

October 2018 PS Admin Webinar

Agenda

- ▶ Precode
- ▶ Calendar
- ▶ EFA & EIA Coding
- ▶ 45th Day Funding Extraction
- ▶ Add-On Weighting
- ▶ QDC1 Data Collection
- ▶ End of Term

Precode

Precode

- ▶ Lisa Smith will speak during this section.

Calendar

Calendar

- ▶ Minimum of 180 in-session days
- ▶ A couple of schools have less than 180 in-session days
- ▶ Check calendar to find out what day is your schools 45th day in PowerSchool and verify its correct.
- ▶ For funding and accountability purposes, the number of days in each school's calendar marked as "In Session" and "In Membership" must equal 180 after all makeup and forgiven days are accounted for. Operating outside of this specification could affect accountability and/or funding reports.

Calendar

- ▶ On the Start Page click **Term:** in the upper right hand corner of the pager > then click the **green check mark** that appears > then verify the number of in-session days in the calendar and what day the 45th falls on.

Welcome, **Zenobia Ealy** | Help | Sign Out

School: South Carolina Virtual Charter School | **Term:** 18-19 2018-2019

Start Page

Students | Staff | Parents | District Search

Alerting
SwiftReach SwiftK12

Functions
Attendance
Attendance Today
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Sections Report
Teacher Schedules

Reports
System Reports
ReportWorks
PSCB Custom Reports

People
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Current Student Selection (0)

The current selection is empty.

What's New

See what's new in the latest feature release of PowerSchool. [Read more](#)

PowerSchool Training Videos

The free October Professional Development Plus (PD+) videos are available! [Click here to view.](#)

Verify # of school days in this term.

2018-2019 Year		
180 school days.		
1. August 20 Monday	62. November 16 Friday	123. March 5 Tuesday
2. August 21 Tuesday	63. November 19 Monday	124. March 6 Wednesday
3. August 22 Wednesday	64. November 20 Tuesday	125. March 7 Thursday
4. August 23 Thursday	65. November 26 Monday	126. March 8 Friday
5. August 24 Friday	66. November 27 Tuesday	127. March 11 Monday
6. August 27 Monday	67. November 28 Wednesday	128. March 12 Tuesday
7. August 28 Tuesday	68. November 29 Thursday	129. March 13 Wednesday
8. August 29 Wednesday	69. November 30 Friday	130. March 14 Thursday
9. August 30 Thursday	70. December 3 Monday	131. March 15 Friday
10. August 31 Friday	71. December 4 Tuesday	132. March 18 Monday
11. September 4 Tuesday	72. December 5 Wednesday	133. March 19 Tuesday
12. September 5 Wednesday	73. December 6 Thursday	134. March 20 Wednesday
13. September 6 Thursday	74. December 7 Friday	135. March 21 Thursday
14. September 7 Friday	75. December 10 Monday	136. March 22 Friday
15. September 10 Monday	76. December 11 Tuesday	137. March 25 Monday

Alert Selected Students | Select By Hand | List Students [?]

Calendar

- ▶ From the Start Page click **School** in the left menu bar > under the Calendaring header click **Calendar Setup** > the click **Verify # of school days in the current term** and verify the number of in-session days in the calendar and what day the 45th falls on.

