

## Start of School Year Procedures (First Two Weeks)

1. Enroll all new, incoming students in PowerSchool
2. Withdraw any student from PowerSchool that you have confirmed is not returning to your school or has changed their mind about enrolling. After the EOY rollover, but before the 2<sup>nd</sup> day of school, you will withdraw students as a No Show (NS) and provide a No Show Reason code.

- Transfer student out as a No Show (NS)

***Enrollment > Functions > Transfer out of School***

Follow CIE District Withdrawal Procedures to enter Date of Transfer, Transfer Comment, and Exit Code and **Submit**

- Populate the student's No Show Reason code

***State/Province – SC > South Carolina Student Information > No Show Reason***

Most common codes: N10 (Transfer/In-District)  
N11 (Transfer/Out-of-District)  
N12 (Transfer/Out-of-State)  
N17 (Homeschooled)

***NOTE: These four common codes are not all inclusive and there are other options to choose from if none of these fit the student's situation.***

Dropout Reason	<input type="text"/>
Dropout Date	MM/DD/YYYY <input type="text"/>
No Show Reason	<input type="text"/>
Moved To District:	<input type="text"/>
Retained Reason	<input type="text"/>

- It is best practice to ensure you have something in writing indicating the student will not be enrolling/returning, i.e. an email from a parent or signed withdrawal form
- It is also best practice to obtain a record request from the school the student will be attending, or homeschool association, to keep on file for dropout data purposes (*Note: If it was a new student who never attended your school, you should still attempt to obtain a record request from the school they are attending or homeschool association to keep on file*)

- Populate the Moved to District/School data (if known)



**State/Province – SC > South Carolina Student Information > Moved to District**

Dropout Reason	<input type="text"/>	Adult Ed Entry Date
Dropout Date	MM/DD/YYYY <input type="button" value="Calendar"/>	GED Earned
No Show Reason	<input type="text"/>	
Moved To District:	<input type="text"/>	Moved To School:
Retained Reason	<input type="text"/>	

- When you choose the correct District, a dropdown will appear for the Moved to School; choose the correct school
- For students transferring out-of-state, to a homeschool situation, or otherwise, and not to another SC District, there are other options (for example):
  - Georgia (9002)
  - Home Schooled (HOME)
  - Non-Border State (9009)
  - North Carolina (9001)
  - Other (OTHE)
  - Private School (PRIV)

3. PowerTeacher training for teachers (new and returning) – If you have a teacher who is proficient, you may wish to have them assist with peer training



4. **1<sup>st</sup> Day of School** – All students who do not physically attend on the 1<sup>st</sup> day of school must be withdrawn by the end of the school day and coded as a No Show (NS) (see directions/photos in #2 above)



5. All No Show students **MUST** be transferred out and withdrawn by the 5<sup>th</sup> day so they are not included in the 5-day count.



6. Enter EFA/EIA codes for any students added after the EFA/EIA Initialization process is run – EFA/EIA start date should match the student’s first day of enrollment



7. Populate key data for all students in the following fields:

a. **Ethnicity** (if missing) – *Information > Demographics*

Populate both the bubble for Ethnicity and the dropdown for Scheduling/ Reporting Ethnicity



