Charter Institute at Erskine

INSTITUTE INSIGHTS

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Governor's Graduate Letters	02/28/2025	Caiman Welch	PowerSchool and IT
EOCEP Post-Test Document Submi...	02/28/2025	Christopher Seay	Assessment
AdultEducation File August/Sep...	02/28/2025	Naomi Morgan	Accountability
Graduation Rate Base File and ...	02/28/2025	Naomi Morgan	Accountability
Ninth Grade Code (9GR) Cohort ...	02/28/2025	Naomi Morgan	Accountability
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Awards Banquet Guidelines 2025	01/17/2025 - 03/14/2025	Katie Graybill	Communications, Lead...
CPI Training Opportunity	01/24/2025 - 02/18/2025	Sarah Love	Leadership, Special ...
State Memos for School Leaders...	02/05/2025 - 03/07/2025	Heather Holliday	Leadership
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SY 24-25 Third Grade Retention...	02/15/2025 - 04/15/2025	Tarry McGovern	State and Academic P...

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 for further assistance.

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.

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: AdultEducation 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: 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: 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.

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: 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: 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. 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) 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. Thank you!

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_

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: 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 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.

Announcement: SmartFusion User Guide

Contact Person: Sarah Shealy

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

Start Date: 02/13/2025

End Date: 02/28/2025

Details: As shared in February's "What Up Wednesday" - A User Guide for SmartFusion is now available for school leaders, program coordinators, and fiscal coordinators who use SmartFusion for federal funds. It can downloaded from LWS by accessing this announcement. This internal guide is built specifically for our schools and will be continuously updated as new information or questions arise. Please direct all questions, comments, or concerns regarding the guide to Sarah Shealy.

Announcement: SY 24-25 Third Grade Retention and Guidance Document

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 02/15/2025

End Date: 04/15/2025

Details: As we approach our statewide SC Ready testing window, please be sure to follow the guidance provided in the South Carolina Read to Succeed Third Grade Retention and Guidance Document. Act 114 requires third-grade retention starting in 24-25 if a student score is "Does Not Meet Expectations" on SC READY Reading. Good Cause Exemptions remain, except the Literacy Assessment Portfolio (LAP Folder) has been removed. Summer Reading Camp now requires achieving at least Approaches Expectations on an approved assessment. Approved alternate assessments include (MAP – 186, iReady – 489, STAR Unified - 941). The retention threshold is now the lowest achievement level on SC READY. Additional information is located at "https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed/third-grade-retention/" For questions, contact tmcgovern@erskinecharters.org.