



March 2019  
PS Admin Webinar

# Agenda

- ▶ Precode
- ▶ 135<sup>th</sup> Day
- ▶ Add-On Weighting
- ▶ Truancy/Incident Management
- ▶ QDC3 Data Collection
- ▶ Student Not Tested (SNT)
- ▶ End of Term

# 135<sup>th</sup> Day Funding



# 135<sup>th</sup> Day Funding

- ▶ QDC3 and 135th day funding are two different collections. 135th day data is collected for the sole purpose of student funding and QDC3 is data collection to meet state and federal requirements.
- ▶ **FIRST** - Run Refresh Premier Attendance Views Data. On the Start Page click *Special Functions* > *click Attendance Functions* > *click Refresh Premier Attendance Views Data*
- ▶ Run Refresh Premier Attendance Views Data in order for membership, absences, and ADM to calculate correctly on the report. Run for all students at the school.
- ▶ Run Reports: Start Page > System Reports > State tab > Under Legacy Reports header
- ▶ **SECOND** - Run SC01 Data Verification before any of the other Legacy Reports
- ▶ Once SC01 Data Verification is error free, you can then run reports SC02-SC09
- ▶ After you run SC01-SC09 reports, archive/save & store (both hard copy and electronic recommended). Note: Multiple staff members should know where these reports are stored.

# 135<sup>th</sup> Day Funding

- ▶ **SC09 Cumulative Class from Extract** - The Cumulative Class from Extract allows for the creation of the Cumulative Class Report based on prior report extracts for the currently selected school year and currently selected school. The report will be the data that was generated when the extract was originally created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, and the Date/Time the report extract was created. **Note:** After you have selected an extract for funding, go to the Cumulative Class Report from Extract. You will look on this page to ensure the 'Y' is displayed beside the extract that you want SCDE to use to calculate your funding.
- ▶ **SC09 Membership & Attendance from Extract** - SC09 Membership & Attendance from Extract allows users to select a previously generated report extract for reprinting the SC06 Membership & Attendance Report for the currently selected school year and the currently selected school. The report will be the data that was generated when the extract was originally created. The report will include the date/time each extract was created. Report extracts may or may not be ones that are required by the SCDE for state funding. The list of report extracts is sorted by School Name, Day Number, the Self-contained indicator, and the Date/Time the report extract was created. **Note:** After you have selected an extract for funding, go to the Mem & Att Report from Extract to ensure the 'Y' is displayed beside the extract you want SCDE to use to calculate your funding

# 135<sup>th</sup> Day Funding

- ▶ **Select EFA/EIA Funding Extract** - Make sure that the extract that your school wants sent to the SCDE is selected (choose the correct one based on Date/Time created)
- ▶ **Note:** You should NOT make a change to your selection after the SCDE has finalized funding.
- ▶ **Cumulative Class Report** - only needs to be run and extracted for schools with PreK-3 and PreK-4 students.
- ▶ Every school should run and extract the **Membership and Attendance Report**.
- ▶ **First Spot Check - April 1, 2019**

# Add-On Weightings



## Add-On Weightings

- ▶ Academic Assistance [Standardized Test Performance Level] - students who score as Not Met/fail/low (a value of '1' which means "Not Met" or "Below Basic") on selected standardized state test. This file is imported into PowerSchool. The SCDE generates this file to be imported. The district admin will notify you when the file has been imported into PowerSchool.

Note: You may want to wait until this file is imported into PowerSchool before running your 135th day Add-on Weightings reports so you do not have to run them multiple times, but this is an option.

- ▶ High Achieving - Gifted and Talented - Academic (GTA), Gifted and Talented - Artistic (GTR), Advanced Placement (AP), International Baccalaureate (IB). GTA/GTR students must be STATE-IDENTIFIED ~and~ SERVED in a GT/Honors Program. Use the first day of the school year as the effective start date. Grades 3 - 12 for GTA & GTR. Grades 9 - 12 for AP & IB.



## Add-On Weightings

- ▶ Poverty - Pupils in Poverty (PIP), defined using Directly Certified, Direct Certification Extended, SNAP/TANF, Homeless, Migrant, Runaway, Foster: S\_SC\_STU\_X.Migrant, S\_SC\_STU\_X.Night\_Residence, S\_SC\_STU\_X.Foster\_Home  
\*Identified in PowerSchool
- ▶ LEP - Limited English Proficiency ESL value scores of 1-5, 6.0, W, X. Each new LEP student must be evaluated within the first 10 days of school. All proficiency codes must be entered into PS for LEP students ASAP to indicate proficiency levels of the English language.
- ▶ Dual Credit - Student must be enrolled at least 30 days in an approved Dual Enrollment course where 'E' is the 7th character of the Course Number
- ▶ Run Reports: *Start Page > System Reports > State tab > Under Add-On Weightings header*

# Add-On Weightings

- ▶ **RUN FIRST- SC24 Add-On Weightings Update.** Run this report to update any and all changes.
- ▶ **SC28 Add-On Weightings Report** - create extract for the 135th day.
- ▶ **SC30 Add-On Weightings Select Funding Extract** - This page lists 135th day Add-On Weightings Totals extracts created for this school for the selected school year. Please select one to be used for state funding.

