

# Charter Institute at Erskine

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### **Submission: 2025-2026 Board Approved Academic Calendar**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2025

Details: Please upload your school's 2025-2026 board approved academic calendar. Please note, the calendar should include: 180 instructional days; No more than 3 Early-Release Days; and 3 Make-Up days. It is encouraged that school's create a legend clearly stating your, "Important Dates." Lastly, Once your Board Approved Calendar has been submitted and approved, we will begin the process of setting up your school's Years and Terms in PowerSchool. If you have any questions, or are unable to meet this deadline due to Board Meeting Schedules, Please contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org) for further assistance.

**Submission: December 2024 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 02/15/2025

Details: This submission is a means of verifying your school's foster data. Once a student has been coded as a foster student, the student will remain coded this way for the school year. If you have any questions please feel free to contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: December 2024 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 02/15/2025

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School. Please submit a copy of the school's December Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement should be detailed by fund, function, and object, including account numbers. Additionally, please update the "Monthly Financials" tab in your school's Finance Dashboard, and check the box in this submission once the update is complete. Feel free to contact Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

**Submission: FY25 Title I Principal Attestation**

**Department:** Title I

**Due Date:** 02/15/2025

Details: Title I Principals must attest that all teachers are certified for their assigned subject/grade & all paraprofessionals are highly qualified. If there are teachers or paraprofessionals that do not meet the requirements, list them on Page 2 of the Attestation with how they are gaining certification (such as PACE, pending PRAXIS results, Earning BA, ect). [ESSA Sec. 1119 (i)(1)(2)] (Note: This includes ALL teachers/paraprofessionals school-wide, regardless of which fund their salary is paid from.)

**Submission: FY25 Paraprofessional Documentation**

**Department:** Title I

**Due Date:** 02/15/2025

Details: Please submit the requested documents for ALL paraprofessionals within your school - not just those paid by Title I. The requested documents include 1) a listing of ALL paraprofessionals within the school, 2) source documentation of meeting one of the requirements (either 60 credit hours, an Associates or higher Degree, or passing scores on the ETS ParaPro Assessment) & 3) Schedules for each Parapro showing supervision of a certified or licensed teacher. See provided FAQ for further details.

**Submission: Professional Development Calendar 2024-2025**

**Department:** Federal Programs Finance

**Due Date:** 02/28/2025

Details: Please upload your school's professional development calendar as evidence for PROG 01 and QPD 07 on the Consolidated Monitoring Instrument. A template and sample have been provided for you. If you have questions, please reach out to the Lacy Lucas.

**Submission: 2024 Growth Data Files**

**Department:** Accountability

**Due Date:** 02/28/2025

Details: Below please find an outline of the data files provided.

2024AddedValuePercent Results - reports the points earned based on the percentage of students reaching their added-value target. See the School Student Progress\_data dictionary Excel for more information.

2024AddedValueStudentResults - reports student level results related to the Median Annual Target and Added-Value Growth Target. See the School Student Progress\_data dictionary Excel for more information.

2024AddedValueTargetResults - reports the points earned based on the degree to which students met or exceeded their Added-Value and/or Median Annual growth targets. See the School Student Progress\_data dictionary Excel for more information.

2024StudentProgressFinalResults - provides the overall points earned on the Student Progress Indicator and includes Added-Value and Value Add results. See the School Student Progress\_data dictionary Excel for more information.

2024StudentProgressFinalResultsbyGrade - provides the overall points earned on the Student Progress Indicator and includes Added-Value and Value Add results by grade level. See the School Student Progress\_data dictionary Excel for more information.

2024StudentProgressTeacherResults - provides 2024 Value-Add results by teacher. See the Teacher VA\_data dictionary Excel file for more information.

2024ValueAddResults - provides data on the schools performance on the Value-Add component of the Student Progress indicator. See the VA Technical Summary PDF for more information.

**Submission: Governor's Graduate Letters**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2025

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet template with names and mailing addresses of Spring graduating seniors. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: EOCEP Post-Test Document Submissions - Winter 24-25**

**Department:** Assessment

**Due Date:** 02/28/2025

Details: STCS please submit all EOCEP Pot-Test documentation through this submission. If you have any questions, please contact Christopher Seay.

**Submission: Adult Education File August/September 2024**

**Department:** Accountability

**Due Date:** 02/28/2025

Details: This file provides documentation that a student who transferred into Adult Education earned their high school diploma or GED from Adult Education. Reviewing these students and coding them in PowerSchool can help ensure the accuracy of your school's high school accountability indicators. For this LWS submission, please indicate who from your school received the file. No other information needs to be submitted to the Institute.

**Submission: Graduation Rate Base File and History File**

**Department:** Accountability

**Due Date:** 02/28/2025

Details: Basefile2025

- Is the four-year adjusted graduate cohort file for the current school year's graduating class as of the date the report was pulled. This file includes the most recent record the SCDE has of this student's enrollment in the last four school years.