2019-2020 Year		
180 school days.		
1. August 20 Monday	62. November 16 Friday	123. March 5 Tuesday
2. August 21 Tuesday	63. November 19 Monday	124. March 6 Wednesday
3. August 22 Wednesday	64. November 20 Tuesday	125. March 7 Thursday
4. August 23 Thursday	65. November 26 Monday	126. March 8 Friday
5. August 24 Friday	66. November 27 Tuesday	127. March 11 Monday
6. August 27 Monday	67. November 28 Wednesday	128. March 12 Tuesday
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11. September 4 Tuesday	72. December 5 Wednesday	133. March 19 Tuesday
12. September 5 Wednesday	73. December 6 Thursday	134. March 20 Wednesday
13. September 6 Thursday	74. December 7 Friday	135. March 21 Thursday
14. September 7 Friday	75. December 10 Monday	136. March 22 Friday
15. September 10 Monday	76. December 11 Tuesday	137. March 25 Monday
16. September 11 Tuesday	77. December 12 Wednesday	138. March 26 Tuesday
17. September 12 Wednesday	78. December 13 Thursday	139. March 27 Wednesday
18. September 13 Thursday	79. December 14 Friday	140. March 28 Thursday
19. September 14 Friday	80. December 17 Monday	141. March 29 Friday
20. September 17 Monday	81. December 18 Tuesday	142. April 1 Monday
21. September 18 Tuesday	82. December 19 Wednesday	143. April 2 Tuesday
22. September 19 Wednesday	83. January 4 Friday	144. April 3 Wednesday
23. September 20 Thursday	84. January 7 Monday	145. April 4 Thursday
24. September 21 Friday	85. January 8 Tuesday	146. April 5 Friday
25. September 24 Monday	86. January 9 Wednesday	147. April 8 Monday
26. September 25 Tuesday	87. January 10 Thursday	148. April 9 Tuesday
27. September 26 Wednesday	88. January 11 Friday	149. April 10 Wednesday
28. September 27 Thursday	89. January 14 Monday	150. April 11 Thursday
29. September 28 Friday	90. January 15 Tuesday	151. April 12 Friday
30. October 1 Monday	91. January 16 Wednesday	152. April 22 Monday
31. October 2 Tuesday	92. January 17 Thursday	153. April 23 Tuesday
32. October 3 Wednesday	93. January 18 Friday	154. April 24 Wednesday
33. October 4 Thursday	94. January 22 Tuesday	155. April 25 Thursday
34. October 5 Friday	95. January 23 Wednesday	156. April 26 Friday
35. October 8 Monday	96. January 24 Thursday	157. April 29 Monday
36. October 9 Tuesday	97. January 25 Friday	158. April 30 Tuesday
37. October 10 Wednesday	98. January 28 Monday	159. May 1 Wednesday
38. October 11 Thursday	99. January 29 Tuesday	160. May 2 Thursday
39. October 12 Friday	100. January 30 Wednesday	161. May 3 Friday
40. October 15 Monday	101. January 31 Thursday	162. May 6 Monday
41. October 16 Tuesday	102. February 1 Friday	163. May 7 Tuesday
42. October 17 Wednesday	103. February 4 Monday	164. May 8 Wednesday
43. October 18 Thursday	104. February 5 Tuesday	165. May 9 Thursday
44. October 22 Monday	105. February 6 Wednesday	166. May 10 Friday
45. October 23 Tuesday	106. February 7 Thursday	167. May 13 Monday
46. October 24 Wednesday	107. February 8 Friday	168. May 14 Tuesday
47. October 25 Thursday	108. February 11 Monday	169. May 15 Wednesday

EFA & EIA Coding

EFA Coding

- ▶ If a student transfers out of your school and into another school within the district. Make sure you enter a **Stop Date** for the student's EFA classification, before transferring them out of your school to the other school within the district. Note: If this is not done properly in the past it would cause EFA codes errors on the SC01 report. And in the past the district office would have to resolve those issues.
- ▶ Run the SC01 Data Verification report - This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for funding to send to the SCDE.
- ▶ Run SC01 - *Start Page > System Reports > click the State tab > report is listed under Legacy Report head 'SC01 Data Verification'*
- ▶ Run EFA/EIA Query - List students with No EFA code. List or/and export students and their EFA codes
- ▶ SC01 MUST be error free before running any reports and selecting an extract for 45th day.

EFA Coding

► EFA Query Results

Search Results

Important note: To export this selection of students, you must click on "Make these students the current selection" before clicking "Export Records".

Make these students the current selection

Export Records

Student Name	Student Number	Grade Level	Enroll Status	Gender
Students names would be listed		0	0	M
		0	2	F
		0	0	F
		0	0	M
		0	0	F
		0	2	M
		0	0	M
		0	2	M
		0	0	F
		0	0	F
		0	0	M
		0	0	F
		0	0	M
		0	0	M
		0	0	F

EIA Coding

- ▶ *Search and Select Student > State/Province - SC > EFA/EIA Classification Information > under EIA Code Entry tab*
- ▶ This page only needs to be coded for PK-3 and PK-4 students
- ▶ Only the EIA 1 field is available to code.
- ▶ Select either EC3 - 3 Year Olds or EC4 - 4 Year Olds and enter the student's Effective Start Date
- ▶ Make edits under EIA History tab
- ▶ In PowerSchool there are Activity Course Codes Half-day Program (1750) and Full-day Program (1751) that a Pre-K student can be enrolled in.

45th Day Funding

45th Day Funding

- ▶ **Deadline: November 20, 2018 at noon.**
- ▶ **1st run Refresh Premier Attendance Views Data.** Note: Can on run at the school level
- ▶ 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*
- ▶ **2nd run SC01 Data Verification.**
- ▶ Once SC01 Data Verification is **Error Free** you can then run reports SC02-SC09
- ▶ After you run SC01-SC09 report archive/save & store (hard copy or electronically). Note: Multiple staff members should know where these reports are stored.

45th Day Funding

- ▶ **SC06 - Membership and Attendance Report** - The Membership and Attendance Report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. An extract option is available and includes preparing data for 45 day.
- ▶ **SC02 Cumulative Class Report**- The Cumulative Class Report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day.

