retained / 2-Year Reading Intervention	<input checked="" type="checkbox"/>

# R2S: GOOD CAUSE EXEMPTIONS

This is completed at the Home school.

*Home School > PS Homepage > Search and Select the Student > Compliance > Read to Succeed*

A student may be exempt from retention if they meet one or more **Good Cause Exemptions**, including successful completion of SRC. Any Good Cause Exemption needs to be approved by CIE; send to Christy Junkins.

- **Alternatively Assessed:** Select the checkbox if the student is exempt under the alternate assessment provision of Act 284.
- **Reading Portfolio:** Select the checkbox if the student is exempt based on their reading portfolio (LAP).
- **Summer Reading Camp:** Select the checkbox if the student is exempt based on the successful completion of summer reading camp.
- **Superintendent Promotion (no GCE):** Select the checkbox if the student did not meet any other good cause exemption, but was promoted to fourth grade based on the superintendent's recommendation and/or parent appeal to superintendent.

Good Cause Exemptions (Select all applicable Good Cause Exemption(s) for Eligible <u>Third Graders only</u> )	
Alternatively Assessed	<input type="checkbox"/> <input checked="" type="checkbox"/>
Reading Portfolio	<input type="checkbox"/> <input checked="" type="checkbox"/>
Summer Reading Camp	<input type="checkbox"/> <input checked="" type="checkbox"/>
Superintendent Promotion (No GCE)	<input type="checkbox"/> <input checked="" type="checkbox"/>

# R2S: PRE & POST ASSESSMENT DATA

This is completed at the Home school.

*Home School > PS Homepage > Search and Select the Student > Compliance > Read to Succeed*

**Assessment** data is required for all students enrolled in Summer Reading Camp.

- **Pre-Assessment Tool:** Choose the tool used to assess the student's reading ability prior to the student's participation in a summer reading program.
- **Pre-Assessment Score:** Enter the score the student earned on the pre-assessment.
- **Post-Assessment Tool:** Choose the tool used to assess the student's reading ability after the student's participation in a summer reading program.
- **Post-Assessment Score:** Enter the score the student earned on the post-assessment.

## Assessment Data for All Students Enrolled in Summer Reading Camp

Pre-Assessment Tool	<input type="text"/>	✓	Pre-Assessment Score	<input type="text"/>	✓
Post-Assessment Tool	<input type="text"/>	✓	Post-Assessment Score	<input type="text"/>	✓

# R2S: PROGRESS FOR 2<sup>ND</sup> & 3<sup>RD</sup> GRADERS

This is completed at the Home school.

*Home School > PS Homepage > Search and Select the Student > Compliance > Read to Succeed*

- **Progress Toward Proficiency Level:** Select the student's proficiency level.
- **Post Summer Reading Camp Promotion Status:** Choose a value to indicate if the student was promoted or retained after the summer reading camp.
- **Retained Reason:** Read-only field prepopulated by the “**SC Student Information**” page.

Complete the following data for Second or Third Graders Participating in Summer Reading Camp

Progress Toward Proficiency Level	<input type="text"/>
Post Summer Reading Camp Promotion Status	<input type="text"/>
Retained Reason (view only display field from the SC Student Information page for <u>Third Graders Only</u> )	



# RESOURCES

SCDE Read to Succeed Third Grade Retention Guidance Document, Updated January 2023: <https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed/third-grade-retention/updated-third-grade-retention/>

SCDE Read to Succeed SC PowerSchool Custom Page, Office of Early Learning and Literacy (PDF Slides):  
<https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed/summer-reading-camps/read-to-succeed-powerschool-examples/>

SCDE SC Schools & Program Setup Guide for PowerSchool, Office of Research and Data Analysis, Version 6.3:  
<https://ed.sc.gov/data/information-systems/power-school/sis-documents/sc-school-and-program-setup-guide-for-powerschool/>

SCDE Student Information System Data Entry Manual, Office of Research and Data Analysis, Version 23.11.01:  
<https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/>

A decorative graphic on the left side of the slide, consisting of a network of light blue lines and circles that resemble a circuit board or a data network. The lines are vertical and horizontal, with some diagonal connections, and the circles are small and spaced out along the lines.

# END OF SRC R2S SETUP

[HELP@CANTEYTECH.COM](mailto:HELP@CANTEYTECH.COM)

SPRING 2024