Important details regarding the file:

- students with a blank or missing 9GR are listed in this file.
- students coded as a No-Show on Day 45 of their 9th grade year do not need a 9GR. Students coded as a No-Show for grades 10-12 do need a 9GR.
- students with a True Grade of 9-12 with or without an Instructional Setting of SE, SP, or SR are included in this file, even if they are not located at a high school.
- students with multiple or missing identification numbers, who are actively enrolled, or who have a No-Show status in two or more schools concurrently may appear in this file more than once.
- A data dictionary for this file has been provided in the documents.

GradHistory2025

- This file provides a history of all students entering your school since the 2021-2022 school year.
- Use: it is provided as a reference document for identifying members of the 9GR cohorts for your school.
- If you believe a student is missing from your cohort, the History file can help you identify when they were enrolled at your school.

**Submission: Ninth Grade Code (9GR) Cohort Files**

**Department:** Accountability

**Due Date:** 02/28/2025

Details: - "GR9\_23\_SY2025v1\_XXXX" lists students for the present school year with a 9GR value of 23.

- "GR9\_24\_SY2025v1\_XXXX" lists students for the present school year with a 9GR value of 24.

- "GR9\_25\_SY2025v1\_XXXX" lists students for the present school year with a 9GR value of 25.

- "XXXX No 9GR" is a list of student unique IDs for students enrolled in grades 9-12 who have not been assigned a 9GR.

- action step: locate these student records in PowerSchool (Compliance > SC Student Information > Ninth Grade Code). If the 9GR value is blank, please add it and publish that student's data. If the 9GR value is present, check the student's EdFi

publishing page (Data Exchange > Publishing > Student Demographics json\*) to see if data successfully published.

- not all schools will receive this file

**Submission: FY25 Title I Stakeholder Feedback Survey**

**Department:** Title I

**Due Date:** 02/15/2025

Details: By February 15th, 2025, please indicate when and how the Title I Stakeholder survey was shared with stakeholders.

**Submission: Instructional Staff PD Survey**

**Department:** Federal Programs Finance

**Due Date:** 02/21/2025

Details: By February 21st, please indicate when and how the Instructional Staff PD survey was shared.

**Submission: Final Amendment Window for All Grants**

**Department:** Federal Programs Finance

**Due Date:** 02/15/2025

Details: Please indicate which grants your school would like to amend during the final amendment window by February 15, 2025. Google sheets will be unlocked within 24 hours. Schools will have until February 28th to make amendments in Google sheets.

**Submission: MLP Documentation Submission (Current Schedule)**

**Department:** Title III MLP

**Due Date:** 02/28/2025

Details: Please use the provided spreadsheet, which contains a snapshot of information gathered from a download in the ELLevation program, to submit your school's updated schedule. Ensure all required documentation is submitted promptly to support our Multilingual Learners effectively. For any questions regarding the submission, please contact Tarry McGovern at [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org).

**Submission: MLP Implementation (Accommodations and Translation)**

**Department:** Title III MLP

**Due Date:** 02/28/2025

Details: We ask that each of our schools demonstrate support for Multilingual Learners by submitting a sample of accommodated work or accommodation logs and a sample translated document (excluding Parent Notification Letters or Individual Language Acquisition Plans). Please upload these documents through the LWS submission. For questions, please contact Tarrence McGovern at tarrence.mcgovern@erskinecharters.net.

**Submission: MLP Documentation Submission (Training and Professional Development)**

**Department:** Title III MLP

**Due Date:** 02/28/2025

Details: To support effective ML program implementation, please submit a sample professional development presentation on ML policies, procedures, and instruction, along with sign-in sheets from the 2024-2025 school year. For questions, please contact Tarrence McGovern at tarrence.mcgovern@erskinecharters.net.

**Submission: 2023-2024 Subgroup Accountability Ratings**

**Department:** Accountability

**Due Date:** 02/28/2025

Details: Data in this file were used for the annual TSI designation. CSI, Priority, and ATSI designations were identified in Fall 2022 with the next designation planned for Fall 2025. A data key is included with this submission.

**Announcement: Expiring FY24 Federal Grants Reminder**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 11/29/2024

**End Date:** 02/28/2025

Details: The obligation deadline for FY24 Title I, FY24 Title II, FY24 IDEA, and FY24 Title IV funding moved from 12/31/24 to 1/31/25 for schools. These expenses are due in SmartFusion by 2/28/25. Throughout January & February, Sarah Shealy may reach out through email to provide support and facilitate communication ensuring that all possible funding owed to a school is claimed. As discussed in trainings, any funds left unclaimed in these grants after 2/28/25 will be removed from school budgets.