45th Day Funding

- ▶ **SC09 Cum Class from Extract** - The Cum 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 Cum 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

45th Day Funding

- ▶ **Select EFA/EIA Funding Extract** - Make sure that the extract that your school wants sent to the SCDE is selected. The Date/Time Created **Note:** You should not make a change to your selection after the SCDE has finalized funding.

Add-On Weighting

Add-On Weighting

- ▶ The Add-on Weightings are calculated as Average Daily Membership; that is, the Add-on Weightings will be an ADM - total number of days served divided by the Day Number selected when running the report, such as the 45th day.
- ▶ Level Data will set up and enable a plugin in your districts PowerSchool database. This plugin will identify your PIP student's. The Level Data process for PIP should be working soon.
- ▶ 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 45th day Add on Weighing reports so you do not have to run them multiple times.
- ▶ 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 Weighting

- ▶ Poverty - Pupils in Poverty (PIP). Which is defined using Directly Certified, Direct Certification Extended, SNAP/TANF, **Homeless, Migrant**, Runaway, **Foster**. [table name].[field name]: S_SC_STU_X.Migrant; S_SC_STU_X.Night_Residence; S_SC_STU_X.Foster_Home.
- ▶ 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 within the first 45 days of each school year 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 Weighting

- ▶ 1st run - SC24 Add-On Weightings Update. Run this report to update any and all changes.
- ▶ **SC28 Add-On Weightings Report** - create extract for the 45th day.
- ▶ **SC30 Add-On Weightings Select Funding Extract** - This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each 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.

QDC1 Data Collections

QDC1 Data Collections

- ▶ **Deadline: November 19, 2018 at COB**
- ▶ **QDC1 and 45th day funding** are two different collections. 45th day data is collected for the sole purpose of student funding and QDC1 is data collection to meet state and federal requirements.
- ▶ *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 to student's**
- ▶ **Demographics - basics**

QDC1 Data Collections

Display Name

- ▶ Name (last)
- ▶ Name (first)
- ▶ Name (middle)
- ▶ Street
- ▶ City
- ▶ State
- ▶ Zip
- ▶ Mailing Street
- ▶ Mailing City
- ▶ Mailing State
- ▶ Mailing Zip

Internal Field Name

- Last_Name
- First_Name
- Middle_Name
- Street
- City
- State
- Zip
- Mailing_Street
- Mailing_City
- Mailing_State
- Mailing_Zip

Display Name

- ▶ DOB
- ▶ Ethnicity
- ▶ Race
- ▶ Gender
- ▶ Grade Level
- ▶ Student Number
- ▶ Gen (Jr., III, etc.)

Internal Field Name

- DOB
- FedEthnicity
- RaceCode
- Gender
- Grade_Level
- Student_Number
- StudentGeneration

QDC1 Data Collections

South Carolina Student Information

Display Name	Internal Field Name
English Prof*	Engl_Prof
Primary Language*	primarylanguage
Birth Country*	Student_BirthCntry
Language for Oral Communication*	Oral_Communic_Lang
US Sch Entry Date*	USSchEntryDate
Language for Written Communication*	Written_Communic_Lang
1st Lang Spoken*	First_Lang_Spoken
Home Lang*	HomeLang
LEP Initial Test – Date of Initial Test*	Init_TestDate
LEP Initial Test – Type of Test*	Init_TestType
LEP Initial Test -- Score on Initial Test*	Init_TestScore

Instructional Setting*	InstrSetting
True Grade*	truegrade
CEIS	CEIS_Ind
504 Plan	Plan504Code
504 Eligible (Without a Plan)	504Elig_NoPlanInd
Medicaid No*	MedicaidID
Medicaid Consent Date	Medicaid_Consent
Medicaid Eligible Date	MedicaidEligible_Date

Ninth Grade Code (9GR)*	NinthGradeCode
Diploma Type* (for Transcript)	Diploma_Type
Diploma Ordered*	DiplomaOrdCode
Award Ordered*	AwardOrdCode
Diploma Earned*	DiplomaEarnedCode
Award Earned	AwardEarnCode
Graduation Date*	GradDate
Graduated School Nb*	Graduated_SchoolID
Graduated School Name*	Graduated_SchoolName

Dropout Reason*	Dropout_Reason
Adult Ed Entry Date	Adulted_entrydate
Adult Ed Exit Date	Adulted_exitdate
Dropout Date*	Dropout_Date
Date GED Earned (Year)*	YRGED_Earned
Adult Ed Graduation Date	AdultEd_GradDate
No Show Reason*	NoShow_Reason
Moved To District*	Moved_To_District
Moved To School*	Moved_To_School
Retained Reason*	RetainReasonCode

