

Coronavirus (COVID-19) PowerSchool Coding Manual v4

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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 must 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):

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

Submit

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**

Edit Comments

COVID-19

Approximately 1992 characters left

OK Cancel

Coding School Calendar's During COVID-19 Statewide Closure (UPDATED)

March 16, 2020 – April 24, 2020

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.

Calendar Setup - 2019-2020										
March 2020										
8/19 9/19 10/19 11/19 12/19 1/20 2/20 3/20 4/20 5/20 6/20										
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session					
					A	B	C	D	E	F
Sun, Mar 1			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon, Mar 2	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue, Mar 3	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed, Mar 4	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu, Mar 5	A Day	Regular Schedule	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Sun, Mar 15			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mon, Mar 16	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Tue, Mar 17	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Wed, Mar 18	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Thu, Mar 19	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Fri, Mar 20	A Day	Regular Schedule	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Sat, Mar 21			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sun, Mar 22			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mon, Mar 23	A Day	Regular Schedule	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Tue, Mar 24	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Wed, Mar 25	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Thu, Mar 26	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Fri, Mar 27	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Sat, Mar 28			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sun, Mar 29			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mon, Mar 30	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv
Tue, Mar 31	A Day	Regular Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	School Closure Due to Executiv

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

April 27, 2020 – School’s Last Day

The SCDE released a memorandum on May 6, 2020 stating “Previous guidance issued March 17, 2020, directed that the “in-session” flag in the student information system be unchecked during the period of the Executive Order. To facilitate enrollment and withdrawal of students in the student information system, the SCDE recommends that districts enable the “In Session Flag” in the student information system as of April 27, 2020.”

At this time, we are asking PowerSchool Admins to go into their PowerSchool calendars and make sure that the in-session dates are checked starting on Monday April 27, 2020 through the school’s last day/180th day. If those dates are already checked as “in-session” you are done and there is nothing you will have to do at this time. *Note: If your school had a previously non-session day for Teacher in Service, Holiday or Vacation you can still leave that date unchecked.*

Mon, Apr 27	A Day	Bell Schedule	<input checked="" type="checkbox"/>
Tue, Apr 28	A Day	Bell Schedule	<input checked="" type="checkbox"/>
Wed, Apr 29	A Day	Bell Schedule	<input checked="" type="checkbox"/>
Thu, Apr 30	A Day	Bell Schedule	<input checked="" type="checkbox"/>

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 135th 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 135th Day funding in PowerSchool. During April 6th – April 15th 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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other	School Closure Due to Executiv
Sat, Mar 21			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Sun, Mar 22			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Mon, Mar 23	A Day	2019-2020 Regular Bell Schedule	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other	School Closure Due to Executiv
Sat, Mar 28			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Sun, Mar 29			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Mon, Mar 30	A Day	2019-2020 Regular Bell Schedule	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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:

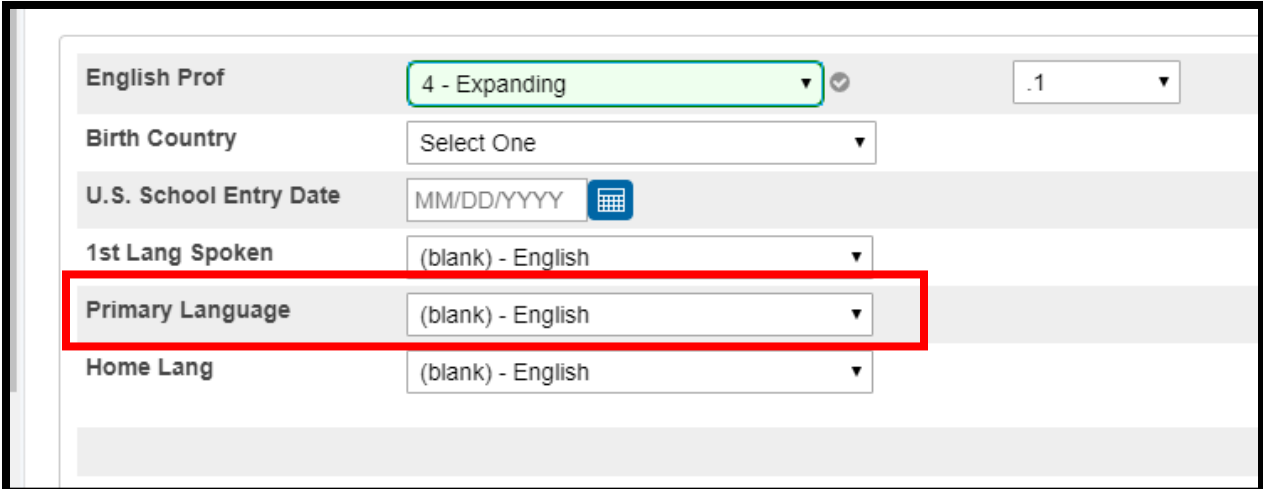
On April 16th after the final funding day submission schools will need to go back into the school calendars and uncheck the "in-session" dates for the executive order by the governor March 16, 2020 through April 30, 2020. Please follow the instructions for "Coding School Calendar's During COVID-19 Statewide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