**Announcement: New 2024 Individual Health Plan (IHP) Document**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 12/02/2024

**End Date:** 02/28/2025

Details: The 2024 IHP Guidance Document is now available on the SCDE website and is attached for your convenience, along with the Meds Discrepancy Report and the SCYDA Nurse-IHP. These documents are also available on the SCDE website. Please ensure these materials are reviewed and implemented by your school nurse(s), as the 2019 version of the IHP Guidance is now defunct. This updated guidance also reflects changes related to the Seizure Safety Act, effective July 1, 2025. For any questions regarding these documents, please contact Victoria J. Ladd, State School Nurse Consultant, at laddvj@dph.sc.gov, O: (803) 898-2347, or M: (803) 429-9078. Please be sure to follow up with your school nurses to confirm they are using the 2024 materials.

**Announcement: FY25 CTE Perkins Amendment Approval**

**Contact Person:** Lacy Lucas

**Department(s):** CTE, Federal Programs Finance

**Start Date:** 12/17/2024

**End Date:** 02/10/2025

Details: Your school's CTE Perkins amendment has approval from the SCDE. The approval was emailed to School Leaders, Program Coordinators, and Fiscal Coordinators on 12/17/24 by Lacy Lucas. If you have any programmatic questions, please reach out to anyone in the Federal Programs department. For any questions regarding the budget, please reach out to Sarah Shealy in Federal Programs – Finance.

**Announcement: State Memos for School Leaders Jan 8**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 01/08/2025

**End Date:** 02/28/2025

Details: Please see the attached memos from the SCDE. These memos were also sent to Coordinator level contacts at your schools. Contact Heather Holliday with questions. Thank you!

**Announcement: ELA and Math PD Reminders for Spring 2025**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , Assessment, Leadership, State and Academic Programs

**Start Date:** 01/13/2025

**End Date:** 02/12/2025

Details: We are really looking forward to starting back up with our ELA and Math PDs for the spring!! Please reach out to me with any questions you may have! Feedback from our Fall PDs was phenomenal and we look to maintaining that momentum!

**Announcement: Updated Good Cause Exemption Cut Score: 941 (STAR Unified Scale)**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 01/16/2025

**End Date:** 05/30/2025

Details: Act 114 allows a good cause exemption from retention if a student scores the equivalent of "Approaches" on an alternate assessment. MAP, iReady, and STAR have linking studies that provide these cut scores. If your school uses STAR, please note this important update: the attached Star Reading linking study includes the new "Unified" scale score of 941 for grade 3 (Table 1, page 5). For questions, please contact Tarry McGovern - [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org).

### **Announcement: Summer Reading Camp Community Partnership Grant**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 01/17/2025

**End Date:** 02/24/2025

Details: The South Carolina Department of Education (SCDE) has announced that the Request for Proposals (RFP) for the 2025 Summer Reading Camp (SRC) Community Partnership Grant (CPG) under Proviso 1.56 of the General Appropriations Act is now available online at [https://scde.formstack.com/forms/2025\\_src\\_cpg](https://scde.formstack.com/forms/2025_src_cpg). Approximately \$700,000 in funding will be distributed on a competitive basis. The deadline to apply is 5:00 p.m., February 24, 2025. The purpose of the SCR CPG is to provide additional resources to support the SC Read to Succeed Act of 2014. The SCDE will offer an online technical assistance webinar on January 22, 2025, from 10:00 to 11:30 a.m. via Adobe Connect at <https://scde.adobeconnect.com/src-cp-grant-ta/>. For additional information related to SCDE Grant Opportunities please visit the SCDE Grant Opportunities page at <https://ed.sc.gov/finance/grants/scde-grant-opportunities/>. Please contact Tarrence McGovern ([tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org)) for questions.

### **Announcement: Awards Banquet Guidelines 2025**

**Contact Person:** Katie Graybill

**Department(s):** Communications, Leadership

**Start Date:** 01/17/2025

**End Date:** 03/14/2025

Details: The 2025 Charter Institute at Erskine Awards Banquet will be hosted on Thursday, May 15, 2025. We are officially seeking nominations from each school for your Volunteer of the Year, Student(s) of the Year, and Teacher(s) of the Year. Read this year's guidelines here: <https://tinyurl.com/AB2025-guidelines>. Nominations will be due on March 14, and you can access the nomination form here: <https://tinyurl.com/awards-banquet-nominations-25>. If you have any questions, please email [kgraybill@erskinecharters.org](mailto:kgraybill@erskinecharters.org). Thank you!

