

# **Coronavirus (COVID-19) PowerSchool Coding Manual v2.1**

*Date: 03/30/2020*

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## COVID-19 Attendance Coding Guidance in PowerSchool

In response to questions related to the coding of students affected by COVID-19, the South Carolina Department of Education (SCDE) issues the following guidance.

- Absences associated to contracting the COVID-19 (quarantine) or student that have to be self-quarantine because they have come into contact with COVID-19 should be excused, using the SC-FLU code.
- To distinguish COVID-19 from the flu, districts must use the following descriptor in the comment field: COVID-19 (MUST ENTER THIS COMMENT).
- This descriptor will allow the SCDE to track the number of students with absences that can be attributed to COVID-19 and report that information to the South Carolina Department of Health and Environmental Control (DHEC).

To ensure that the information reported to DHEC is as accurate as possible, all schools are reminded that daily attendance must be taken for all classes.

Note: DHEC has been asking school nurses to report this data. If your school has a designated registered nurse before entering the code first confirm with them before entering. The state wants the most accurate data/numbers.

### Taken Daily Attendance in PowerSchool (Only Elementary Schools):

The screenshot shows a PowerSchool attendance entry form. The fields and their values are:

Date	03/12/2020
Attendance Code	SC-FLU (Flu-Influenza) *
Total Time	0 (calculated on submit)
Comment	COVID-19
Clock In	(Example entry: 08:00 AM)
Clock Out	(Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>
Time Comment	

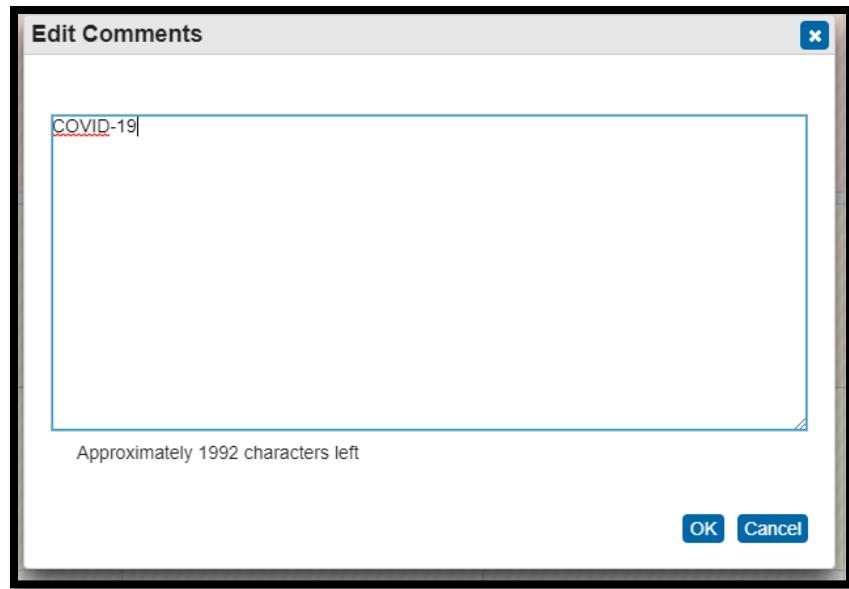
A blue rectangular box highlights the "Comment" field containing "COVID-19". A black rectangular border surrounds the entire form area. In the bottom right corner of the form area, there is a blue "Submit" button.

Note: This is a screenshot of a student absent all day.

