



# MAY 2024 PS ADMIN MONTHLY WEBINAR

Cantey Tech

# AGENDA

- Announcements, Celebrations, & Upcoming Training
- End of Year
- Ed-Fi
- Start of Year (2024-25)





## **SHOUT OUT**

From Cricket Trubey at Oceanside Collegiate:

Want to send a huge shout out to all of the wonderful people that do these trainings for us. The effort you put in to give us such great help is greatly appreciated.



# 2023-2024 POWERSCHOOL TRAININGS CALENDAR

Training Schedule (Live Link):

<https://www.dropbox.com/scl/fi/nqvzqyu2op3dbqkl93ff/23-25-PowerSchool-Trainings-Calendar.docx?rlkey=igtgt32q1f3frbs8r1ooe7seq&dl=0>

June 13	<b>Monthly Newsletter</b>	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

# 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
QDC4, IM, IGP	06/07/2024	Before EOY Process
Students Not Tested	06/07/2024	06/16/2024
Spring Graduates List, Transcripts, & Class Ranking	06/14/2024	
180 Day Reports	06/26/2024	Before EOY Process



# LEVEL DATA TRAINING OPPORTUNITIES

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

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

**POWERSCHOOL  
TRAINING  
OPPORTUNITIES**

**PowerSchool University:**

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

- June 23-27, 2024 Anaheim, California
- July 7-11, 2024 Boston, Massachusetts
- July 22-26, 2024 PSU at EDGE in Seattle, Washington
- September 23-27, 2024 PSU Remote Plus Fall (Virtual Instruction)
- October 15-18, 2024 PSU Engage: Myrtle Beach
- To Register:

<https://support.powerschool.com/psu/register/step1.action>

# 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	<a href="#">Ask the Experts</a>
Tuesday, May 7, 2024	<a href="#">Summer School</a>
Tuesday, May 21, 2024	End of Year



# POWERSCHOOL TRAINING RESOURCES (2023)

## PowerSchool Office Hours

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

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

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

**REMINDERS AND  
ANNOUNCEMENTS**



# INCIDENT MANAGEMENT & DISCIPLINE REPORTING TIMELINES (SCDE)

Reporting Timelines	ADT Reports
Incident Management ADT-180 <sup>th</sup> Day Snapshot	April 25, 2024
Incident Management ADT-180 <sup>th</sup> Day Collection (Reports will be run once daily)	May 8, 2024-June 13, 2024, at 9:00 am
<a href="#">Data Verification Form</a> Due Date (District level Contact Only)	June 27, 2024

# CODING SC SEAL OF BILITERACY

Please use the screenshot below as a guide for coding the SC Seal of Biliteracy for students and work with your World Languages Coordinator to ensure all who qualify are coded.

The screenshot shows a web application interface for student information. The left sidebar contains a navigation menu with items like 'PSCB Custom Screens', 'SwiftK12', 'Student Profile', 'Academic Records', 'Attendance', 'Behavior', 'Compliance', 'Courses and Programs', 'Data Exchange', 'Health', 'Postsecondary Readiness', 'School Enrollment', 'Transactions', and 'More'. The main content area is divided into several sections:

- Ninth Grade Code:** A dropdown menu is set to '22 - 2021-2022'. A callout box points to the 'Postgraduate Student Email' field, stating: "Postgraduate Student Email is Required for 11<sup>th</sup> & 12<sup>th</sup> Grade Recipients."
- Academic Goals:** A dropdown menu is set to 'F - State of SC Diploma'. A checkbox for 'Seeking Employability Credential (for Transcript)' is checked.
- Earned:** This section contains several dropdown menus: 'Diploma Earned', 'Employability Credential Earned', and 'Award Earned'. The 'Award Earned' dropdown is highlighted with a red box and a callout box that says: "Deprecated for the SC Seal of Biliteracy: Do NOT Try to Select These for This Award!". The dropdown options are: 'J - Academic Honors', 'Bronze - Seal of Biliteracy', and 'Silver - Seal of Biliteracy'. A 'New' button is visible to the right.
- Diploma Pathways Seals of Distinction:** A table with columns for '#', 'Seals of Distinction', and 'Earned'. The table is currently empty, showing 'No Record'. A callout box points to this area, stating: "SC Seal of Biliteracy Award Info Goes Here."
- SC Seal of Biliteracy:** A section with a table for recording awards. The table has columns for '#', 'Year', 'Language Other Than English', 'Proficiency Test', 'Proficiency Score', 'English Qualification', and 'Type Earned'. The table is currently empty, showing 'No Record'. A 'New' button is visible to the right.