English Learner (EL) Identification Screening during COVID-19

A memorandum was released to provide guidance regarding enrolling, screening, and providing services to newly enrolling students potentially classified as English learners. This is only if a student enrolls at your school starting on or after March 16, 2020 and during the governor’s executive school closing order, which at this time is extended to April 30, 2020 (this date is subject to change). If the student’s registration form indicates the student is English (9 – Native Speaker) for all EL questions and your school level Title III Coordinator has been consulted proceed as normal. **Note: This provision does not apply to virtual schools.**

This procedure provides a means of provisionally identifying English Learners (ELs) in times of extended school shutdowns during which virtual continuity of education services are being provided and face-to-face screening is not possible. This process may not replace the formal identification process when face-to-face screening is possible, and formal screening must take place as soon as possible once school resumes for any student who has been given a provisional status. **No part of the process already completed must be repeated once school resumes.**

Based on your schools registration form and recommendation from your schools Title III coordinators any newly enrolling student after March 16, 2020 that are potential ELs and not identified as ELs based on the identification screener, in PS you should leave the Primary Language (PL) field blank. The Student Information page should allow you to submit this page without entering a PL. If your district utilizes data validation, you will receive validation errors and will still be able to submit the page. Once we return to school and properly identify students, you will need to reenter PS and input the correct information.



The image shows a screenshot of a student registration form. The form contains several fields with dropdown menus. The 'Primary Language' field is highlighted with a red rectangular border. The other fields are: 'English Prof' (4 - Expanding), 'Birth Country' (Select One), 'U.S. School Entry Date' (MM/DD/YYYY), '1st Lang Spoken' ((blank) - English), and 'Home Lang' ((blank) - English).

English Prof	4 - Expanding	.1
Birth Country	Select One	
U.S. School Entry Date	MM/DD/YYYY	
1st Lang Spoken	(blank) - English	
Primary Language	(blank) - English	
Home Lang	(blank) - English	

SCDE COVID-19 Grade Reporting Guidance

Molly Spearman sent out a memorandum titled “COVID-19 Grade Reporting Guidance” to provide districts and schools with updated guidance related to grading, instructional deadlines for seniors, reporting information in PowerSchool, and waiver of specific provisions in regulations relating to minute requirements for instructional time in light of the novel coronavirus (COVID-19).

In the memorandum the SCDE is reframing the structure of the second semester so that only one final semester grade will be reported. The semester grade will reflect work completed and mastery demonstrated during the third and fourth quarters combined but will not be reported as two separate grades. Grades currently stored for the third quarter should be considered as interim reporting. The semester grade should be composed of all third quarter grades, as well as those grades deemed appropriate by the district to assure competency or provide remediation. Any quarter long credit-bearing courses scheduled for the fourth quarter should be directly reported in the semester grade. The one final semester grade will be applied for any student enrolled in a credit-bearing course.