**Taken Meeting Attendance in PowerSchool (Elementary Schools, Middle School, High School, K - 12):**

Thursday 03/12/2020 Set All	Friday 03/13/2020 Set All
358/358 mins	358/358 mins
ELA 8  08:00 AM - 09:18 AM SC-FLU  B1(A)	ELA 8  08:00 AM - 09:18 AM SC-FLU  B1(A)
Math 8  09:23 AM - 10:41 AM SC-FLU  B2(A)	Math 8  09:23 AM - 10:41 AM SC-FLU  B2(A)
Art  10:44 AM - 11:34 AM SC-FLU  4(A)	Art  10:44 AM - 11:34 AM SC-FLU  4(A)
SC History 8  12:06 PM - 01:22 PM SC-FLU  B3(A)	SC History 8  12:06 PM - 01:22 PM SC-FLU  B3(A)
Science 8  01:26 PM - 02:42 PM SC-FLU  B4(A)	Science 8  01:26 PM - 02:42 PM SC-FLU  B4(A)

Click the comment icon to add  
**COVID-19**



## Coding School Calendar's During COVID-19 Statewide Closure

The length of time specified in the executive order of March 15, 2020, exceeds the waiver discretion allowed by Section 59-1-425 for local school boards and the State Board of Education. The State Superintendent of Education will request relief from the appropriate body.

To accurately reflect current circumstances in PowerSchool (SIS) the following steps need to be taken:

1. Log into PowerSchool.
2. From the Start Page in the left side menu, under Setup header click '**School**'.
3. On the School Setup page click '**Calendar Setup**'.
4. On the Calendar Setup page click '**3/20**' & '**4/20**' link.

March 2020											
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						
					A	B	C	D	E	F	
Sun, Mar 1				0							
Mon, Mar 2	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1							
Tue, Mar 3	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1							
Wed, Mar 4	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1							
Thu, Mar 5	A Day	Resumes Online	<input checked="" type="checkbox"/>	1							

5. While on March and April calendar month pages:

- The “in-session flag” on the school calendar should be unchecked for the period outlined in the executive order.
  - The executive order dates (has been extended): Monday **March 16, 2020** to Thursday **April 30, 2020**. *(That date is subject to extension based upon the scientific guidance we receive from the Centers for Disease Control and our South Carolina Department of Health and Environmental Control.)*
  - At this time the SCDE only advised district to uncheck the ‘School In-Session’ flag, so leave the value 1 in the Membership Value field.
  - Per the district switch the Type field to **‘Other’** for all the in-session days that were just unchecked. *Note: You can leave the Type as Teacher in Service, Holiday or Vacation if there was a previously scheduled non in-session day for student to be out of school due to a Teacher in Service Day, Holiday or Spring Break.*
  - Per the district in the Note field enter **‘School Closure Due to Executive Order in SC’** for all the in-session days that were just unchecked.

**IMPORTANT NOTE:** If the days are eventually waived by the legislature/government you will be advised to check the “in-session flag”.

**Note from SCDE:** Evidence of participation should not be reflected in attendance; rather, it should be reflected in the quality of student work and the feedback generated by that work. All students should be counted as present.

## How to Run the Modified 135<sup>th</sup> Day Funding Collection

The 135-day data collection will now open on April 6, 2020, with modified procedures. On April 6th, schools are to check the “in-session flag” on the school calendar for the days the school has been closed,

per the Executive Order, and run the funding reports. All funding extracts must be properly reviewed, verified, and submitted by April 15th. After the April 15th submission date, return the flags to their unchecked status for the period schools are closed. Due to upcoming system modifications, the SC Department of Education will not be able to extend the final submission date.

The following links are being provided to you by the SCDE for your 135-day student data reports. Please review the reports Average Daily Membership (ADM) and Total Count for Add-On Weighting (AOW) Numbers. The ADM membership numbers and total count for AOW should match the Date and Time stamped for the school's selected 135<sup>th</sup> Day funding in PowerSchool. During April 6<sup>th</sup> – April 15<sup>th</sup> if the reports do not show on these pages or the numbers selected for funding in PowerSchool are not correct please contact Cantey.

