

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a plain white space where the text is placed.

April 2019 PS Admin Webinar

Agenda

- ▶ Precode
- ▶ QDC3 Data Collection
- ▶ 135th Day Funding Reports
- ▶ Tardy Attendance Codes
- ▶ Individual Graduation Plan (IGP)
- ▶ Preparation for End of Year
- ▶ 2019-20 Start of Year Training

Precode

Precode

- ▶ Tuesday, April 16, 2019: Early Fall Precode Training - Session 2 This training will cover 4K, 5K, and 2nd Grade Assessment precode. Start Time: 10 am
Length: 60 minutes

QDC3 Data Collections

QDC3 Data Collections

- ▶ **Deadline: Sunday April 14, 2019 by 9:00PM**
- ▶ DQR in SCDE Member Center
- ▶ Nightly Enrich Validation emails
- ▶ 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

135th Day Funding

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The rest of the slide is a plain white background.

135th 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.

135th 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.
- ▶ **SC02 Cumulative Class Report** - only needs to be run and extracted for schools with PreK-3 and PreK-4 students.
- ▶ **SC06 Membership and Attendance Report** - Every school should run and extract the Membership and Attendance Report.

April 15, 2019 - School deadline

135th Day Funding

- ▶ **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.

April 15, 2019 - School deadline

135th Day Funding

- ▶ SCDE Finance Membership Count: <https://ed.sc.gov/finance/financial-services/student-data/membership-counts/>
- ▶ Report Type: Charter
- ▶ Report Options: School
- ▶ District: 4801 - Charter Institute at Erskine
- ▶ School: select your school and click the **View Report** button

Membership Counts

Fiscal Year	Report Cycle	Status
2018-19 ▼	135-Day ▼	PRELIMINARY
Report Type	Report Options	District
<input type="checkbox"/> Districts	<input checked="" type="radio"/> School	4801 - Charter Institute at Erskine
<input type="checkbox"/> Agencies	<input type="radio"/> District	School
<input checked="" type="checkbox"/> Charter	<input type="radio"/> State	None selected ▼
View Report		

135th Day Funding

- ▶ You should see two sections. One for the SC06 Membership ADM and the other section should be the Add On Weighting (AOW) numbers.

South Carolina Department of Education - Office of Finance																
Membership Report 135 Day PRELIMINARY																
Fiscal Year <u>2018 - 2019</u>																
District: [REDACTED]																
District: [REDACTED]																
Base Category	PK	K	01	02	03	04	05	06	07	08	09	10	11	12	Total Days	ADM
High School	0	0	0	0	0	0	0	0	0	0	6,439	4,576	3,942	2,379	17,336	128.41
Learning Disabled	0	0	0	0	0	0	0	0	0	0	1,471	385	756	255	2,867	21.24
Emotionally Handicapped	0	0	0	0	0	0	0	0	0	0	156	35	0	0	191	1.41
Visually Handicapped	0	0	0	0	0	0	0	0	0	0	135	0	0	0	135	1.00
Autism	0	0	0	0	0	0	0	0	0	0	38	0	0	0	38	0.28
Hearing Handicapped	0	0	0	0	0	0	0	0	0	0	0	24	0	23	47	0.35
Speech Handicapped	0	0	0	0	0	0	0	0	0	0	99	66	0	0	165	1.22
Vocational	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0.01
Total Days	0	0	0	0	0	0	0	0	0	0	8,338	5,086	4,699	2,657	20,780	
ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.76	37.67	34.81	19.68		153.92
Add-On Category	PK	K	01	02	03	04	05	06	07	08	09	10	11	12	Total	
High Achieving Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Academic Assistance	0	0	0	0	0	0	0	0	0	0	3,318	1,954	945	166	6,383	47.28
Dual Enrollment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Limited English Proficiency	0	0	0	0	0	0	0	0	0	0	203	142	232	136	713	5.28
Pupils in Poverty	0	0	0	0	0	0	0	0	0	0	6,499	3,114	2,835	1,464	13,912	103.05
Total Days	0	0	0	0	0	0	0	0	0	0	10,020	5,210	4,012	1,766	21,008	

Tardy Attendance Codes

Tardy Attendance Codes

- ▶ Schools > Attendance Codes
- ▶ The 3 Tardy Codes:
 - ▶ Excused Tardy
 - ▶ Bus Tardy
 - ▶ Unexcused Tardy
- ▶ If you click on them they may still have two Code Categories selected. If this is the case the only code category that should be checked or selected is **Tardy (Tardy)**, so uncheck the other selected box and click Submit to save.
- ▶ The next couple of slides will display the correct setup for the tardy attendance codes.
- ▶ After making the changes run the SC37 Chronic Absenteeism Update Process

SC-ETRD - Excused Tardy

Edit Attendance Code

Label	Value
Code	<input type="text" value="SC-ETRD"/>
Description	<input type="text" value="Excused Tardy"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input checked="" type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="Yes"/>
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	<input type="text" value="12"/>

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

SC-BTRD - Bus Tardy

Label	Value
Code	<input type="text" value="SC-BTRD"/>
Description	<input type="text" value="Bus Tardy"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input checked="" type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="No"/>
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>

SC-UTRD - Unexcused Tardy

Label	Value
Code	<input type="text" value="SC-UTRD"/>
Description	<input type="text" value="Unexcused Tardy"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input checked="" type="checkbox"/> Tardy (Tardy)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="Yes"/>
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>

Individual Graduation Plan (IGP)

IGP

- ▶ How to get Course Catalog to appear under IGP - set up course catalog in PowerScheduler.
- ▶ Courses are based on student's Next School field being populated with the correct data.
- ▶ For seniors with Next School as Graduated Students, you must change the Next School back to your school's name when working on the IGP and when the IGP is completed/locked change the Next School field back to Graduated Students.
- ▶ Courses must have HS populated in the credit type field to display.
- ▶ Let us know if you need a Majors and Courses added or edited.
- ▶ Let us know if you are still having issues with your school name displaying under Step 2.

Preparation for End of Year

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The overall composition is clean and modern, with the text centered in the white space.

Preparation for End of Year

- ▶ Create 2019-2020 Years and Terms - *School > Years & Terms* **PowerSource ID: 6111**
- ▶ School Enrollment Audit - *System Reports > System tab > School Enrollment Audit report* **PowerSource ID: 59086**
- ▶ Section Enrollment Audit - *System Reports > System tab > Section Enrollment Audit report* **PowerSource ID: 77440**
- ▶ Next School Indicator - *(Individual Students) Start page search and select a student > Scheduling Setup or (Group of Students) Start page select All students if you don't have graduating seniors and in functions select "Next School Indicator"*. **PowerSource ID: 11286**
- ▶ Next Year Grade - *(Individual Students) Start page search and select a student > Scheduling Setup or (Group of Students) Start page select student grade level (0, 1, 2, 3...) and in functions select "Student Field Value"*. **PowerSource ID: 11336**

Preparation for End of Year

Years and Terms - affect many aspects of PowerSchool, such as the 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.

- ▶ **Name of School Year:** Enter the two years comprising the school year, such as 2019-2020.
- ▶ **Abbreviation:** Enter the year abbreviation, such as 19-20.
- ▶ **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 terms after the schedule is active.

2019-20 Start of Year Training

2019-20 Start of Year Training

- ▶ July 16 & 17 - New PowerSchool Admin Training Class
- ▶ July 23 & 24 - Start of Year PowerSchool Training Class

****These dates are subject to change****

The End
Questions???