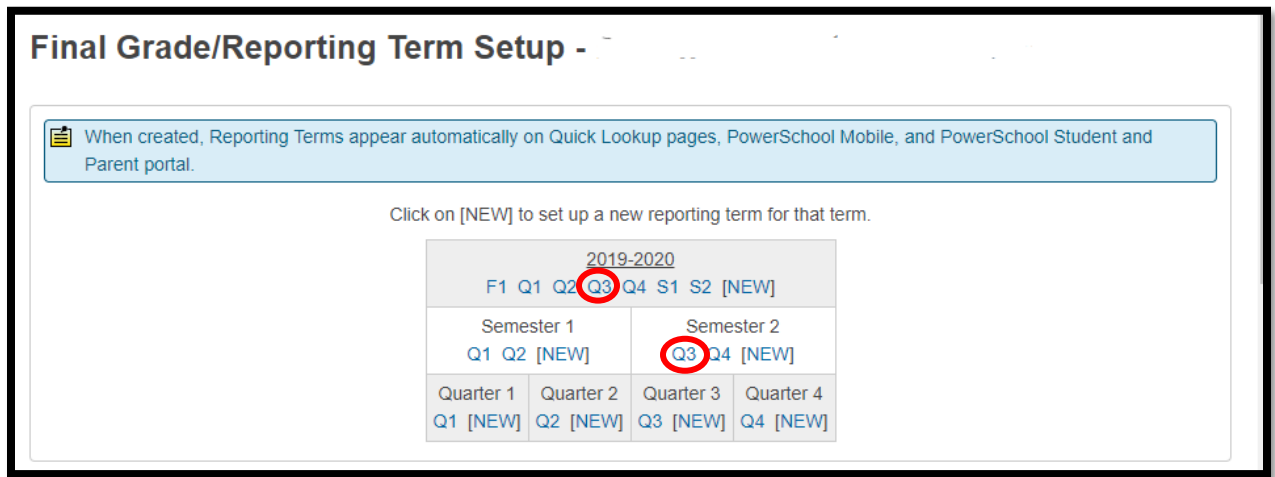
All credit-bearing courses should follow the requirements of the Uniform Grading Policy (UGP), with numerical grades recorded. This will help to maintain equity across schools and districts for scholarship considerations.

The guidelines listed below are the recommendation from The Institute if you are using PowerTeacher Pro. Please keep in mind there are other ways you can implement the COVID-19 Grading Guidance from the SCDE and that if you choose to implement your own guidelines for your school you will be responsible for making sure the implementation aligns with Molly Spearman memorandum. The guidance below is just one-way COVID-19 Grading Guidance from the SCDE can be implemented into the PT Pro Gradebook. The guidelines below were created so teachers would not have to make any edits to their Traditional Grade Calculation that is already setup in PowerTeacher Pro and PS Admins would not have to edit the Start/End Dates on the ‘Final Grade/Reporting Term Setup’ page.

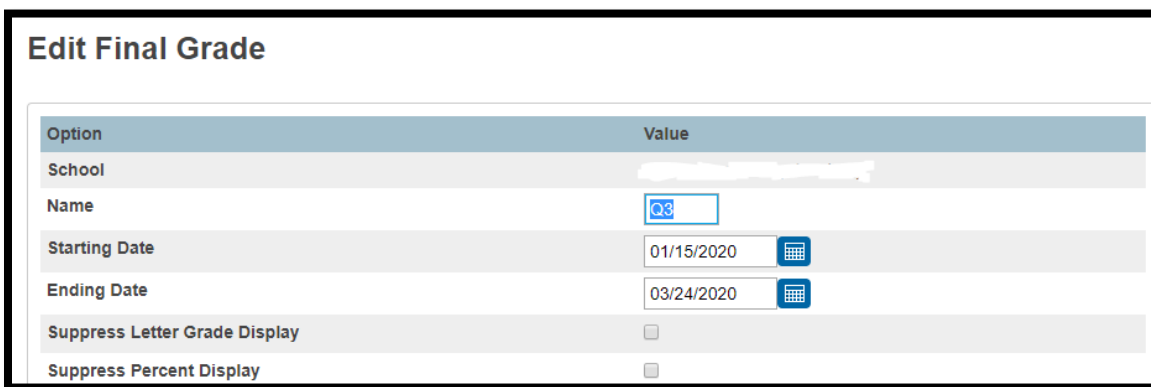
PowerSchool and Cantey do not recommend deleting term buckets on the ‘Final Grade/Reporting Term Setup’ page. If this is done you will cause orphaned records for your students’ grades and they will not be restored. It is not recommended to edit Start Date and End Dates on the ‘Final Grade/Reporting Term Setup’ unless necessary.