A green banner at the bottom of the page reads: "Location: PS Home Page > Student Selection > Compliance > South Carolina Student Information Page".

# CODING DIPLOMA PATHWAY SEALS OF DISTINCTION

Please see the video linked to below for guidance on how to code the Seals of Distinction in PowerSchool, and check with your district-level Seals of Distinction Contact to ensure that recipients are identified (students must earn a SC high school diploma to be eligible for Seals of Distinction):

The screenshot shows the 'Compliance' section of the PowerSchool system, specifically the 'South Carolina Student Information Page'. The interface includes several sections with callout boxes:

- Ninth Grade Code:** A dropdown menu is set to '21 - 2020-2021'. A callout box states: "Postgraduate Student Email is Required for Recipients. Populate as soon as possible after student entering school."
- Postgraduate Student Email:** An empty text input field.
- Academic Goals:** A dropdown menu is set to 'F - State of SC Diploma'. A callout box states: "Student Must Be Earning a HS Diploma."
- Earned:** A dropdown menu is set to 'F - State of SC Diploma'. A callout box states: "Valid Graduation Date Required." Below this, the 'Graduation Date' is set to '05/22/2024'.
- Award Earned:** A dropdown menu is set to 'J - Academic Honors'. A red box with a red 'X' is over the 'Bronze Seal of Biliteracy' and 'Silver Seal of Biliteracy' options. A callout box states: "Deprecated for the SC Seal of Biliteracy: Do NOT Try to Select These for This Award!"
- Diploma Pathways Seals of Distinction:** A table with a 'New' button. A callout box states: "Click 'New' to Add a New Pathway Seals of Distinction. (Students can have more than one if applicable.)"
- Diploma Pathways Seals of Distinction Info Goes Here:** A callout box pointing to the table.

At the bottom, a green banner contains the text: "Location: PS Home Page > Student Selection > Compliance > South Carolina Student Information Page" and "SCDE Seals of Distinction Data Entry Training".

# Four-Year Cohort Graduation Rate

## Office of Research and Data Analysis

- Out of an abundance of caution, please identify your four-year cohort students and enter their graduate status and graduation date by the end of your school year. The accountability act requires that school report cards be posted by September 1 each year. For several years there has been a proviso in the budget bill moving the report card release date to October 1. That same proviso is in the FY 2025 budget bill as well. The budget will likely be approved in June. If the report card release date proviso is not approved, ORDA will be unable to include summer graduates in the graduation rate calculation and will need to begin graduation rate calculations in July to meet the September 1 deadline.
- If the proviso passes, the final PowerSchool extraction that will be used for the calculation of the 2024 four-year cohort graduation rate will be as of August 23, 2024. This means all PowerSchool data for graduates must be published to the Ed-Fi API prior to August 23, 2024. Students graduating prior to August 19 can be included as a 2024 graduate.
- ORDA will be including in the grad rate calculation numerator those students marked with Diploma Earned = “F” or “Z” and Graduation Date = Date prior to August 19, 2024.

## Failure Due to Absences

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Seat time for FAs must be made up within 30 days after the last day of the course, or in extenuating circumstances, before the next academic school year per SBE Regulation 43-274 (Student Attendance).

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If a student FAs a class, the FA must be entered in PowerSchool with a 50%.

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If your district's minimum grade is a 50%, but the student failed due to absences, make sure the FA is entered.

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If the student makes up the time, a grade change form should be completed, the FA replaced with the actual grade, a short comment logged in PowerSchool, and the grade change form placed in the student's cumulative folder.

# Credit Recovery



Students who earn a FA, WF, or WP for a course cannot take credit recovery for the course for they have not met the seat time or attendance requirements **per SBE Regulation 43-274 (Student Attendance)**.



The student must retake the course if it is a graduation requirement.



If a student retakes a course due to a FA, the 50% will then be excluded from the GPA calculations.



Credit recovery cannot begin until *after* the 180th day of instruction. In the Code of Law, Section 59-1-425 states, “The statutory school term is one hundred ninety days annually and must consist of a minimum of one hundred eighty days of instruction...”



# Retakes

If a student fails a credit bearing course in SC, and retakes the course for a higher grade, be sure to exclude the grade from ***all*** GPA calculations. A student can retake a course multiple times, and all lower grades will be excluded per Uniform Grading Policy.

If a middle school student takes a credit bearing course from within your district or another South Carolina school and wishes to retake it in high school, the lower grade will be excluded from the GPA, and the credits will be 1 (one) for potential and 0 (zero) for earned.

