

May 2020 PS Admin Monthly Webinar

Trainer: Zenobia

AGENDA

- ▶ COVID-19 Updates
- ▶ CTE
- ▶ MTSS - Universal Screener
- ▶ QDC4
- ▶ Note from SCDE
- ▶ Incident Management
- ▶ Truancy
- ▶ Chronic Absenteeism
- ▶ DOTS
- ▶ IGP
- ▶ School State Report Cards
- ▶ End of Year Prep
- ▶ Transcripts June 15, 2020 DEADLINE
- ▶ July Training

COVID-19 Updates

▶ In-Session Flag

- 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~~ March 13th or March 16th to the schools last day.
- **Deadline to have this done is June 12, 2020.** Please sign and upload the acknowledgement form into LWS by the set deadline.

▶ Incident Management Suspensions and Expulsion Guidance

▶ 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- At this time, we have been informed by the SCDE that students should not be dropped/withdrawn from PowerSchool for non-attendance during this mandated executive order, this also includes students that have been absent 10 consecutive days.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

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 Friday May 22nd.**

CTE

- ▶ Career and Technical Education (CTE)
- ▶ SCDE 2019-20 Career and Technical Education (CTE) Student Reporting Procedures Guide - <https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2019-20-student-reporting-procedures-guide/>
- ▶ The following fields need to be completed if possible:
 - Single Parent
 - *Out-of-Workforce Individual*
 - *Exceptions*
- ▶ The following needs to be completed for CTE concentrators and completers:
 - *CTE Concentrator 1 / CTE Concentrator 2*
 - *CIP Code 1 / CIP Code 2*
 - *Completer 1 / Completer 2*
 - *Completion Year 1 / Completion Year 2*
 - *Three-Unit Completer 1 / Three-Unit Completer 2*

CTE

- ▶ To be completed for CTE concentrators and completers:
 - *Certification Administered*
 - *Certification Passed*
 - *Certification Admin Year*
 - *Certification Owner*
 - *CTSO Membership 1 / CTSO Membership 2*

- ▶ The CTE page information should only be populated if:
 - The school offers all the courses for a student to be a completer in one or more specific CTE program.
 - If a student has completed at least two courses in a state-recognized CTE program or program of study, you will enter the CTE Concentrator information on the CTE page.
 - If a student has completed **ALL** required courses in a state-recognized CTE program, you will enter the CTE Completer information on the CTE page.
 - If a student attempts a national or state certification exam, you will enter the Certification Exam information on the CTE page.

MTSS - Universal Screener

- ▶ Multi-Tiered System of Supports (MTSS) and universal screening procedures.
- ▶ This MUST be populated for all Kindergarten and 1st graders.
- ▶ You must work with your schools SPED or MTSS Coordinator to populated the correct values for this field in PowerSchool.
- ▶ Field Name: Universal Screener
- ▶ Internal PS Name: S_SC_STU_X.Universal_Screener
- ▶ The field is answering a question:
 - Question: “Was this student identified as at risk of having a reading difficulty based on the universal screening process?”

Instructional Setting	(blank) - Regular Ed - Full Yr	True Grade	(blank) - Select One
Universal Screener	<input type="text"/>	504 Plan	<input type="text"/>
Medicaid No	<input type="text"/>	Medicaid Consent Date	MM/DD/YYYY 

- 0 - Not Screened
- 1 - Screened Identified
- 2 - Screened Not Identified

MTSS - Universal Screener

- ▶ If a student is identified as at risk of having a reading difficulty during any of the three screenings, select screened, identified as at risk of having a reading difficulty .
 - Example 1: If a student is screened in the fall and not identified as at risk of having a reading difficulty but is screened again in the winter and identified as at risk, they should be coded as Screened, Identified.
 - Example 2: If the screening in the fall indicates a student is at risk of having a reading difficulty but a second screening in the winter indicates they are not at risk, they should still be coded as Screened, Identified.
- ▶ This field in PowerSchool will be initialized for the following year, meaning that the field value will not carry over into the next school year. So you will have to populate this field yearly.
- ▶ Indicate if your school has or has not assessed the student using a universal screener and if that student was identified as at risk of having a reading difficulty.
- ▶ An LWS submission will be required for this data. **SCDE CHANGED THE DATE: The district deadline will be June 19, 2020.**

QDC4

- ▶ **QDC4 District Deadline** - Friday, June 19, 2020
- ▶ **SCDE MEMBER CENTER** - Log in and correct validation errors on the Data Quality Reporting (DQR) page. If you need access to DQR email Cantey.
- ▶ **Student Information System Data Entry Manual 20.03.00** - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-data-entry-manual/>
- ▶ **Level Data State Validation** - All tabs should have 0 errors unless Cantey has identified an issue with the validation through email.
- ▶ All Spring Graduates must be coded as such in the Graduation Date & Diploma Earned fields before QDC4 deadline.

Note from SCDE

Do not do any of this before Cantey Technology completes the End of Year Rollover. Business as usual after the End of Year Rollover process has been completed.

1. Do NOT adjust students' entry and exit dates in any way that deviates from their actual dates for the current-year enrollment.
2. Do NOT transition students to a different grade level in the anticipation of next school year, including moving students to graduated school/grade level.
3. Do NOT transition students to the school they will be attending the next school year, including moving students to graduated school.
4. Do NOT withdraw students that will not be attending district schools the following year.

If one of these actions is detected by the SCDE they will put a hold on data uploads for the entire district until the actions has been reversed. Please understand if your school is identified as committing one of these actions this will be wrote up as a non-compliance issue.