1. Quarter 3 grades should be counted as progress / interim grades. This should be communicated to the parents of your students based on the memorandum Molly Spearman sent out.
 - a. If you have already sent out Quarter 3 report cards please communicate to your parents that the Quarter 3 grade will be combined with the Quarter 4 grade to average out their student’s final Semester 2 grade and that the Quarter 3 grade was an interim/progress grade. An email or letter can be mailed to parents to inform them of the changes to Quarter 3 grades.
 - b. If you haven’t sent out a Quarter 3 report cards and would like to send out a report, you can send out another Quarter 3 Progress Report/Interim Report (*a generic district interim report was created*). Advise parents that the Q3 grade will be combined with the Quarter 4 grade to average out their student’s final Semester 2 grade.

2. Grades for Quarter 4 if using PowerTeacher Pro should not be entered until after your school's Quarter 3 term has ended.
3. When entering Quarter 4 assignments and grades teachers would need to be instructed to use a specific date from Quarter 3. This will keep everything in one quarter in the gradebook and will average as one set of grades.
 - a. To locate the date range of Quarter 3, log into PowerSchool and from the Start page click 'School'. On the School Setup page scroll down to the Grading header and click 'Final Grade/Reporting Term Setup'. For your yearlong classes click Q3 link and the Start Date and End Date should be displaying. If you have semester only classes, click the Q3 link to get the date range.



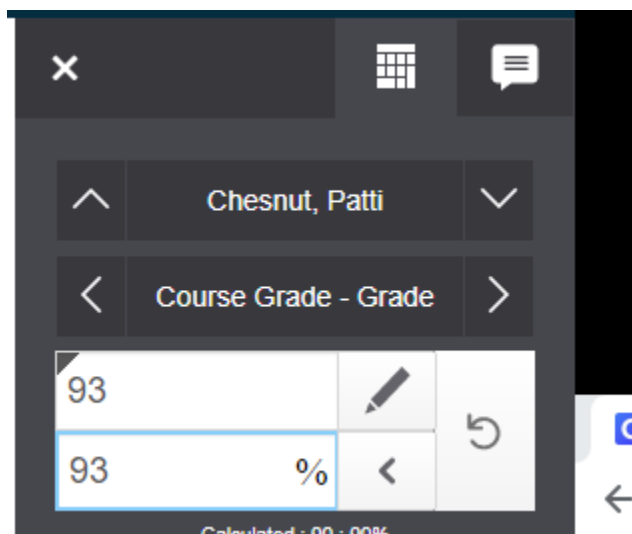
The first Q3 that is circled is the Year-Long class and the second Q3 that is circle is the Semester 2 only class.



4. A recommendation is to select a date one or two days before Quarter 3 term ends. Then direct all staff/teachers to use this one day as the Due Date on all their assignments during the Quarter 4 term. *Example: Quarter 3 ends 3/20/2020, so I would advise staff to use the date 3/19/2020 for all assignments during Quarter 4.*

The screenshot shows the 'Create Assignment' interface. At the top, there are tabs for 'Assignment', 'Students', 'Standards', and 'Publish'. Below these, the 'Classes' section shows '1 Class: 2(A) 2nd Grade English'. The 'Assignment Name*' field contains 'New Assignment Name'. The 'Score Type' is set to 'Points'. The 'Score' field has '+ Extra Points' and '+ Weight' buttons. The 'Score Entry Points*' is set to '10'. The 'Count in Final Grade' checkbox is checked. The 'Due Date*' field is highlighted with a red box and shows 'Thursday 3/19/2020'. Below this is a 'Description' field.