**Note:** A change to your selection should NOT be made after the state data collection has ended.

- ▶ **SC28 Add-On Weightings Report & SC30 Add-On Weightings Select Funding Extract** - Print and archive/save this report (hard copy/electronically). Make sure that multiple staff members know where these two reports are located.

# Truancy/Incident Management



# Truancy/Incident Management

- ▶ Truancy/Disciplinary incidents **MUST** be entered into Incident Management (IM). Only these types of incidents should be reported in IM.
- ▶ This data should be entered beginning from first day of school
- ▶ If you have not been doing so, you will need to go back and enter ALL Truancy and Disciplinary incidents into Incident Management
- ▶ The SC Dept of Ed has a document you can use to assist in appropriately inputting this data. It can be found at:

<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/powerschool-incident-management-user-training/>

- ▶ Incident Management Training 101 <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/>
- ▶ Run an Incident Management Query under System Reports -> State -> Miscellaneous, to see all Incidents already entered and review for accuracy or missing data. Leave all fields blank and hit Submit to capture all incidents.
- ▶ **NOTE: A few schools have incidents entered that do not have any STUDENT name attached to it. Run your IM Query and look for any missing data or errors! Correct any errors found.**

# QDC3 Data Collections



# QDC3 Data Collections

- ▶ **Deadline: April 14, 2019 by 5:00PM**
- ▶ *Select student > State/Province - SC > South Carolina State Information > State ID and state reporting pages*
- ▶ Contacts - Contact 1 **REQUIRED**; Contact 2
- ▶ Early Childhood - schools with Pre-K and Kindergarten students
- ▶ Homeless Student Information - populate the Primary Night Time Residence (at the time of the initial identification of homelessness) and Unaccompanied Youth, *if applicable*
- ▶ Demographics - basics
- ▶ Precode

# QDC3 Data Collection

- ▶ CATE - Student placement follow-up report; make sure all CATE course codes are using UPPERCASE letters for academic and unit tag; Ensure that the correct placement code has been entered in the CATE Placement field for each prior-year completer when doing student placement follow-up.
- ▶ 2018-19 CATE Student Reporting Procedures Guide:  
<https://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/cate-data-collection-and-reporting/2018-19-cate-srpg/>
- ▶ PowerSchool Data Collection Manual with Specific Fields Defined:  
[https://ed.sc.gov/scdoe/assets/File/data/information-systems/power-school/SC%20PS%20Data%20Collection-Specific%20Fields%20Combo%202018-19%20V1\\_0.pdf](https://ed.sc.gov/scdoe/assets/File/data/information-systems/power-school/SC%20PS%20Data%20Collection-Specific%20Fields%20Combo%202018-19%20V1_0.pdf)

Student Not Tested (SNT)





# Student Not Tested (SNT)

- ▶ 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 AND to identify students who are ineligible to test, but were coded in such a way in PowerSchool that makes them appear to be eligible for testing.
- ▶ 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)
- ▶ SNT Reason “022 - Student LEP first year in US exemption (incorrectly coded in PowerSchool only)” is no longer applicable to the SNT process, as first year in US ELL/LEP students are no longer automatically excluded from testing.

# Student Not Tested (SNT)

**Students Not Tested Reasons where Request Exclusion can be designated as “Yes” or “No”** (“Yes” means the school/district can and will provide valid documentation, else “No”)

- ▶ 001 - Homebound/homebased medical - The student is homebound or home-based and is “physically and/or mentally unable to test,” during regular and make-up testing (entire testing window), as described by a physician. Note regarding request for exclusion: Only students who meet this criteria under the SNT guidelines where appropriate documentation is provided to the SCDE can be considered for calculation exclusion under this category.
- ▶ 002 - Medical absence - The student is described by a physician as “medically unable to attend school” during regular and make-up testing (entire testing window), but is NOT homebound or home-based. Note regarding request for exclusion: Only students who meet this criteria under the SNT guidelines where appropriate documentation is provided to the SCDE can be considered for calculation exclusion under this category.

