November 2019 PS Admin Monthly Webinar

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Agenda

- Precode
- Coding Homeless Students, Military Parents, English Proficiency
- Employability Course Codes
- Incident Management
- Dropout Data
- Merge Duplicates
- Early Graduate Diploma Orders

Precode

Precode

▶ Precode data for Access for ELLs, SC-Alt – **Deadline: November 13-29, 2019**. Semestered Administered is 'Spring'. This date is the close of the "Early Validation for Precode data for Access for ELLs, SC-Alt window on the data collection schedule.

▶ Work together with your school testing/assessment coordinator and Special Ed Coordinator for data accuracy and accommodations.

▶ What is ACCESS - States must administer an English language proficiency assessment to limited English proficient students in grades K through 12 in order to comply with the requirements of the No Child Left Behind Act of 2001, 20 USC 6301 et seq. (2002). For the 2019–20 school year, the assessment administered for this purpose will be ACCESS for ELLs® through the WIDA Consortium.

▶ Alternate ACCESS for ELLs® is an assessment of English language proficiency for students in grades 1 through 12 who are classified as English language learners (ELLs) and have significant cognitive disabilities that prevent their meaningful participation in the ACCESS for ELLs® assessment. This assessment will also be available for those students who meet the criteria for an alternate assessment.

Precode

- Who takes ACCESS - All students in grades K-12 who are determined to have limited English proficiency - based upon the completion of a Home Language Survey and the initial assessment of their English proficiency - must take ACCESS for ELLs® or Alternate ACCESS each spring. This includes those students whose parents have waived direct ESOL services.

- Students with limited English proficiency must continue to take ACCESS until they meet the requirements for full English proficiency as established by the Office of Federal and State Accountability.

- The Alternate Access for ELLs is only for alternate assessment eligible students who are also English Learners (ELs).   High schools students are required to take the assessment at all grades (9, 10, 11, and 12) unless they have exited. HS refers to students receiving instructions at the ninth grade level or above. These students must complete all four subject-level high school alternate assessments by third year cohort.

- Students are identified to test this assessment if they have an English Proficiency value of 1.0-6.0, W, CM, A1, A2, or A3.

Precode

- P1, P2, P3, and P4 are considered exited and students coded P1, P2, P3, P4, 8, or 9 will not be precoded for this test.

- Students who need to take Alternate ACCESS for ELLs should have the Alternate Assessment field set to Y.

- Customized test forms for ACCESS for ELLs are not ordered via precode.

- Oral/signed administration materials for ACCESS for ELLS are not ordered via precode.

- Per Proviso 1.94 of the 2019-20 General Appropriations Bill, SCPASS and SC-Alt will test Science in only grades 4 and 6 and will not be testing Social Studies. (SC-Alt will still test high school for all four subjects; that does not change based on this proviso.)

- Activity Course code will be important when it pertains to SC-Alt

- Other Alternate Assessment Tested School ID

Precode

Alternate Assessment Test Administrator First Name / Last Name Fields:

▶ Blank– (Default)

▶ The first and last name of the test administrator for the alternate assessment should be entered into this field.

▶ The Alternate Assessment Test Administrator Name fields are used to record the SC-Alt test administrator. If these fields are left blank, the Home Room field will be used.

▶ For students who do not test in an alternate assessment, this field should be left blank.

▶ It is possible to enter the name of the same teacher in several different ways, e.g., Jane Doe, J. Doe, Jan Doe. Make every effort to enter data into these fields consistently.

▶ Other Alternate Assessment Tested School ID - **Leave this field blank if the student is tested at the school they are enrolled at in PowerSchool.**

Precode - Access for ELLs & SC-ALT Data Fields

- Deaf-Blindness – Precode

- Multiple Disabilities – Precode

- 504 Plan - South Carolina Student Information

- Instructional Setting - South Carolina Student Information

- Gifted & Talented Status - High Achieving 1-4

- Migrant - South Carolina Student Information

- Engl Prof - South Carolina Student Information

- Birth Country - South Carolina Student Information

- 1st Lang Spoken - South Carolina Student Information

- US Sch Entry Date - South Carolina Student Information

- New Special Program Enrollment – Special Programs

- Alternate Assessment – Precode

- Alternate Assessment Test Administrator (First, Last) – Precode [SC-ALT]

SC Coding Requirements

SC Coding Requirements

Homeless Student (Night Resident):

- A student coded as homeless should also have Free "F" selected for Lunch Status

- Homeless students are flagged as "Y" for Pupil in Poverty (PIP).

- Leave the field blank (default) for students who are not homeless.