- a. Using a date inside of Quarter 3 date range for all of Quarter 4 assignments will allow the grades to combine and calculate one final Semester 2 grade average. In other words, this will create a continuous grade average, which will be the Semester 2 final grade.
5. At the end of Quarter 4 the teacher will manually enter the override grade for Quarter 4. This will be the same exact grade average in Quarter 3.
 - a. If a student ends up with a 93 final average under the Quarter 3 term (Q3 and Q4 are combined) the teacher will need to switch the term in the PT Gradebook to Q4 and for the Final Term Grade manually enter (**override**) the same Q3 final grade average of 93. Click in the Q4 final term grade field/box, so the score inspector appears. Then enter the Q3 average term grade and Save. If done correctly there will be a triangle indicator in the upper left corner of the box.



Score Inspector

STUDENTS (26)	GRADE	
1. Alfonso, Scott	94	94%
2. Chesnut, Patti	93	93%
3. Danion, Nick	71	71%

Override Grade

- To clearly identify Q3 and Q4 assignments we are asking you to advise your teachers and staff to enter the wording 'Quarter 4' or 'Q4' as a designation in the title of the assignment.

Assignments	
CATEGORY	ASSIGNMENTS
Proj	1. Quarter 4 - Inventions and Innovations

Assignments	
CATEGORY	ASSIGNMENTS
Proj	1. Q4- Inventions and Innovations

- Advise teachers not to create assignments and enter grades in the state EOC term bucket date range. **State EOC have been waived for this year.** When you do not enter a grade in the term bucket date range PowerTeacher Pro will automatically adjust the final grades so the weight for the term weighting will equal out as 50/50 and calculate correctly.
- District Wide Report Cards for the end of the year will be edited not to display Q3 and Q4 grades, since this is supposed to be one combined grade for S2. *Recommendation: Schools who have created custom report cards should adjust their report cards so that Q3 and Q4 are not displaying or the report card just display a Q3 grade and S2 grade.*

Examples of how the teacher should enter grades into PowerTeacher Pro Gradebook and how they should calculate based on their Traditional Grade/Final Grade Set Up:

Example - Elementary (Quarter Term Weighting):

Q1 – This should be the stored grade and remain the same.

Q2 – This should be the stored grade and remain the same.

Q3 – This grade will now be a combined grade average of Q3 and Q4.

Q4 – This will be the manually overridden grade from the final grade average of Q3.

F1 (Year Long (Y1)) – This will be an average of Q1 (25%) + Q2 (25%) + Q3 (25%) + Q4 (25%) = $???/4=???$

Example - Elementary (Semester Term Weighting) / High School Year Long (No state EOC term bucket):

Q1 – This should be the stored grade and remain the same.

Q2 – This should be the stored grade and remain the same.

S1 – This should be the stored grade and remain the same.

Q3 – This grade will now be a combined grade average of Q3 and Q4.

Q4 – This will be the manually overridden grade from the final grade average of Q3.

S2 – This should be the average final grade from the combined Q3 and Q4. This should match the Q3 combined grade, so if it doesn't advise your teacher to manually override and enter the Q3 average grade.

F1 (Year Long (Y1)) – This will be an average of S1 (50%) + S2 (50%) = $???/2 =???$

Example - Year Long High School (With WAIVED State EOC Term Bucket):

Q1 – This should be the stored grade and remain the same.

Q2 – This should be the stored grade and remain the same.

S1 – This should be the stored grade and remain the same.

Q3 – This grade will now be a combined grade average of Q3 and Q4.

Q4 – This will be the manually overridden grade from the final grade average of Q3.

S2 – This should be the average final grade from the combined Q3 and Q4. This should match the Q3 combined grade, so if it does not advise your teacher to manually override and enter the Q3 average grade.

E1 (*state EOC term name bucket may be different, just replace in this scenario*) – Make sure the teacher leaves this term bucket/date range blank. DO NOT ENTER A 0 (zero), just leave this blank. PT Pro Gradebook will adjust and calculate accordingly.

F1 (Year Long (Y1)) – This will be an average of S1 (50%) + S2 (50%) + E1 (EMPTY/BLANK) = $???/2 =???$

Example - High School (Semester 2 Only Class):

Q3 – This grade will now be a combined grade average of Q3 and Q4.

Q4 – This will be the manually overridden grade from the final grade average of Q3.