All middle school courses for high school credit will remain on the transcript.

If a student failed a credit bearing course in another state and retakes it in SC, the lower grade *cannot* be excluded.

If a student earned half an English I credit in another state and must retake the whole credit course in SC, we cannot exclude the lower grade or credit. The half credit of English I will turn into an elective. Use the same activity course code but mark the credit type as an elective. Your District will need to create a half credit of English I.

# New Math Progression

2024-25 is the last year the SCDE will offer Foundations in Algebra. Students on a traditional schedule who fail Foundations in Algebra and are unable to repeat the course or take credit recovery during the Summer of 2024-25, will take Geometry with Statistics in 2025-26 before progressing to Algebra 1. For these students, Algebra 1 will be considered a retake for Foundations in Algebra. The Foundations course and grade will remain on the transcript, but the grade will be excluded from GPA calculations.

Students on a traditional schedule who take Foundations in Algebra in 2024-25 and receive credit for it, will take Geometry with Statistics in 2025-26 and then take Intermediate Algebra in 2026-27.

Students on a block schedule who take Intermediate Algebra in 2024-25 and fail it, will take Geometry with Statistics in 2025-26 and then repeat Intermediate Algebra in 2026-27.

If a student fails Intermediate Algebra in 2024-25, students can take credit recovery over the Summer or concurrently with Geometry and Statistics in 2025-26. Per the UGP, credit recovery must be finished within one academic calendar year of failing the initial credit course.

# Read to Succeed Reminder

- Please ensure that if your school offers Summer Reading Camp, you must set it up in PowerSchool.
- All schools with 3<sup>rd</sup> Grade are required.
- Directions and Training can be found here:

This folder contains the PowerPoint and Video Training:

 [2024 Read to Succeed Training](#)

- Cantey must set up Years and Terms for SRC, so send in help ticket: [help@canteytech.com](mailto:help@canteytech.com)

# END OF YEAR PREPARATION



# END OF YEAR PREPARATION (EOY)

Important Dates:

Data Access Removed: June 27, 2024

EOY Rollover: June 30-July 7, 2024

- No access during this time.

# 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 2024-2025.
- **Abbreviation:** Enter the year abbreviation, such as 24-25.
- **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)

[New](#)

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

### Full-Time Equivalencies (FTE)

[New](#)

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	<input type="text" value="Meeting"/>
Default Attendance Conversion	<input type="text" value="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