## Student Not Tested (SNT)

- ▶ 003 - Deceased student - The student died before or during the testing or make-up period and did not complete all or part of the test. Note regarding request for exclusion: Only students who die on the first day of the testing window and his/her record in the student information system has not been inactivated in PowerSchool can be considered for exclusion purposes. If the student dies before the first day of the testing window, the school should inactivate the student's records in PowerSchool so he/she is not included in the first day of testing enrollment cohort. Be sure to complete the SNT fields in PowerSchool prior to inactivating a deceased student. See the SNT guidelines for more information.
- ▶ 004 - Expelled - The student was expelled before or during the testing or make-up period and did not complete all or part of the test. Note regarding request for exclusion: Only students who are expelled on the first day of the testing window and his/her record in the student information system has not been inactivated in PowerSchool can be considered for exclusion purposes. Be sure to complete the SNT fields in PowerSchool prior to inactivating an expelled student. See the SNT guidelines for more information

# Student Not Tested (SNT)

- ▶ 005 - Withdrawn - The student was withdrawn before or during the testing or make-up period and did not complete all or part of the test. Note regarding request for exclusion: Only students who are withdrawn on the first day of the testing window and his/her record in the student information system has not been inactivated in PowerSchool can be considered for exclusion purposes. This category includes students who transfer to the Department of Juvenile Justice (DJJ). Be sure to complete the SNT fields in PowerSchool prior to inactivating a withdrawn student. See the SNT guidelines for more information.
- ▶ 006 - Dropout (withdrawn after 10 consecutive unlawful days of absences) - The student was withdrawn on the day of the eleventh consecutive unlawful absence and is not re-enrolled. Note regarding request for exclusion: Only students who are withdrawn where the first day of unlawful absences begins before the first day of the testing window, and no more than ten in-session days prior to the first day of the testing window. Be sure to complete the SNT fields in PowerSchool prior to inactivating a withdrawn student. See the SNT guidelines for more information.

## Student Not Tested (SNT)

- ▶ 007 - Incarcerated (and facility will not allow access) - The student is incarcerated and inaccessible for testing purposes. Note regarding request for exclusion: Exclusions are only available for appropriate SC READY/SCPASS testing state ratings exclusion consideration. Only students incarcerated and described as inaccessible by the appropriate jail/detention facility administrator during the testing and make-up testing periods can be considered for calculation exclusion purposes. (This category includes students in county or city jails; it does NOT include DJJ transfers, but does include students in detention at DJJ prior to being transferred to DJJ school district). See the SNT guidelines for more information.
- ▶ 008 - Death in family - Family member of student dies before or during the testing or make-up period and the student did not complete all or part of the test. Note regarding request for exclusion: Exclusions are only available for appropriate SC READY/SCPASS testing state ratings exclusion consideration. Only students whose family member dies within a reasonable time before or during testing and make-up testing, resulting in students missing all or part of testing, can be considered for exclusionary purposes. See the SNT guidelines for more information.

## Student Not Tested (SNT)

- ▶ 009 - Transfer Student (EOCEP only) - This SNT reason applies only to students identified as part of the longitudinal cohort or students enrolled in their fourth year in high school. This reason can only be used for students transferring from a non-SC public school (private school, out-of-state school, homeschool, etc.) having already taken and received credit for English I, Algebra I, US History and the Constitution, and/or Biology I (or any course deemed equivalent) and is not expected to have EOCEP scores by the end of their fourth year in high school. The 9GR value equivalent to fourth year in high school will be used to identify these students in the current school year. See the SNT guidelines for more information.

End of Term (Q3)



# End of Term (Q3)

1. Review grading terms and dates - *School > Final Grade/Reporting Term Setup*
2. Set deadlines
  - a) Notify school staff about grading deadlines
  - b) Verify grades for accuracy
  - c) Review Section Readiness report
3. Store Grades
  - How to Permanently Store Grades - PowerSource ID: 7833
  - How to Permanently Store Grades (MP4 video) - PowerSource ID: 79822
  - How to Permanently Store Grades for a single section - PowerSource ID: 67018
4. Print Report Cards
  - Report Card Resources - PowerSource ID: 53588
  - Report Card Creation Checklist - PowerSource ID: 68784
  - Printing Report Cards for Students Who Transferred Out - PowerSource ID: 7404



## End of Term (Q3)

### 5. Set up and Calculate Honor Roll (optional)

- ▶ Tutorial: Honor Roll Setup - PowerSource ID: 55385
- ▶ Setting Up Honor Roll Based on Current Grades - PowerSource ID: 7825
- ▶ Setting Up Honor Roll Based on Stored Grades - PowerSource ID: 8051
- ▶ Setting Up Honor Roll Based on Letter Grades, Not GPA - PowerSource ID: 7178
- ▶ **After you setup honor roll at your school contact your district office admin and ask them to run the Calculate Honor Roll function. This process will generate Honor Roll records for students and store them on in a table. This must be executed first before a school can run their Honor Rolls Report.**
- ▶ Running the Honor Roll Report - PowerSource ID: 5837
- ▶ DAT tag for Honor Rolls - PowerSource ID: 6442

**The End**  
**Questions???**