QDC1 Data Collections

South Carolina Student Information

Migrant*	Migrant
Foster Home*	Foster_Home
School of Residence	SchoolRes
Parent Military Status*	ParentsMilitaryStatus
G&T Qualified	GT_Qualified

Transportation Mode AM* PK4 only	Trans_Mode_AM
Transportation Mode PM* PK4 only	Trans_Mode_PM
Bus 1	BusInfo1
Bus 2	BusInfo2
CPR Opt-Out Date	Cpr_opt-out_date
AED Opt-Out Date	Aed_opt-out_date
CPR Completion Date	CPR_Completion_Date
AED Completion Date	AED_Completion_Date

QDC1 Data Collections

- ▶ **Coordinated Early Intervening Services (CEIS)** - Check this box to indicate that a student is receiving general education intervention services from a district for the current year.
- ▶ **True Grade** - Some special programs to which students are assigned are offered at physical or virtual locations different from the student's home school; therefore, when grade levels for the other location cannot correctly indicate true grade level, select the value for the student's "True Grade" from the drop-down list. That is, populate the True Grade field ONLY for those students who are receiving special education services at a school location that does not include his or her grade level in the grade range for entry in the Grade Level field.
- ▶ **Adult Ed Entry Date** - Adult Education entry date in this field to indicate the date on which the student entered an Adult Education program. Students who were enrolled in an adult education program and were being tracked by a district during the current school year must be coded in PowerSchool as either W38 (Adult Education Diploma Tracking) or W40 (Adult Education GED Tracking).

QDC1 Data Collections

- ▶ **Adult Ed Exit Date** - Adult Education exit date in this field to indicate the date on which the student exited the Adult Education program. Students who were enrolled in an adult education program and were being tracked by a district during the current school year must be coded in PowerSchool as either W38 (Adult Education Diploma Tracking) or W40 (Adult Education GED Tracking).
- ▶ **Adult Education Graduation Date** - Enter the Graduation Date (provided through the Adult Ed Program Office through which the student completed high school requirements for graduation). This field indicates that students who were enrolled in an adult education program and were being tracked (exit coded as W38) by a district during the current school year did, in fact, complete all requirements to receive their high school diploma through the Office of Adult Education.

QDC1 Data Collections

- ▶ **Moved To District** - Whenever a student transfers out of your school this field must be populated. If you do not know where the student went and confirmed that the student enrolled in another school you must follow procedures for a dropout student.
- ▶ **Moved To School** - A value if provided must be selected.

QDC1 Data Collections

- ▶ **Migrant** - 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
 - ▶ in a State that is comprised of a single school district, has moved from one administrative area to another within such district; 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.
- ▶ Agricultural activity is defined as follows:
 - ▶ any activity directly related to the production or processing of crops, dairy products, poultry or livestock for initial commercial sale or personal subsistence;
 - ▶ any activity directly related to the cultivation or harvesting of trees; or
 - ▶ any activity directly related to fish farms.

QDC1 Data Collections

- ▶ **Foster Home** - Once a student is placed in foster care they will remain for the entire school year.
- ▶ **School of Residence:** Enter the 7 digit code (School Identification Number or SIDN) for the school to which the student would be assigned based on the home/street address (geocode). 2018-19 SIDN List:
<https://ed.sc.gov/districts-schools/state-accountability/feature-boxes/school-identification-numbers-sidn/2018-19-school-list-with-sidn/>
- ▶ **Parent Military Status**

End of Term

End of Term

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 - PowerSorce ID: 7833
 - ▶ How to Permanently Store Grades (MP4 video) - PowerSorce ID: 79822
 - ▶ How to Permanently Store Grades for a single section - PowerSorce ID: 67018
4. Print Report Cards
 - ▶ Report Card Resources - PowerSorce ID: 53588
 - ▶ Report Card Creation Checklist - PowerSorce ID: 68784
 - ▶ Printing Report Cards for Students Who Transferred Out - PowerSorce ID: 7404

End of Term

5. Setup and Calculate Honor Roll (*optional*)

- ▶ Tutorial: Honor Roll Setup - PowerSorce ID: 55385
- ▶ Setting Up Honor Roll Based on Current Grades - PowerSorce ID: 7825
- ▶ Setting Up Honor Roll Based on Stored Grades - PowerSorce ID: 8051
- ▶ Setting Up Honor Roll Based on Letter Grades, Not GPA - PowerSorce 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 - PowerSorce ID: 5837
- ▶ DAT tag for Honor Rolls - PowerSorce ID: 6442

The End
Questions???