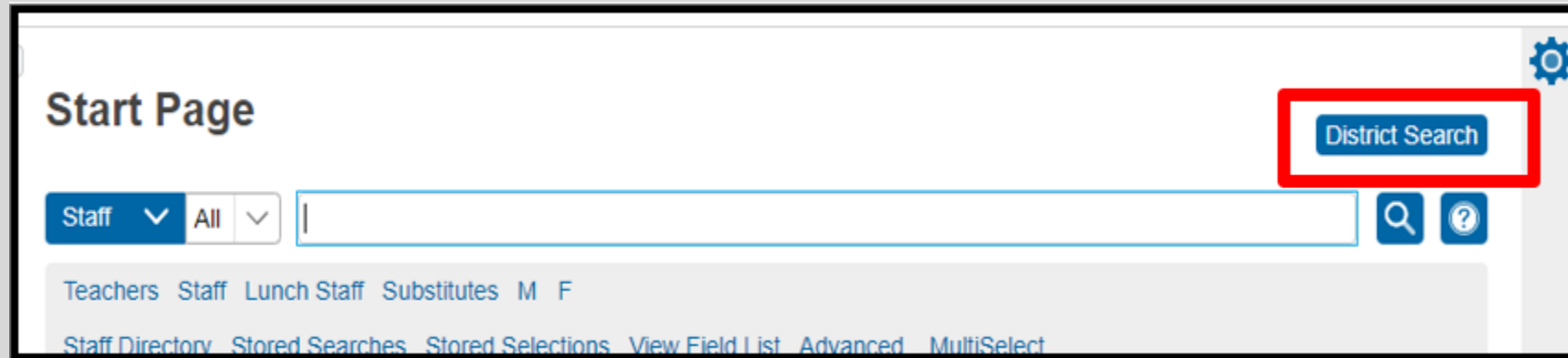


PRE-REGISTERING STUDENTS FOR 2024-25



# 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.



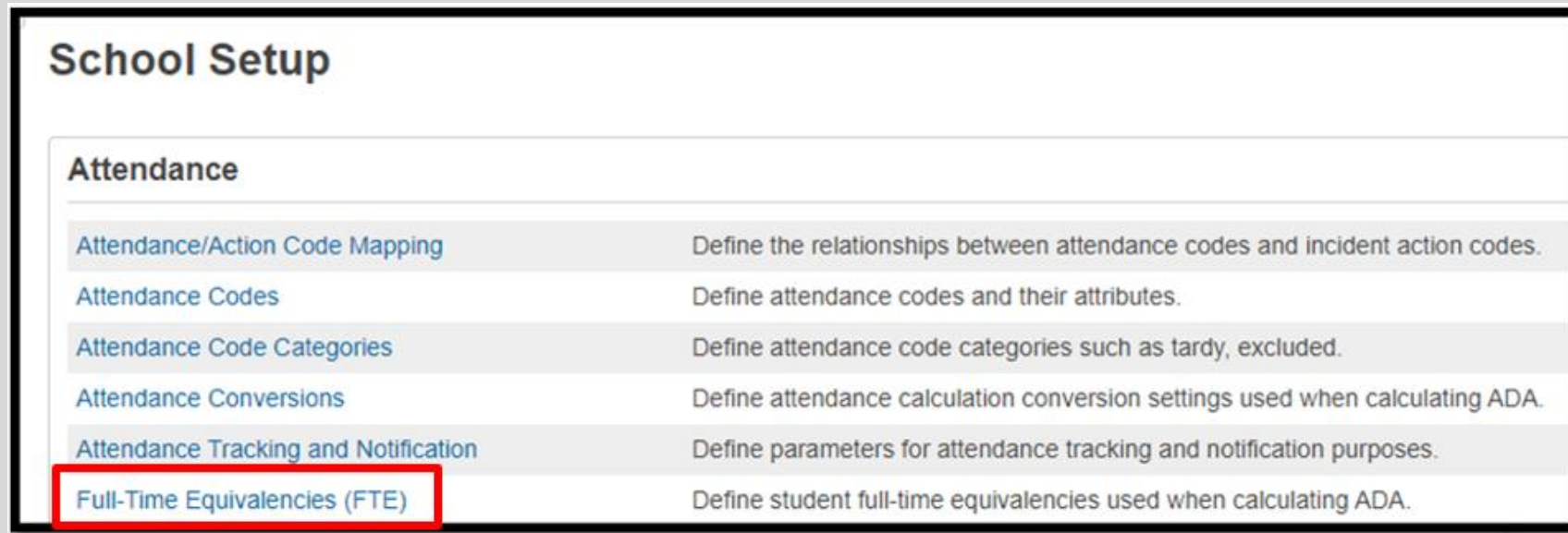
The screenshot shows the PowerSchool SIS interface. At the top left is the "PowerSchool SIS" logo. The top right contains a search bar and several utility icons. Below the header, there is a "Blur Students Data" checkbox and a dropdown menu for the school year, currently set to "23-24 Year". A red box highlights the dropdown menu, which is open and shows the following options: "24-25 2024-2025", "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 main content area is titled "Start Page" and includes a "Students" dropdown menu, a search bar, and a "District Search" button. A sidebar on the left contains navigation icons for "People", "BrightArrow", and "Attendance".

# 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 "Full-Time Equivalencies (FTE)" option 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.

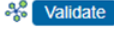
# Pre-Registering Students for 2024-25

**Home Address**

Street, Apt/Suite

City, State, Zip  South Carolina (SC)

Geocode



- **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

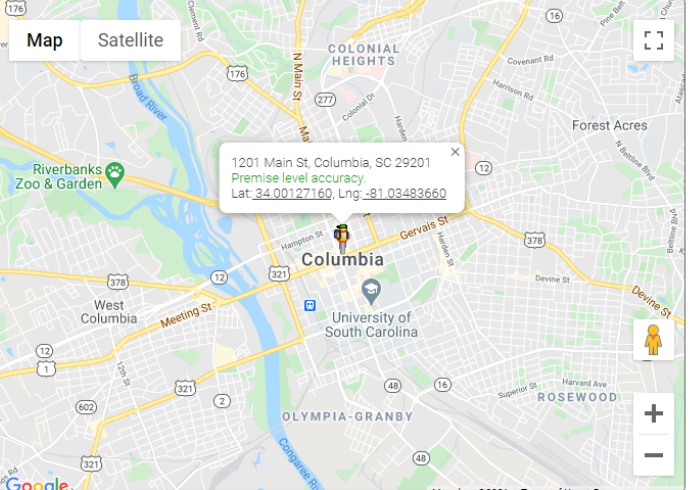
Geocode: Lat: 34.00127160, Lng: -81.03483660