S2 – This should be the average final grade from the combined Q3 and Q4. This should match the Q3 combined grade, so if it does not advise your teacher to manually override and enter the Q3 average grade. $Q3 (50\%) + Q4 (50\%) = ???/2 =???$

Example - High School (Semester 2 Only Class with WAIVED State EOC Term Bucket):

Q3 – This grade will now be a combined grade average of Q3 and Q4.

Q4 – This will be the manually overridden grade from the final grade average of Q3.

E1 (*state EOC term name bucket may be different, just replace in this scenario*) – Make sure the teacher leaves this term bucket/date range blank. DO NOT ENTER A 0 (zero), just leave this blank. PT Pro Gradebook will adjust and calculate accordingly.

S2 – This should be the average final grade from the combined Q3 and Q4. This should match the Q3 combined grade, so if it does not advise your teacher to manually override and enter the Q3 average grade. $Q3 (50\%) + Q4 (50\%) + E1 (EMPTY/BLANK) = ???/2 = ???$

Example - Year Long High School (With WAIVED State EOC Term Bucket and School EOC test):

Q1 – This should be the stored grade and remain the same.

Q2 – This should be the stored grade and remain the same.

S1 – This should be the stored grade and remain the same.

Q3 – This grade will now be a combined grade average of Q3 and Q4.

Q4 – This will be the manually overridden grade from the final grade average of Q3.

S2 – This should be the average final grade from the combined Q3 and Q4. This should match the Q3 combined grade, so if it does not advise your teacher to manually override and enter the Q3 average grade.

E1 (*state EOC term name bucket may be different, just replace in this scenario*) – Make sure the teacher leaves this term bucket/date range blank. DO NOT ENTER A 0 (zero), just leave this blank. PT Pro Gradebook will adjust and calculate accordingly.

X0 (*school EOC term name bucket may be different, just replace in this scenario*):

- a. *School EOC Not Waived* – F1 (Year Long (Y1)) – This will be an average of S1 (50%) + S2 (50%) [The S2 which includes the school EOC score grade is a calculations of Q3 (45%) + Q4 (45%) + X0 (10%) / 3] + E1 (EMPTY/BLANK) = $???/2 = ???$
- b. *School EOC Waived* - Make sure the teacher leaves this term bucket/date range blank. DO NOT ENTER A 0 (zero), just leave this blank. PT Pro Gradebook will adjust and calculate accordingly.
 - F1 (Year Long (Y1)) – This will be an average of S1 (50%) + S2 (50%) + E1 (EMPTY/BLANK) + X0 (EMPTY/BLANK) = $???/2 = ???$

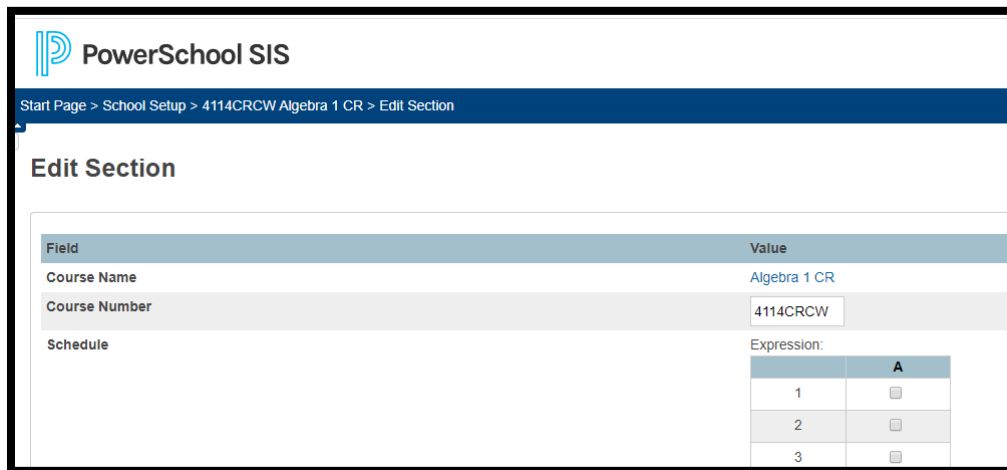
NOTE: Because this is not a traditional school district there may be more examples and final calculations that were not mentioned above. We are advising you to adjust your schools final grade calculations accordingly to the examples that were provided. Please understand this documentation may not fit every school scenario, we just wanted to provide some examples of how the COVID-19 grading changes could be implemented in PowerTeacher Pro.