- <http://ed.sc.gov/finance/financial-services/student-data/membership-counts/>
- <http://ed.sc.gov/finance/financial-services/student-data/student-accountability-counts/>

#### **Step 1:**

On April 6th, schools are to check the “in-session flag” on the school calendar for the days the school have been closed. Date Range: March 16, 2020 – April 30, 2020. (subject to change)

Mon, Mar 16	A Day ▾	2019-2020 Friday Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Tue, Mar 17	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Wed, Mar 18	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Thu, Mar 19	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Fri, Mar 20	A Day ▾	2019-2020 Friday Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Sat, Mar 21	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/>	▼	▼								
Sun, Mar 22	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/>	▼	▼								
Mon, Mar 23	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Tue, Mar 24	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Wed, Mar 25	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Thu, Mar 26	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Fri, Mar 27	A Day ▾	2019-2020 Friday Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Sat, Mar 28	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/>	▼	▼								
Sun, Mar 29	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/>	▼	▼								
Mon, Mar 30	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							
Tue, Mar 31	A Day ▾	2019-2020 Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Other	▼	School Closure Due to Executiv							

***Exception: Schools will leave the “in-session” field unchecked if the date was previously a non in-session day for the school due to either a scheduled school break, holiday or teacher in service day.***

#### **Step 2:**

On April 6, 2020 all schools by close of business should have selected a date and time stamped report for SC06 Membership and Attendance Report and SC28 Add-On Weightings Report in PowerSchool. Instructions on how to select funding for a school was trained on the March 2020 PS Admin Webinar and the recording is posted on the Charter Institute at Erskine website.

### **Step 3:**

On April 7, 2020 by close of business all schools must upload in Let's Work Smart (LWS) a signed SC06 Membership and Attendance Report and SC28 Add-On Weightings Report. The reports must be signed by either the principal or designated personnel at the school and emailed. This submission will become active during the week of March 30, 2020 – April 3, 2020. Two attached instructional manuals will be uploaded with this LWS submission. The instructional manuals will go over how to select the funding for SC06 Membership and Attendance Report and SC28 Add-On Weightings Report.

### **Step 4:**

Between April 7, 2020 – April 14, 2020 Cantey and The Institute's finance team will review the selected ADM numbers for SC06 Membership and Attendance Report and SC28 Add-On Weightings Report and if there are any issues or questions we will be reaching out to the schools PS Admins to correct or answer. If a report must be re-run during this time, we will ask the school to upload a new signed copy of the SC06 Membership and Attendance Report and SC28 Add-On Weightings Reports with the correct ADM numbers into LWS. Also during this time frame schools should be checking the SCDE Membership Count webpage <http://ed.sc.gov/finance/financial-services/student-data/membership-counts/> and making sure that the correct ADM membership numbers and total count for AOW are displaying.

### **Step 5:**

On April 15, 2020 Cantey and The Institute's finance team will review the ADM number for the last time. We will also make sure that the correct funding reports are displaying on the SCDE Membership Count webpage <http://ed.sc.gov/finance/financial-services/student-data/membership-counts/>. This is the FINAL DEADLINE date to upload funding data to the SCDE.

### **Step 6:**

On April 16th after the final funding day submission schools will need to go back into the school calendars and uncheck the “in-session” dates for the executive order by the governor March 16, 2020 through April 30, 2020. Please follow the instructions for “Coding School Calendar’s During COVID-19 Statewide Closure” which is previously outlined in this manual. By close of business Cantey will check school calendars to make sure these steps are completed.

## **ADDITIONAL INFORMATION:**

- If you are running the SC06 Membership and Attendance Report and SC28 Add-On Weightings Report before April 6, 2020 most schools will receive an error message if they use or enter their 135<sup>th</sup> day/date or any dates between March 16 – April 30 dates because the “in-session” dates are unchecked. You can enter the date of March 13, 2020 or the last in-session date for your

school before March 16, 2020. *Note: You should not create an Extract Report before April 6, 2020.*

- When running your reports starting on April 6, 2020 – April 15, 2020 use your schools actual 135<sup>th</sup> Date or just enter 135 as the day after you have re-checked the in-session flags for March 16 – April 30.

***Dates outlined in this manual are subject to change.***