### **Announcement: SCDE 2025 School Climate Survey Administration Dates Announced**

**Contact Person:** Callison Madsen

**Department(s):** Accountability

**Start Date:** 01/21/2025

**End Date:** 02/15/2025

Details: The SCDE has announced the 2025 School Climate Survey Administration Dates: February 24, 2025, through April 11, 2025. Schools need an 80% participation rate on the School Climate Survey for both teachers and students to receive full credit for the School Climate indicator, which impacts their overall School Report Card rating. If a school does not meet the 80% participation rate for either students or teachers, the School Climate rating is adjusted downward. All updated information and resources for administering the student, parent, and teacher surveys are available at the following link: <https://ed.sc.gov/data/information-systems/accountability-resources/climate-surveys-ecollect-forms-for-school-year-2024-2025/>. We will share additional updates as they become available. For questions, please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).



### **Announcement: CPI Training Opportunity**

**Contact Person:** Sarah Love

**Department(s):** Leadership, Special Education and 504

**Start Date:** 01/24/2025

**End Date:** 02/18/2025

Details: CPI training is being offered by the SCDE on February 6th and February 19th from 8am - 4pm at 849 Learning Lane, West Columbia, SC 29172. Registration is open until the course is filled using this link: [https://scoses.formstack.com/forms/cpi\\_training\\_spring\\_](https://scoses.formstack.com/forms/cpi_training_spring_)

Crisis Prevention Institute (CPI) is a provider of evidence-based de-escalation training. CPI programs equip staff with crisis intervention and de-escalation skills that reduce challenging behavior and help prevent future incidents. This opportunity is open to all school staff members as availability allows.

### **Announcement: Approved Vendors for Security Monitoring Software - Memo**

**Contact Person:** Caiman Welch

**Department(s):** PowerSchool and IT

**Start Date:** 01/28/2025

**End Date:** 02/15/2025

Details: The South Carolina Department of Education (SCDE) has announced the addition of Securly Aware to its list of approved security monitoring software vendors. Schools can now choose Securly Aware, alongside existing options, for reimbursement under the SCDE monitoring software initiative. Please see the link attached for the FormStack to be completed. Please note, the bottom portion of this form is reserved for district submission only. FormStack Link: [https://scde.formstack.com/forms/2024\\_2025\\_school\\_monitoring\\_software](https://scde.formstack.com/forms/2024_2025_school_monitoring_software)

### **Announcement: February Monthly Webinar**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 02/03/2025

**End Date:** 02/13/2025

Details: The PowerSchool monthly meeting: (Virtual) Date: 02/13/2025 Time: 9:00 AM- 10:30 AM Below you will find the link to join: <https://erskinecharters.zoom.us/my/jones>

### **Announcement: What's Up Wednesday 2/12**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance

**Start Date:** 02/03/2025

**End Date:** 02/12/2025

Details: Please join the Federal Programs team for our next What's Up Wednesday on February 12, 2025 at 9:00. We will be discussing Comprehensive Needs Assessments, surveys, SmartFusion guide, and amendments. Please use the following Zoom link to access the meeting: <https://erskinecharters.zoom.us/j/7398578547?pwd=UmVlaUZuRkZSUG93cU1rVmtYcm9yUT09>.

**Announcement: State Memos for School Leaders Feb 5**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 02/05/2025

**End Date:** 03/07/2025

Details: Please see the attached memos from the SCDE which pertain to Military Honor Cords, ELA virtual PD hours offerings from SCDE, and updated Erin's Law resources. Please reach out to Heather Holliday with questions.

**Announcement: Federal Planning Meetings**

**Contact Person:** Sarah Shealy

**Department(s):** Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I, Title II

**Start Date:** 02/05/2025

**End Date:** 02/14/2025

Details: As shared in the 2/5/25 School Leader's Meeting and via email - In an effort to support schools with the planning of FY26 federal funds, as well as review the current status of FY25 grants, the Federal Programs team is inviting all schools to participate in a scheduled Zoom meeting. A memo with a copy of the email and links to schedule your school's time slot is attached.

**Announcement: Special Education Roundtable**

**Contact Person:** Sally Fickling

**Department(s):** Leadership, Special Education and 504

**Start Date:** 02/05/2025

**End Date:** 02/12/2025

Details: School leaders are invited attend the Special Education Roundtable on February 12, 2025, at 1:00 using the following link: <https://erskinecharters.zoom.us/j/2789216714> Several items from the Office of Special Education Services of the State Department of Education will be shared at the beginning of the meeting. The meeting will be recorded.

**Announcement: Federal Budgets - February Update**

**Contact Person:** Sarah Shealy

**Department(s):** Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I, Title II

**Start Date:** 02/07/2025

**End Date:** 02/22/2025

Details: For ease of access, please find your school's federal budgets as of 2.7.25 posted in LWS. Expenses that occurred between July 1st and December 31st were due in SmartFusion by January 31st. Review this month's budget carefully to ensure all expenses have been entered as expected. The team cannot process any further payroll requests without Fall Time & Effort records on file in their respective Let's Work Smart submissions. Please monitor LWS and your emails closely as the team communicates about these and other missing documentation that may be blocking your reimbursements.