

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 central text is positioned on a white background that is partially framed by these green shapes.

May 2019
PS Admin Webinar

AGENDA

- ▶ Precode
- ▶ QDC4
- ▶ End Of Year Preparation
- ▶ Transcripts
- ▶ DOT
- ▶ Incident Management
- ▶ Chronic Absenteeism
- ▶ IGP

PRECODE

Precode

- ▶ **Reporting Date:** May 29, 2019 - First Days of Testing Data/Direct Cert
- ▶ Make sure you are communicating with your schools Testing Coordinator, if its not you. Need to keep record of students that did not test on the first day and do not test all.

Precode

- ▶ Reporting Date: June 14, 2019 - Students Not Tested (All appropriate tests)

Students Not Tested on State Assessments

Navigation tabs: Contacts, Chronic Absenteeism, Truancy, CATE, Early Childhood, SC Student Information, ESOL, Precode, Students Not Tested, Transport, Work-Based Learning

School	Test Category	Test Missed	Term	Reason for Not Testing	Requested Exclusion (documentation to SCDE required)
No tests assigned					

[New](#)

Limited English Proficiency Assessments for Elementary, Middle or High School (All students eligible for these exams)

Test Missed	Reason for not Testing
<input type="checkbox"/> LEP Assessment	<input type="text"/>

[Submit](#)

QDC4

QDC4

- ▶ **QDC4 Reporting Period:** Starts May 13, 2019 through June 20, 2019
- ▶ SCDE MEMBER CENTER - Log in and correct validation errors on the data quality reporting (DQR) page starting on May 14, 2019.
- ▶ SCDE PowerSchool Data Collection Manual Specific Fields Defined (August 2018) - <https://ed.sc.gov/data/information-systems/power-school/powerschool-manuals-for-s-c-pages/powerschool-data-collection-manual-with-specific-fields-defined-south-carolina-state-reporting/>

END OF YEAR

End of Year

- ▶ PowerSource ID: End of Year (EOY) Preparation - 9497, End-of-Year Frequently Asked Questions (FAQ) - 9884
- ▶ **The End of Year process:**
 - Validates that students have Next School set for the current year prior to running this function.
 - Validates that a school year term for the next school year has been set up in all schools.
 - 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.

End of Year

- Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.
- Sets the Next School for the new enrollment to the school's default graduating school if student is enrolled in the school's Highest Grade.
- Carries forward lunch balances while clearing out all financial lunch activity records.
- Removes all records of parental access to student records via Internet and telephone.
- ▶ Prepare a Student for Graduation
 - Next Year Grade field to: 99
 - Next School Indicator: Graduated Students (999999)
- ▶ Permanently Store Grades
- ▶ Fix all errors for School Enrollment Audit and Section Enrollment Audit
- ▶ Some reports will only return accurate results if run for the students most current school enrollment. This is often the case in State/Province specific reports, report cards, some attendance reports, class rank, graduation progress report, honor roll, PowerLunch reports and transcripts.

End of Year

- ▶ Year and Terms
- ▶ Next School Indicator
- ▶ Next Year Grade
- ▶ Default Grade Levels for FTEs
- ▶ Complete PowerScheduler - Commit your 2019-20 Schedules - **Deadline June 28, 2019 COB**

TRANSCRIPT

Transcripts

- ▶ Make sure all grades are permanently stored and correct before printing transcripts and archiving transcripts.
- ▶ Run transcripts for all students/grade levels that are taken or where college prep courses are being taught. Possible 7th and 8th grade, but definitely grades 9 - 12. If a student is taken college prep courses in the 6th grade, this is something that will need to be discussed in more detail with someone from the Charter Institute at Erskine. All final transcripts must have the “Date Calculated” field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than June 15th. The “drop-dead” deadline for transcripts to have been processed for the Commission on Higher Education (CHE), colleges or universities for state scholarship eligibility determination is June 15 each year. There are no exceptions to this date.
- ▶ Failure to use the current templates may exclude students from scholarship eligibility.
- ▶ Make sure that all students that are suppose to graduate this year have a final transcript printed and saved in there permanent records before the June 15th deadline. Schools will be held accountable if this is not done.

