June 2019 PS Admin Monthly Webinar

AGENDA

- QDC4
- End of Term
- End of Year
- DOTS
- Transcripts
- Student Withdraw before 180 Day
- Student Not Tested
- Summer Training

QDC4

QDC4

- QDC4 Data Collection School Deadline – **June 20, 2019 by 5:00pm**

- DQR

- Nightly Enrich Validation Errors

- Demographics – basics

- 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

- Incident Management (IM)

- Chronic Absenteeism

- Individual Graduation Plan (IGP)

End of Term (Q4, S2, F1)

End of Term (Q4, S2, F1)

PowerSource IDs:

- Permanently Storing Grades - Y1/S2/Q4 Example: ID 55258 *(Y1 should be replaced with F1 if the grade must display on the transcript)*

- 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

- Report Card Resources - PowerSource ID: 53588

- Report Card Creation Checklist - PowerSource ID: 68784

- Printing Report Cards for Students Who Transferred Out - PowerSource ID: 7404

- 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

End of Term (Q4, S2, F1)

- 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

- Have completed June 20, 2019 by 5:00PM

Reports

State Reports:

▶ REMEMBER to make sure before June 27, 2019 you have saved, printed and archive copies of the state reports. This is the school responsibility and all funding state reports will be deleted once we complete the End of Rollover Process.

Report Cards:

▶ Save, print and archive the final report card

▶ Honor Roll - Save, print and archive

▶ Class Ranking - Save, print and archive

▶ Running Reports After End of Year: The following table lists various PowerSchool global reports and whether or not each report will be accurate for the concluded year if run after the EOY process has been completed. – **PowerSource ID: 9985**

End of Year (EOY) Preparation

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▶ End of Year Prep Deadline: **June 27, 2019 by 5:00PM**

▶ Complete PowerScheduler & Commit your 2019-20 Schedules Deadline: **June 28, 2019 by 5:00PM**

▶ 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**

▶ End of Year (EOY) Preparation - **PowerSource ID: 9497**

▶ End-of-Year Frequently Asked Questions (FAQ) – **PowerSource ID: 9884**

▶ 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**

End of Year (EOY) Preparation

▶ 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**

Diploma Order and Tracking System (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/

Transcripts

Transcripts

▶ **June 15, 2019 Deadline (Saturday)**

▶ Make sure all grades are permanently stored and correct before printing transcripts and archiving transcripts.

▶ All student taken high school credit classes (7th – 12th grade) should have a transcript ran and archived NO LATER THAN June 15, 2019.

▶ Class Ranks should be calculated no later than June 15, 2019.

▶ Regulations 43-234: Defined Program, Grades 9 -12 and Graduation Requirements - https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/sbe-regulation-43-234-defined-program-grades-9-12-and-graduation-requirements1/

▶ 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

- 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.

- ***June 15th is falls on a Saturday, but the date has not been extended to Monday.

Student Withdraw before 180 Day

Student Withdraw before 180 Day

Q: I have some students who will not be returning next year. How can I configure their student records so that they are transferred out during the End-of-Year process?

A: The End-of-Year process cannot transfer students out of school. If a student will not be returning to the district in the upcoming school year, manually transfer that student out of school before running the End-of-Year process.

Schools will need some type of written communication when this applies. The SCDE is concerned about schools throughout the state withdrawing students without being first notified by the parents/legal guardian.

Student Not Tested (SNT)

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▶ Deadline for Data Entered into PowerSchool and Documentation sent to Christy: **June 20, 2019 by 5:00PM**

▶ Christy (CJ) from CIE district office

▶ Work with School Testing Coordinator

▶ SCDE SNT Webpage: https://ed.sc.gov/data/information-systems/accountability-resources/

Summer Schedule

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Face to Face Training at the District Office in Columbia, SC:

▶ July 16 & 17 – New PowerSchool Admin Training Class (new schools and any new PS Admins for returning schools) 9:00AM – 5:00PM

▶ July 23 & 24 – Start of Year PowerSchool Training Class (mandatory for all schools) – 9:00AM – 5:00PM

PowerSchool Shutdown: NO ACCESS TO POWERSCHOOL, POWERTEACHER, STUDENT/PARENT PORTAL

▶ July 1, 2019 – July 8, 2019

Any Questions ???