City Source: Locality

**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"/>



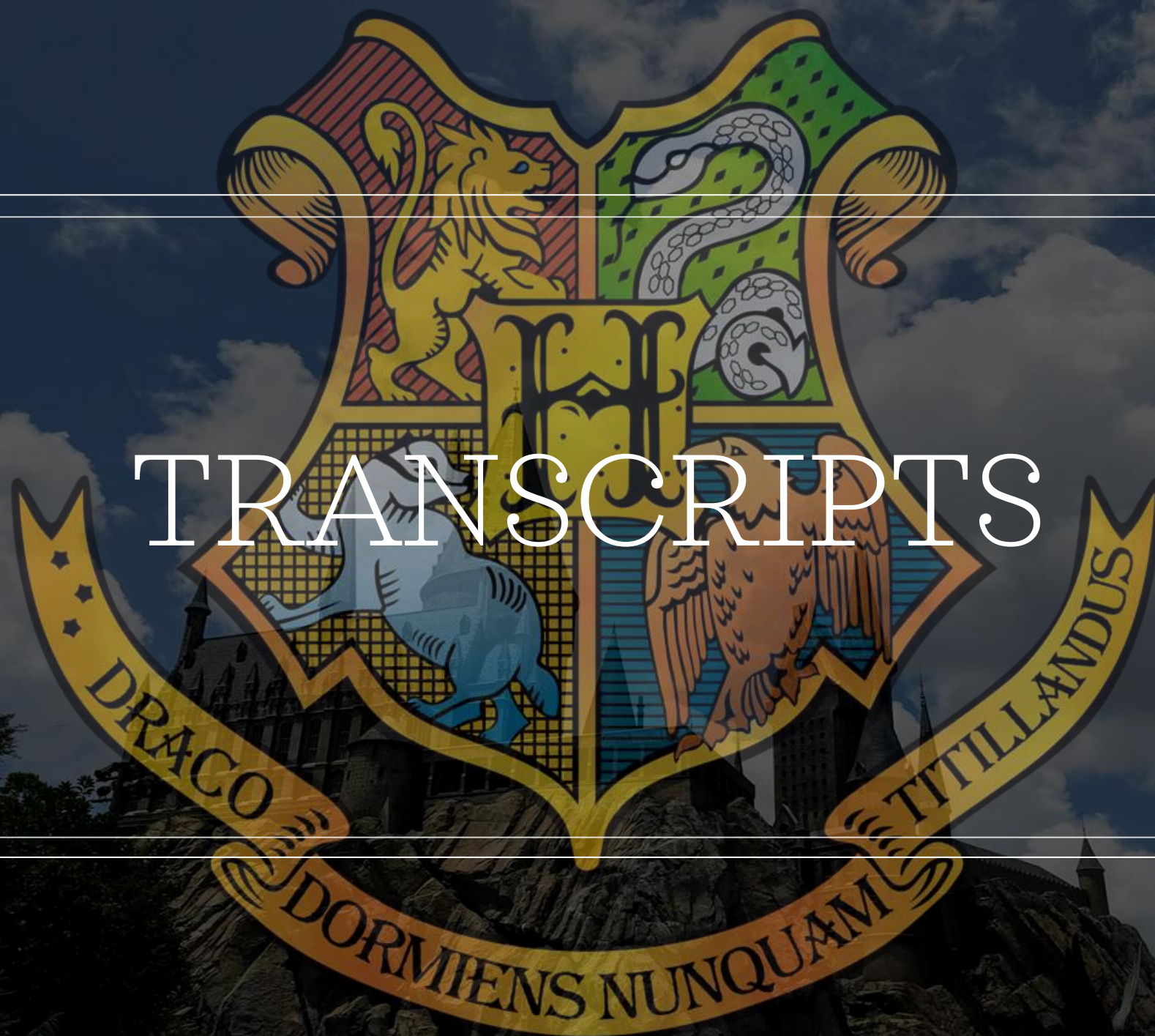


# Pre-Registering Students for 2024-25

- 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.