Transcripts

- ▶ Two GPA calculations (SC_GPA_UGP_Round & SC_GPA_4.0_Round)
- ▶ Class Rank Method (SC_GPA_UGP_Round)

**State of South Carolina
Standard High School Transcript
Work In Progress**

Graduation Date: 06/08/2019
Class Of: 2019
Diploma Type: State of SC Diploma

Ninth Grade Code	16 - 2015-2016	✓
Diploma Ordered	F - State of SC Diploma	✓
Diploma Earned		⚠
Diploma Order Number		⚠
Graduation Date	06/08/2019	📅

Transcripts

State of South Carolina Standard High School Transcript Work In Progress

Graduation Date: 06/08/2019
Class Of: 2019
Diploma Type: State of SC Diploma

Scheduling Setup

Required Settings

Next Year Grade

99

Priority

0

Schedule This Student

Year of Graduation

2019

State of South Carolina Standard High School Transcript Work In Progress

Graduation Date: 06/08/2019
Class Of: 2019
Diploma Type: State of SC Diploma

Diploma Type (for Transcript)

F - State of SC Diploma

Award Ordered

Award Earned

Scholarship Ordered

Graduated School Number and Name 0 -

Transcript

- ▶ Final, official transcripts must have the date calculated value on the date of graduation or before 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 date, 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.
- ▶ ***June 15th falls on a Saturday, but the date has not been extended to Monday.

DOTS

DOTS

- ▶ DIPLOMA ORDER AND TRACKING SYSTEM (DOTS)
- ▶ For a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:
 - Diploma Order Code must be an F.
 - Exit/Graduation date fields (two separate fields) must be in the range currently being processed; the exact dates for each range will be posted in DOTS.
 - Spring Graduation: January through May/June
 - Summer Graduation: June through August (first day of new school year - the third Monday in August)
 - Grade Level must be 10, 11, 12, or 99.
- ▶ Log in and order through the SCDE Member Center Website
- ▶ Make sure you do this while the student is still active and not transferred to Graduated school yet
- ▶ <https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/>

INCIDENT MANAGEMENT

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 frame, creating a modern, layered effect. The rest of the background is plain white.

Incident Management

- ▶ SCDE IM files
- ▶ Incidents are not only uploaded to the SCDE during QDC4 but the data is also used for a federal report Table 5. Table 5 (federal report) reporting is required by the Office of Exceptional Children. This is a discipline report for all students that have an Active IEP during the Current year. For more in-depth information about Table 5 please talk to your schools Special Education Coordinator.
- ▶ **Deadline:** June 20, 2019
- ▶ Conducting a data analysis of Incident Management
- ▶ SC Incident Management Query

CHRONIC ABSENTEEISM

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 frame, creating a modern, layered effect. The rest of the background is plain white.

Chronic Absenteeism

Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

- ▶ All types of absences contribute to chronic absenteeism:
 - Excused Absences
 - Unexcused Absences
 - Suspensions
- ▶ A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.
- ▶ Students must be enrolled at least 10 days at any time during the school year to be reported as chronically absent
- ▶ If your school is not reporting any chronically absent student will have to look at your attendance setup.

Chronic Absenteeism

- ▶ *Daily - Elementary School (1 period in Bell Schedule). -If a student leaves early, arrives late, or returns the time in and time out must be entered.
- ▶ Meeting - Middle School, High School, Elementary School with more than 1 period in Bell Schedule. Attendance should be taken in every period. If the student leaves early, arrives late, or returns the attendance should be updated. The time in and time out can be entered in the Time comment section only.
- ▶ SC 37 Chronic Absenteeism Update Process - The Chronic Absenteeism Update Process will flag students identified as chronically absent. The student must meet the following requirements to be flagged as “Y” for chronically absent:
 - A student must be enrolled at a school for at least 10 membership days to be included in the calculation.
 - A student will be flagged as a ‘Y’ (chronically absent) if the attendance recorded in PowerSchool reaches or exceeds the 10 percent days absent of membership days. Absences will include excused, unexcused and/or out of school suspensions.
 - A student is considered absent if not present 50% or more of the school day.

Chronic Absenteeism

- ▶ I have set the SC37 Chronic Absenteeism Update Process to run automatically Mon, Wed, Fri in the early AM of the morning
- ▶ SC38 Chronic Absenteeism School Report
- ▶ Review the school membership days at the top of the SC 38 Chronic Absenteeism School report to ensure the information is updated to the current collection cycle
- ▶ Review the report to ensure that the students are reported accurately.
- ▶ Review the entry and exit dates for students identified to ensure that this information is correct.
- ▶ Review the reports to ensure that “No Show” students are not reported.
- ▶ **Deadline:** June 20, 2019

IGP

IGP

- ▶ **Deadline:** June 20, 2019
- ▶ If you need majors added please let us know because they have to be added at the district level.

ANY QUESTIONS???