- Once a student is identified as homeless enter the student's initial primary nighttime residence.

- Student night time residency will stay the same for the entire current year.

- Regarding McKinney-Vento/homeless – if students live in a trailer park, are they considered homeless?   Answer: No, just living in a trailer park does not make you homeless.

SC Coding Requirements

Code	Description
Blank	Default
S	S-Shelters, transitional housing
D	D-Doubled-up means sharing the housing of other persons (friends, relatives) due to economic hardship, loss of housing or other reasons such as domestic violence
U	U-Unsheltered (e.g.: cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)/Substandard
H	H-Hotels/Motels

SC Coding Requirements

Unaccompanied Youth:

Value	Description
(blank) - No	Default.
Y - Yes	• A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who meets the McKinney-Vento definition of homeless. • There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. As an example, a young child not in the physical custody of a parent or legal guardian, though living with a caregiver, and living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.

SC Coding Requirements

Primary Night Time Residence (At the time of the initial identification of homelessness)	(blank) ▾ ✓
	(blank)
Served by McKinney-Vento	S-Shelters, transitional housing
	D-Doubled-up means sharing the housing of other persons (friends, relatives) due to economic hardship, loss of housing or other reasons (such as domestic violence)
Unaccompanied youth	U-Unsheltered (e.g.; cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)/Substandard
	H-Hotels/Motels

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SC Coding Requirements

Parent Military Status:

- School districts are eligible for federal impact aid, which consists of additional funding of up to $3,000 per student, for each federally-connected student in the district. This population includes all students with a parent or guardian on active duty military orders, including service members in the reserves or National Guard on active duty orders. Students whose parents work as civilians on federal property or live on federal property are also included in this count. In order to qualify for this funding, districts must have more than 400 of these students or they must make up at least three percent of the district's average daily attendance.

SC Coding Requirements

Parent Military Status:

Code	Description
Blank	(blank) - Neither Parent nor Guardian is serving in any military service.
01	01 - A Parent or Guardian is serving Full-time in the National Guard and is not currently deployed.
02	02 - A Parent or Guardian is serving Full-time in the Reserves and is not currently deployed.
03	03 - A Parent or Guardian is serving Full-time in the National Guard and is currently deployed.
04	04 - A Parent or Guardian is serving Full-time in the Reserves and is currently deployed.
05	05 - A Parent or Guardian is serving in the military on active duty member and is not deployed.
06	06 - A Parent or Guardian is serving in the military on active duty and is currently deployed.
07	07 - The student's Parent or Guardian died while on active duty within the last year
08	08 - The student's Parent or Guardian was wounded while on active duty within the last year

SC Coding Requirements

Parent Military Status

IB Candidate Number

Transcription Information

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(blank) - Neither Parent nor Guardian is serving in any military service. ▼

(blank) - Neither Parent nor Guardian is serving in any military service.
01 - A Parent or Guardian is serving Full-time in the National Guard and is not currently deployed.
02 - A Parent or Guardian is serving Full-time in the Reserves and is not currently deployed.
03 - A Parent or Guardian is serving Full-time in the National Guard and is currently deployed.
04 - A Parent or Guardian is serving Full-time in the Reserves and is currently deployed.
05 - A Parent or Guardian is serving in the military on active duty member and is not deployed.
06 - A Parent or Guardian is serving in the military on active duty and is currently deployed.
07 - The student's Parent or Guardian died while on active duty within the last year
08 - The student's Parent or Guardian was wounded while on active duty within the last year

SC Coding Requirements

English Proficiency:

- SC Student Information page

- English Prof - This field must be populated. Never leave blank.

- If the value of W – Waiver is selected make sure you check the Waiver box also. Student has taken ELD assessment and is not receiving direct ESOL services based on Parent Refusal.

- 45th & 135th Add On Weighting funding. The English proficiency field on the SC Student Information page determines their status for LEP funding. Schools receiving Add On Weighting funding for students with values of 1.0 – 5.9, or W. All proficiency codes for LEP students must be entered into PS within the first 45 days of each school year.

- ELLI – English Language Learner Instruction

- For values other than 9 or 8 LEP Initial Test fields must be populated:

  - Date of Initial Test: Select the date for the initial screener or the date of entry into the EL program.

  - Type of Test: Select the test given to the student.

  - Score on Initial Test: Select the score value – the score will be truncated to the interger shown for accountability purposes.