- b. **Race code** (if missing) – *Information > Demographics*
- c. **Lunch Status** – *Administration > Lunch* – **only use P (Full Pay), R (Reduced) or F (Free)**
- d. **Early Childhood** (PK3/PK4,K5 students only) – *Information > State/Province – SC > Early Childhood*
- e. **English Proficiency** – *Information > State/Province – SC > South Carolina Student Information > English Prof*   
 This field indicates the student’s proficiency level in English. Most students will be coded as 8 or 9 (native English speaker), with the exception of students who do not indicate their primary or first language spoken is English. Use only the approved ESL codes (see dropdown menu).
- f. **9GR** (for new or incoming HS students) – *Information > State/Province – SC > South Carolina Student Information > Ninth Grade Code*   
 This field designates the year the student FIRST attended 9<sup>th</sup> grade, at any school. Choose the appropriate year from the dropdown menu.  
*Note: If this value is changed after the 45<sup>th</sup>-day data pull, this may cause issues for student Graduation Rate*
- g. **Instructional Setting** – *Information > State/Province – SC > South Carolina Student Information > Instructional Setting*   
 This field indicates whether the student is currently receiving Special Education Services and has an IEP in effect, or if they have a 504 plan. Default for this field is Regular Ed (blank). If student has an IEP or 504 plan, they must be appropriately coded as such, i.e. Special Ed or 504 Plan. There are additional options for students who are transitioning from one instructional setting to another, i.e. Currently SE, now Reg Ed (for students who no longer have an IEP).
- h. **504 Plan code** – *Information > State/Province – SC > South Carolina Student Information > 504 Plan*   
 For students who are coded as having a 504 Plan for their Instructional Setting (see g above), a 504 Plan Code must be chosen that designates the primary life function in which the student is most substantially limited according to documentation of disability. Options include BH (Breathing), HR (Hearing), LN (Learning). See list of options in dropdown menu.
- NOTE:** 504 Eligible (Without a Plan) – Check this box for any student who is eligible for 504 services but does not have a formal 504 plan in place, i.e. student may be eligible for services, but when on medication does not need a plan. (See Field Specific Data Collection Manual for further explanation)

- i. **Migrant** – *Information > State/Province – SC > South Carolina Student Information > Migrant* (check box if applicable)

A migratory student is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work:

- Has moved from one school district to another; or
- Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity

(See Field Specific Data Collection Manual for more information)

- j. **Foster Home** – *Information > State/Province – SC > South Carolina Student Information > Foster Home* (Y/N, if applicable)

Indicates whether or not a student resided in a foster home for the current school year.

Note: Once a student is placed in foster care and you code this field as “Y” for Yes, it should remain a “Y” for the remainder of the school year.

This field defaults to blank at the beginning of each school year during the Miscellaneous Initialization process and will need to be repopulated where applicable.

- k. **Homeless Student Information** – *Information > State/Province – SC > Homeless Student Information* (Primary Night Time Residence/Unaccompanied youth – populate from dropdown, if applicable)

This field is used to provide information for students who lack a fixed, regular, and adequate nighttime residence.

Unaccompanied homeless youth are youth that are not in the physical custody of a parent or guardian and who meet the McKinney-Vento definition of homeless.

## **DATA VERIFICATION SEARCHES:**

Perform the following searches to identify missing data (copy/paste the text in red into the Search bar):

- a. **FedEthnicity#0; FedEthnicity#1**  
*(Students missing Y/N Hispanic for Ethnicity)*
  
- b. **Ethnicity=**  
*(Students missing Ethnicity codes – I, A, B, H, P, M, W)*
  
- c. In the Search Bar, perform the '**RaceCode Blank**' stored search by beginning to type in Race and choosing the option when it populates.  
*(Students missing Race code)*
  
- d. **Grade\_Level>8; S\_SC\_STU\_X.NinthGradeCode=**  
*(Students missing 9GR)*
  
- e. **S\_SC\_STU\_X.InstrSetting=**  
*(Students missing Instructional Setting coding)*
  
- f. **/exitdate>7/15/2019; exitcode=NS; S\_SC\_STU\_X.NoShow\_Reason=**  
*(No Show students missing a No Show Reason code)*
  
- g. **LunchStatus=**  
*(Students missing Lunch Status)*
  
- h. **DistrictofResidence=**  
*(Students missing District of Residence)*
  
- i. **State\_StudentNumber=**  
*(Students missing State Student Number – if missing, check fields required for this to generate, i.e. Last name, First Name, Gender, DOB, Grade Level, Ethnicity Hispanic/Latino), Race)*