Required Settings	
Next Year Grade	10 <input type="checkbox"/>
Priority	<input type="checkbox"/>
Schedule This Student	<input type="checkbox"/> 
Year of Graduation	2024 <input type="checkbox"/>
Summer School Indicator	None <input type="checkbox"/>
Note for Summer School Admin	<input type="text"/> 80 characters left
Next School Indicator	<input type="text"/>

# TRANSCRIPTS



# Transcripts

- All transcripts must be finalized with class rank and GPA no later than **June 15** for the Commission on Higher Education (CHE) for scholarship purposes. Do not make any grade changes after 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

# Transcript Fields

- Top of the transcript should state “State of South Carolina Standard High School Transcript – Final”
- School name on the top, right-hand side.
- Graduation Date – the 180th day of the school year for Spring graduating seniors. It is not the date of the graduation ceremony. Diplomas and transcripts should both state the 180th day.
- Class Of: 2024
- Diploma Type: State of S.C. Diploma/Employability Credential /Non-diploma
- Credits Attempted: ensure every class, except audits, is included.
- Credits Earned: Verify all credits per SBE Reg. 43-234
- Principal’s Signature: The principal is solely responsible for signing transcripts. The principal’s signature should be above the printed name.
- Accurate GPA: SC UGP and 4.0 UGP
- Class Rank for Spring graduates.
- There are no courses listed under ‘Work in Progress’ or a WIP at the top.
- All alphanumeric grades are recognized by the SC UGP (no ‘W’ or ‘I’). Refer to PowerPoint on padlet.
- Date Calculated – This date must be between the 180th day of instruction and June 15. It is required on all transcripts used for state scholarship purposes.
- All potential 12th graders who were supposed to graduate must be included in class rank.

## 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*

# Diploma Reminders

- **Please review your diplomas *carefully*.**
  - If there are any issues, or if you ordered your diplomas more than a month ago and have not received them yet, email Laura McNair: [lmcnair@ed.sc.gov](mailto:lmcnair@ed.sc.gov)
  - If Laura ordered any diplomas for your school, the student's name will most likely not appear on your graduation list for verification; consequently, Laura will need to verify the student manually. Send Laura the final, stored transcript that was saved so she can upload it into DOTS.
  - If a student's name is misspelled, and editing the name on the verification list does not work, email Laura the student's full name, and she will correct it. Ensure that all names are spelled correctly in PowerSchool.
  - Shred all unused diplomas.
- **Parchment is shipping Employability Credentials.**
  - The package should have "c/o.School Administration" on the front with a Parchment logo, so be on the lookout for them.
- **Verify graduates within ten calendar days of graduation**
  - The person responsible for ordering the diplomas in DOTS verifies the list first. For any student who did not meet graduation requirements, click the remove icon, and ensure that all students who did meet requirements are on the list. Then submit the list to your Principal who will complete the final verification. Directions for verifying graduates are on Laura's padlet linked below. There is a complete version of directions and a cheat sheet: <https://padlet.com/lauramcnair0505/academic-accountability-padlet-f536uln69f11ojwk>
  - To Your Counselors: please communicate with your Principal that you verified the list as sometimes the Principal does not see the email from DOTS. If the SCDE portal gives you an error message or "Your session cannot be established," email Laura, and she will reset your password.



# CLASS RANK



# Class Rank

CHE must have the rank reports no later than **June 30**. This year is the first year that all End-of-Year class rank reports must be sent directly to CHE, not to the SC Institutions of Higher Education for LIFE Scholarship eligibility determination. CHE will load the rank reports into their Palmetto Fellows Portal and the SC institution will view it there.

EOY class rank reports can be sent electronically to [scholarships@che.sc.gov](mailto:scholarships@che.sc.gov) or via mail to:

SC Commission on Higher Education

Attn: Ranking Reports 1122 Lady Street, Suite #400

Columbia, SC 29201

Last year's memo explaining the changes in procedure is linked below.

<https://che.sc.gov/sites/che/files/Documents/Counselors%20Page/Final%2012th%20grade%20Ranking%20Reports%20MEMO.pdf>