SC Coding Requirements

English Proficiency:

Code	Description
Blank	None
1	1 - Pre-functional
2	2 - Beginner
3	3 - Intermediate
4	4 – Advanced
5	5 – Initially Proficient
6.0	6.0 - Initially Proficient
8	8 – English Speaker I
9	9 – English Speaker II

Code	Description
A1	Initiating
A2	Exploring
A3	Engaging
CM	Composite Missing 1 or more domains
P1	P1 – 1st Year Exited
P2	P2 – 2nd Year Exited
P3	P3 – 3rd Year Exited
P4	P4 - 4th Year Exited
W	W - Waiver

SC Coding Requirements

Code	Description
Blank	Default
WAPT	WAPT
WIDA	WIDA Screener
ACC1	Access 1st Test
WMOD	WIDA Model

▶ ESOL (English to Speakers of Language) page – If the English proficiency code of 1.0 – 6.0, P1-P4, or W is selected on the SC Student Information page then one ESOL special programs entry and at least 2 ELLI entries are required. When students transfer withdrawal, exit the student from the special program using the withdraw transfer date.

SC Coding Requirements

Acceptable ESOL Special Program Names & Codes

ESOL Code	ESOL Program Name
ELLI01	ESL Pull-out Class
ELLI02	ESL Class Period
ELLI03	ESL Push-in/Co-Teaching
ELLI04	ESL Newcomer Program
ELLI05	ESL Sheltered Content-Based Pgm
ELLI06	ESL Structured Immersion
ELLI07	ESL Mainstream with Accommodations
ELLI08	ESL Mainstream without Accommodations
ELLI09	ESL Monitored P1-P4

SC Coding Requirements

ESOL01	<1 year of ESOL Service
ESOL02	ESOL Svc > 1 but < 2 years
ESOL03	ESOL Svc > 2 but < 3 years
ESOL04	ESOL Svc > 3 but < 4 years
ESOL05	ESOL Svc > 4 but < 5 years
ESOL06	ESOL Svc > 5 but < 6 years
ESOL07	ESOL Svc > 6 but < 7 years
ESOL08	ESOL Svc > 7 but < 8 years
ESOL09	ESOL Svc > 8 but < 9 years
ESOL10	ESOL Svc > 9 but < 10 years
ESOL11	ESOL Svc > 10 but < 11 years
ESOL12	ESOL Svc > 11 but < 12 years
ESOL 13	ESOL Svc > 12 but < 13 years
ESOL14	ESOL Svc 13 or more years

SC Coding Requirements

English Proficiency Code	Criteria	Dropdown List Description	ELP Assessment Required
Blank	N/A	Select a Value	Y/N
1.0-1.9	Student scored **Entering** on ACCESS for ELLs, WIDA Screener or WIDA MODEL and is receiving ESOL services from mainstream or ESOL teacher(s). or Combined Listening and Speaking score of ≤ 26 on K W-APT 1st semester. or Combined Listening & Speaking score of ≤ 26, or a reading raw score of ≤ 13, or a writing score of ≤ 16 on K W-APT 2nd semester – 1st semester 1st grade.	Entering Pre-functional	Y
2.0-2.9	Student scored **Emerging** on ACCESS for ELLs, WIDA Screener or WIDA MODEL and is receiving ESOL services from mainstream or ESOL teacher(s).	Emerging Beginner	Y
3.0-3.9	Student scored **Developing** on ACCESS for ELLs, WIDA Screener or WIDA MODEL and is receiving ESOL services from mainstream or ESOL teacher.	Developing Intermediate	Y
4.0-4.9	Student scored **Expanding** on ACCESS for ELLs, WIDA Screener or WIDA MODEL and is receiving ESOL services from mainstream or ESOL teacher(s). Student may not have an overall score of ≥ 4.4 or does not have ≥ 4.0 in all domains.	Expanding Advanced	Y
5.0-5.9	Student scored **Bridging** on ACCESS for ELLs, WIDA Screener or WIDA MODEL and is receiving ESOL services from mainstream or ESOL teacher(s). While the overall score is ≥ 4.4, the student does not have ≥ 4.0 in all domains.	Bridging Initially Proficient	Y
6.0	Student scored **Reaching** on ACCESS for ELLs, WIDA Screener or WIDA MODEL and is receiving ESOL services from mainstream or ESOL teacher(s). While the overall score is ≥ 6.0, the student does not have ≥ 4.0 in all domains.	Reaching Initially Proficient	Y