Student Participation in the VirtualSC Program

In the “COVID-19 Grade Reporting Guidance” memorandum the VirtualSC program was discussed and will be opening a special enrollment for graduating students needing to take Economics. The course will run from April 6–30, 2020. Schools that have this need for their students should contact VirtualSC at virtualsc@ed.sc.gov for registration and course information. Also, that schools can enroll students as needed into any credit recovery through the VirtualSC program. VirtualSC program credit recovery course registration began on Wednesday, April 1, 2020. Courses will begin every Monday starting on April 6, 2020, for students who have received approval from their school.

If a student enrolls in a VirtualSC program, make sure that you create a section for that student in PowerSchool and enroll them in the class. Use a teacher certified in that subject area as the teacher of record and get the teacher’s name and certification from the VirtualSC program contact at the SCDE.

Create a Section:



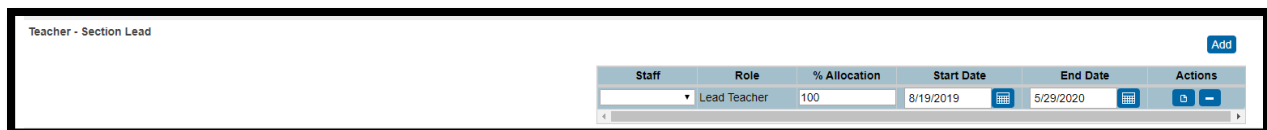
PowerSchool SIS

Start Page > School Setup > 4114CRCW Algebra 1 CR > Edit Section

Edit Section

Field	Value								
Course Name	Algebra 1 CR								
Course Number	4114CRCW								
Schedule	Expression: <table border="1"><thead><tr><th></th><th>A</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td></tr><tr><td>2</td><td><input type="checkbox"/></td></tr><tr><td>3</td><td><input type="checkbox"/></td></tr></tbody></table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>
	A								
1	<input type="checkbox"/>								
2	<input type="checkbox"/>								
3	<input type="checkbox"/>								

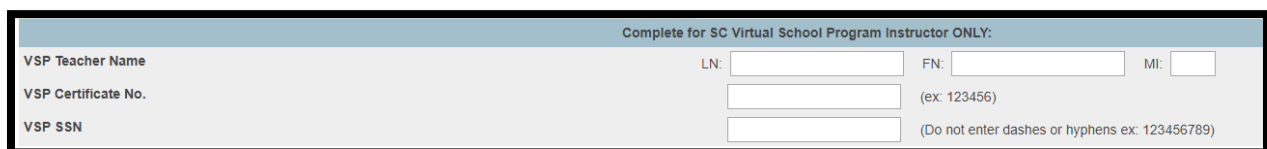
Teacher of Record – use a teacher at your school that is certified in that subject area:



Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
	Lead Teacher	100	8/19/2019	5/29/2020	

Complete for SC Virtual School Program Instructor ONLY section:



Complete for SC Virtual School Program Instructor ONLY:

VSP Teacher Name LN: FN: MI:

VSP Certificate No. (ex: 123456)

VSP SSN (Do not enter dashes or hyphens ex: 123456789)

Individual Graduation Plans (IGP)

Individual Graduation Plans (IGP) should be completed and reported by the end of the current academic year. Considering the impact of the school closure period, schools may complete IGPs virtually or over the phone.

Transcripts

The **June 15, 2020 deadline** for grade and rank calculations will still be in effect for this cycle. So, all high school students and student in grades 7 & 8 taking high school credit classes must have a transcript printed and archived with a “Date Calculated” on or before June 15, 2020. Class Rank and Transcripts should be handled and sent to the appropriate state agency office as previously done in past years.

2020 CTE/CATE Placement Data Collection

School districts and career centers are required to survey their Career and Technical Education (CTE) completers ten months after graduation to determine their placement status with regards to employment, postsecondary education, military service, advanced training, national community service, or Peace Corps. Once determined, the placement status must then be entered on the CTE Page in PowerSchool and transmitted to the agency during the CTE Placement data collection. This year’s CTE Placement data collection is based on CTE completers who graduated during the 2018-19 school year. Please refer to the [2019-20 CTE Student Reporting Procedures Guide](#) for more information regarding the CTE Placement data collection. Please note that the Office of Career and Technical Education is extending the deadline for this year’s Placement data collection to June 15, 2020.