# 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

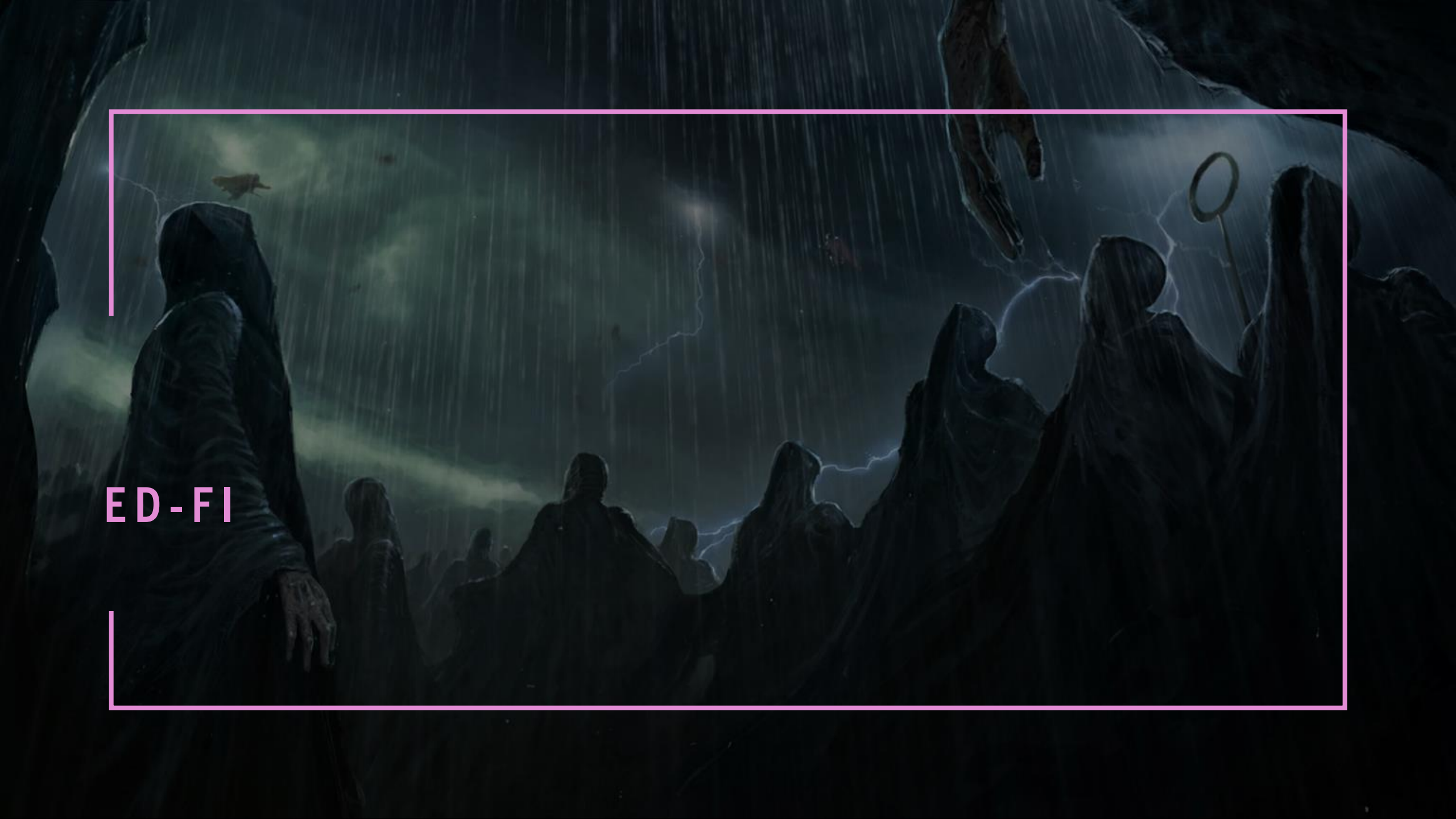
## Option 2: Class Rank Report

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.

A dramatic, dark scene with figures in black robes under a stormy sky with lightning and rain. The figures are silhouetted against a background of heavy rain and bright lightning bolts. One figure on the right holds a golden ring. The overall mood is somber and intense.

**ED-FI**

## ED-FI REMINDER

- 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.

## ED-FI: RESOURCES

- SCDE Main Ed-Fi Resource Page:  
<https://ed.sc.gov/data/information-systems/interoperability-resources/ed-fi-in-south-carolina/>
- Known Errors and Dependencies:  
<https://ed.sc.gov/data/information-systems/interoperability-resources/ed-fi-in-south-carolina/errors-and-dependencies/>
  - Good place to look if you cannot resolve or prior to trying to resolve
- Cantey and CIE PowerSchool Staff (Jessica Crowe and Jason Jones)







**START OF YEAR  
PREPARATION  
(2024-25)  
CHECKLIST**

# SOY SCHOOL SETUPS

- **Years & Terms Setups**
  - Year Term
  - Scheduling Terms
  - Periods
  - Days
  - Suppressing Terms
- **Attendance Setups**
  - Attendance Preferences
  - Attendance Code Categories
  - Attendance Codes
  - Full Time Equivalency
  - Attendance Conversions
  - Bell Schedule(s)
  - Configure Calendar
- **Scheduling Setups**
  - Periods
  - Days
  - Courses
  - Sections
- **Grading Setups**
  - Final Grading/Reporting Terms
  - Categories (PTPro)
  - Traditional Grade Calculations (PTPro)