SC Coding Requirements

English Proficiency Code	Criteria	Dropdown List Description	ELP Assessment Required
P1	Scored ≥ 4.4 overall composite score with a ≥ 4.0 in all domains on ACCESS ELLs. **This is the 1st year of monitoring.** or Combined score of ≥ 27 on Listening and Speaking test on K W-APT 1st semester or ≥4.4 or higher on WIDA MODEL. **This is the 1st year of monitoring.** or P1 or higher on ALT – ACCESS. **This is the 1st year of monitoring.**	1st Year Monitor	N
P2	2nd year monitoring	2nd Year Monitor	N
P3	3rd year monitoring	3rd Year Monitor	N
P4	4th year monitoring	4th Year Monitor	N
8 Former EL (8FRMEL)	Successfully completed four years of monitoring after meeting State's exit criteria.	English Speaker I - Former EL	N
8 Never EL (8NVREL)	Combined score of ≥ 27 or higher on Listening and Speaking test on K W-APT 1st semester Kindergarten. (*This coding is only applied after the student has successfully completed four years of monitoring.*) or Combined Score of ≥ 27 on Listening and Speaking test + reading score of ≥ 14 + writing score of ≥ 17 on K W-APT 2nd semester Kindergarten - 1st semester 1st grade. or Scored ≥ 4.5 overall composite score with a ≥ 4.0 in all domains on WIDA Screener.	English Speaker I - Never EL	N
8 Foreign Exchange (8FORE)	Student is a Foreign exchange student.	English Speaker I - Foreign Exchange	N
9	Student is a Native English Speaker.	Native Speaker English Speaker II	N

SC Coding Requirements

English Proficiency Code	Criteria	Dropdown List Description	ELP Assessment Required
W	Student has taken an ELP assessment and is eligible for services however, the student is not receiving direct ESOL services because parents/guardians have declined services. Student is served by mainstream teachers only and participates in annual ACCESS testing.	Waiver	N
CM	Student is unable to complete K W-APT, WIDA Screener or WIDA MODEL due to a disability and/or is missing a composite score from ACCESS for ELLs or ALT-ACCESS.	Composite Missing	N

SC Coding Requirements

English Proficiency Code	Criteria	Dropdown List Description	ELP Assessment Required
Blank	N/A	Select a value	Y/N
A1	Student scored A1 on Alternate ACCESS and is receiving ESOL services from mainstream or special education, and ESOL teacher(s).	Initiating	Y
A2	Student scored A2 on Alternate ACCESS and is receiving ESOL services from mainstream or special education, and ESOL teacher(s).	Exploring	Y
A3	Student scored A3 on Alternate ACCESS and is receiving ESOL services from mainstream or special education, and ESOL teacher(s).	Engaging	Y
P1 Entering	Student scored P1 "Entering" on Alternate ACCESS and is no longer funded by Title III. They are coded a P1 Entering & 1st Year Monitor and can receive accommodations on assessments.	Entering & 1st Year Monitor	N
P2 Emerging	Student scored P2 "Emerging" on Alternate ACCESS and is no longer funded by Title III. They are coded a P2 Emerging & 1st Year Monitor and can receive accommodations on assessments.	Emerging & 1st Year Monitor	N
P3 Developing	Student scored P3 "Developing" on Alternate ACCESS and is no longer funded by Title III. They are coded a P3 Developing & 1st Year Monitor and can receive accommodations on assessments.	Developing & 1st Year Monitor	N
P2	2nd year monitoring		N
P3	3rd year monitoring		N
P4	4th year monitoring		N
8 Former EL (8FRMEL)	Student successfully completed four years of monitoring after meeting State's exit criteria.	Former EL	N
8 Foreign Exchange (8FORE)	Student is a Foreign exchange student.	Foreign Exchange	N

Employability Course Codes

Incident Management

Incident Management

- Incidents should be created for Truancy and Discipline

- Deadline: February 6, 2020

- The number of students listed on the SC41 Truancy School Detail Report MUST match the number of 'Truancy' incidents in PowerSchool IM.

- You need to compare the SC41 Truancy School Detail Report with the student's attendance.

- Taken attendance in every class is a MUST, because Truancy is based on an Unexcused Absence for the entire day.

- Truancy should be coded as an incident for the individual student. (not a group).

- School must place students on an Intervention Plan once flagged as a Truant student.

- School is responsible for the Intervention Plan and Truancy Policy that follow state guidelines.

Incident Management

▶ After the initial Truant incident '151' Truant behavior, if a student continues to be truant and reaches the level of Habitual Truant add to the existing incident for student. Do not create a brand new incident.

▶ When coding the '152' Habitual Truant Code, districts can select additional options: i.e. Referred to Alternative School Program, Referral, or Family Court Referral.

▶ No student under the age of 12 should be coded as Habitual Truant.