SC Uniform Grading Policy Guidance for Students Enrolled in Dual Credit Courses

Recently, a number of institutions of higher education (IHE) provided information related to grading procedures to students enrolled in dual credit courses. The information was shared in response to the closing of all educational institutions as a result of COVID-19. However, some of the information is not aligned with the “SC Uniform Grading Policy (UGP)” or the “SC Uniform Grading Policy Administrative Procedures”. This guidance is issued as a reminder that all districts must adhere to the UGP and the

accompanying administrative procedures. The guidance is also intended to highlight the directives below:

- No grade or grade attempt should be removed from any student’s high school transcript.
- Students who did not complete dual credit courses due to COVID-19 and are affected by changes to the IHE grading policy will be held harmless. Students may receive a grade of “WP”; however, the course SHOULD NOT be removed from the high school transcript.
- Students enrolled in a dual credit course who receive or choose to receive a “P” (i.e., pass), “NP” (i.e., fail), or “WP” (i.e., withdraw passing) from the IHE should be informed that these grades (“P”, “NP”, and “WP”) have no GPA value for the high school GPA calculation. Additionally, students should consider how the neutral GPA for the dual credit course(s) may affect their final cumulative high school GPA and class rank, which are used for state scholarship qualifying purposes.
- Any grade issued that is equivalent to passing, such as “P”, “S”, or “S+”, should be entered as “P” on the high school transcript since “P” is recognized on the UGP grading scale.
- “P” will still count as a Grad Credit for the student.

COVID-19: Incident Management Suspensions and Expulsion Guidance

- If a student was suspended and completed the suspension before or on March 13, 2020, those suspension dates should remain on the student’s record in Incident Management.
- Suspension days that were scheduled to be completed after March 13 should be waived because of the statewide school closures. Please remove Suspension or Expulsion as the action in Incident Management and enter an alternative action.
- Final expulsion decisions made before March 16, 2020, will be upheld in Incident Management.
- Any pending expulsions and recommendations for expulsion not related to weapons or violent criminal offenses should be waived. It will be difficult to conduct expulsion hearings and investigations in the current environment. Therefore, students under “pending expulsion” who participate in virtual learning or receive learning packets should be marked present like all other students at this time. Please remove Pending Expulsion action in Incident Management and enter an alternative action.
- **IMPORTANT:** State law requires that students who bring weapons on to campus or commit other violent criminal offenses to be expelled. As a result, expulsions for students who committed such offenses should be held in abeyance until school resumes and hearing can be held. In the meantime, students who have been accused of criminal acts should be allowed to participate in virtual learning activities and considered present if they do so. However, when it is safe to do so or after schools are reopened, hearings for the students accused of criminal acts must be held to determine if the expulsion will be upheld. If the expulsion is upheld, it will begin at that time. This sounds as if this can be held in abeyance over into the new school year 2020-2021.

Dropping Students Due to Non-Attendance During COVID-19

At this time, we have been informed by the SCDE that students should not be dropped/withdrawn from PowerSchool for non-attendance during this mandated executive order, this also includes students that have been absent 10 consecutive days. Please keep all documentation contacting parents and students. This only pertains to students starting on March 16, 2020, through the last day of school.

During COVID-19 Course Completion for Graduating Seniors

SCDE is making every effort to ensure that high school seniors have the opportunity and adequate period of time to earn the necessary credits for on-time graduation.

1. The period of time for course completion, demonstration of mastery, and course remediation must be finalized by **May 15th**.
2. All grades for seniors should be entered into PowerSchool by **May 22nd**.

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 135th 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 135th Date or just enter 135 as the day after you have re-checked the in-session flags for March 16 – April 30.
- On April 16, 2020 PS Admins should go back into the PowerSchool Calendar Setup and uncheck the in-session dates from March 16 – April 30 (*if not already done*). This goes back to the governor’s executive school closure order.

Dates outlined in this manual are subject to change.