# SOY STUDENT DATA

- **Enroll/Re-Enroll Students**
  - SUNS
  - Day 5 Collection
  - District, State, and Federal Compliance
- **Withdraw Students**
  - Transfer Out of School
  - Transfer to Another School
  - No Shows
- **Student Section Enrollments**
  - Meet the Requirements
- **Student Section Drops**
  - Inadvertent Enrollments
  - 3/5/10 Day Drops
  - Withdrawn Students
  - Overlapping Enrollments
- **Transfer Students**
  - Previous School Final Grades Entry (Historical Grades)
- **Precode for Late Summer Assessments**
  - 4K and 5K
  - NAEP
  - CogAT/IA

# SOY STAFF CHECKLIST

- **Enroll Staff**
  - Staff
  - Teachers
  - Security Roles
  - Admin Access
  - PowerTeacher Access
- **Deactivate Staff**
  - Disable Active Status
  - Disable Access to School(s)
  - Disable Access to PowerTeacher

# OTHER SOY CHECKLIST ITEMS

- **Public Portals**
  - Disable Suppressed Terms
  - Enable Parent Portal Access
  - Enable Student Portal Access
  - Fields for Portal Letters
- **Audit Data**
  - Level Data
  - SAS
  - School Enrollment Audit
  - Section Enrollment Audit

# SUMMER GRADUATES

- The Summer diploma ordering period is from June 15- August 17.
- Use the Early/Late ordering directions on [Laura's Padlet](#) for Summer graduates.
- Per the Uniform Grading Policy, Summer graduates must complete requirements by August 15 OR before the beginning of your School's 2024-25 academic school year.
- Summer graduates are *excluded from class rank*.
- Seniors who do not complete coursework until after the beginning of the district's 2024-25 school year, will be a Winter graduate.

# REVIEWING TRANSCRIPTS / SUMMER ITEMS

Before the next academic school year begins, please ensure:

- All summer school grades, including dual enrollment, are in PowerSchool.
- All students who made up seat time for a FA are not repeating the course next year.
- If a student fails a course, retakes it this summer, and receives a better grade, or the student passed the class but wants a higher grade, the lower grade(s) must be excluded from all GPA calculations on the historical grade page per Uniform Grading Policy.
- All credit recovery grades are in PowerSchool.
- STUDENTS ARE NOT REPEATING COURSES UNNECESSARILY. STUDENTS CANNOT RECEIVE CREDIT FOR THE SAME COURSE TWICE.
- There is a procedure for tracking Winter graduates. If the students are not actively taking courses, move them to Graduated Schools; otherwise, the district will be violating SBE Regulation 43-172 (Accounting and Reporting).

# REVIEWING TRANSCRIPTS / SUMMER ITEMS

- All transcripts (9, 10, 11, and 12 grades) are archived. Review all transcripts at the end of the year, especially 11th graders to ensure all rising 12th graders passed or are enrolled in ALL required courses per SBE Regulation 43-234 (Grades 9-12 Defined Program).
- Per SBE 43-234, all students must pass Biology I before graduating. Check the historical page in PowerSchool as well as the transcript.
- Always check the SCDE course code database for current course codes, graduation requirements, dual credit, CTE, half and whole credits. It is linked on my padlet.
- Ensure half credit and whole credit course codes match the credits earned.
- When creating the Master Schedule, keep in mind that all students must be in attendance at least 200 minutes per SBE Regulation 43-172 (Accountability and Reporting).
- Sample dual credit items are now on [Laura's Padlet](#).



# SOY ATTENDANCE THOUGHTS

- Who is responsible for tracking attendance?
- Are students and parents aware of each absence and when the limit has been exceeded?
- Does your school notify parents and students with an app, email, and/or text?
- Do students know when and where they can make up seat time?
- Are students responsible for making up the entire time for the missed class?
- It is extremely important that **your board policy** follows State Board of Education Regulation 43-274 (Student Attendance).
- Teachers must mark attendance in PowerSchool daily and ensure that all kids who are on their roster are actually present unless they are no-shows.
- Make sure students are not sitting in a class who should not be in it or are not on the roster.

# POLICIES AND PROCEDURES



**QUESTIONS?**

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