▶ If the student continues to be truant and violates the court order, follow the steps below to add '153' Chronic Truant Behavior Code.

Dropout Data

Dropout Data

▶ Updated Dropout data was emailed out to each school on Nov. 18th.

▶ Task was also uploaded to LetsWorkSmart

▶ **Deadline to make corrections to dropout data is close of business on Monday, December 2, 2019.**

▶ Pay attention to students who have NS for Exit Code, but may be missing a No Show Reason code in the last column (this needs to be populated)

▶ In Exit Comments do not use school abbreviations as this may cause issues if the student is transferred in district or an audit of data is done. High School (HS) is fine, but you should be spelling out the name such as 'Columbia HS')

▶ If you are unable to identify the student's current educational placement (i.e. public school – including Charter school, private school, homeschool, Adult Ed program – tracking), then the student must be coded as a dropout and you need to populate the Dropout Date and Dropout Reason on the SC Student Information page

▶ Make every effort to locate this data by contacting parents, contacting student's zoned school or District, contacting student's last school

▶ Refer to the SCDE Dropout Webinar PPT provided along with your data

Duplicate Student Reconciliation

Duplicate Student Reconciliation

▶ Duplicate Student data was emailed to each school on Friday, November 15, 2019.

▶ Your data contains any duplicate student(s) where your school is listed as the LAST school with enrollment dates for the student and/or the student is currently active at your school.

▶ Review documentation on Erskine website titled: CIE Resolving Duplicate Student in PowerSchool

https://erskinecharters.org/wp-content/uploads/2019/10/Duplicates-District-Wide-Instructions-to-Resolve-and-Merge-Duplicates-Student-Accounts-in-PowerSchool.pdf

▶ **The deadline to reconcile duplicate students is Monday, <u>December 9, 2019</u>.**

Duplicate Student Reconciliation

▶ **Duplicate Students at Different Schools**
You must request the other school transfer the duplicate student to your school. NOTE: This must be done before any duplicate record is transferred to the Duplicate school. Do not transfer another school's duplicate to DRS; transfer it to the school so they can properly reconcile the two records.

▶ **Duplicates Students at Same School**
The student record to keep will be the one with the most historical and/or accurate data; this will be the master record. This may or may not be the student record with the most recent enrollment – you will need to determine which record has the most data.

▶ **Merging Records:**
In either instance, you must ensure that data from the duplicate record is merged with the master record.

This includes: Demographics, Historical Grades, Transfer/Enrollment History, Attendance (if applicable), Test History, Student Schedule, and Lunch Status

Duplicate Student Reconciliation

▶ **Merging Records, Cont.**
- To merge Historical Grades, manually enter any valid historical grades from the duplicate record into the master record to ensure that ALL historical grades are captured under one record

- To merge Transfer/Enrollment History, manually enter any valid enrollments from the duplicate record into the master record to ensure ALL enrollment data is captured under one record

- To merge Demographics data/Lunch Status, ensure that the most recent and accurate data for all fields is contained in the master record

- To merge Attendance (if applicable)/Student Schedule, ensure you are in the correct year for the records and manually enter valid Student Schedule and/or Attendance data from the duplicate record into the master record

Duplicate Student Reconciliation

▶ Once student records have been properly merged, perform the following steps:

1. In the record identified as the Duplicate student, you will add to the ExitComment of the most recent enrollment one of the following:

   * Duplicate – Active [Student Number] – example: "Duplicate – Active at MSI [123456]"

   * Duplicate – Current School [Student Number] – example "Duplicate – Current School MSI Inactive [123456]"

▶ 2. Transfer the Duplicate student to the Duplicate School in PowerSchool

DOTS (Diploma Orders)

DOTS (Diploma Orders)

▶ **Early Graduates (Winter Graduates)**

In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

1. Diploma <u>Order</u> Code must be F

2. Exit/Graduation date fields must be in the range currently being processed; the exact dates for each range will be posted in DOTS (for Winter Graduation, dates should be between August and January)

3. Grade level must be 10, 11, 12, or 99

4. Verify spelling of student's full name (First, Middle, Last). If their name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS.

DOTS (Diploma Orders)

▶ **Early Graduates (Winter Graduates), Cont.**

5. Diploma <u>Earned</u> Code must be an F

6. Refer to documentation on SCDE site for further information on DOTS:

    https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/

7. Please remember Early Graduates must be excluded from Class Ranking. To do this in PowerSchool select the student then go to the Other Information page. Check **Exclude From Class Ranking** and save by clicking Submit.

Questions???