Incident Management

- ▶ District Deadline to have all Discipline and Truancy incidents entered in PowerSchool is June 19, 2020.
- ▶ The SCDE is running validation reports on school's incident entries. If your school has an error flagged, I will send you the information for you to correct in PowerSchool.
- ▶ REMEMBER the number of Truancy incidents should match the total number of truanancies on the SC41 Truancy School Detail Report.

Incident Management

- ▶ SCDE INCIDENT MANAGEMENT AND ATTENDANCE END OF YEAR REMINDERS (MAY 2020) - <https://erskinecharters.org/wp-content/uploads/2020/05/SCDE-Student-Intervention-End-of-Year-Reminders-Webinar-May-13-2020.pdf>
- ▶ UPDATING SUSPENSION AND EXPULSION RECORD DUE TO COVID-19 SCHOOL CLOSURE (MAY 2020) - <https://erskinecharters.org/wp-content/uploads/2020/05/Updating-Suspension-and-Expulsion-Record-due-to-COVID-19-School-Closure-May-2020.pdf>
- ▶ INCIDENT MANAGEMENT FREQUENTLY ASKED QUESTIONS (MAY 2020) - <https://erskinecharters.org/wp-content/uploads/2020/05/Frequently-Asked-Questions-May-2020.pdf>
- ▶ INCIDENT MANAGEMENT MANUAL 2019 - <https://erskinecharters.org/wp-content/uploads/2019/11/Incident-Management-IMManual-2019-Update-September-2019.pdf>

Truancy

- ▶ District Deadline for Truancy is June 19, 2020.
- ▶ Student is flagged as Truant.
 - Run the SC Truancy Update Process daily
 - If a student is flagged check their attendance and make any needed changes.
 - If the student is flagged correctly create a truant incident.
- ▶ Only children ages 6 to 17 years meets the definition of a truant.
- ▶ 3 consecutive unlawful absences or a total of 5 unlawful absences.
- ▶ Only full-day unexcused absences contribute to truancy.
- ▶ An Attendance Intervention Plan should be developed the first time a student is flagged as truant.
- ▶ Remember if a student has been flagged in PowerSchool as being Truant through the SC Truancy Update Process, they must have a Truant incident entered in Incident Management.
- ▶ Excused absences and suspensions do not affect truancy

Truancy

- ▶ TRUANCY REPORTING 2019-20 PPT - <https://erskinecharters.org/wp-content/uploads/2019/10/Truancy-Reporting-2019-20-PowerPoint.pdf>
- ▶ TRUANCY GUIDE - <https://erskinecharters.org/wp-content/uploads/2019/10/TruancyGuide2015.pdf>
- ▶ [TRUANCY INTERVENTION PLAN \(SAMPLE\)](#) (WORD DOCUMENT) - CTRL+CLICK
- ▶ DROPOUT/TRUANCY/CHRONIC ABSENTEEISM IM UPDATES 2019 PPT - <https://erskinecharters.org/wp-content/uploads/2019/10/Dropout-Truancy-Chronic-Absenteeism-IM-Updates-2019-PPT.pdf>

Chronic Absenteeism

- ▶ District Deadline for Chronic Absenteeism is June 19, 2020.
- ▶ Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.
- ▶ A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day.
- ▶ All types of absences contribute to chronic absenteeism:
 - Excused Absences
 - Unexcused Absences
 - Suspensions
- ▶ Run SC38 Chronic Absenteeism School Report to view chronically absent students flagged at your school.
- ▶ You should not have “No Show” students listed on this report SC38 Chronic Absenteeism School Report.

Chronic Absenteeism

- ▶ CHRONIC ABSENTEEISM REPORTING WEBINAR 2019-20 PPT -
<https://erskinecharters.org/wp-content/uploads/2019/10/Chronic-Absenteeism-Reporting-Webinar-2019-20-PPT.pdf>
- ▶ DROPOUT/TRUANCY/CHRONIC ABSENTEEISM IM UPDATES 2019 PPT -
<https://erskinecharters.org/wp-content/uploads/2019/10/Dropout-Truancy-Chronic-Absenteeism-IM-Updates-2019-PPT.pdf>

DOTS

- ▶ DIPLOMA ORDER AND TRACKING SYSTEM (DOTS) - <https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/>
- ▶ DOTS tracks graduates for the purpose of ordering diplomas and validating official graduation lists at the end of every graduation cycle for South Carolina public high schools. DOTS also allows the South Carolina Department of Education (SCDE) to reprint diplomas for graduates of South Carolina public high schools who may have lost their original diplomas or need verification of a graduation for a job.
- ▶ To access DOTS you must log into SCDE Member Center. If you do not have an SCDE Member Center account email Cantey as soon as possible.
- ▶ There are 2 keys steps:
 1. Verify Graduation List
 2. The high school principal to certify the South Carolina graduates from his/her high school

DOTS

- ▶ SCDE Member Center Roles has 2 User Roles - one for school staff and school principal.
- ▶ PowerSchool Data:
 - Student is Active at School
 - Diploma Order Code must be an F. (*South Carolina Student Information page*)
 - Exit/Graduation date fields (two separate fields) - Exit/Graduation date must fall between January through May/June to be considered a Spring Graduate.
 - South Carolina Student Information - Graduation Date
 - Exit Date - Transfer Info
 - Grade Level must be 10, 11, 12

IGP

- ▶ District Deadline for IGP is June 19, 2020.
- ▶ IGP - Individual Graduation Plan
- ▶ Starts in grades 8th - 12
- ▶ You should have 100% percent completion in PowerSchool by the deadline
- ▶ Cantey must add Majors into PowerSchool for your individual schools
- ▶ You must make the Course Catalog active in PowerScheduler to select courses under the IGP Success Planner.
- ▶ You must have Next School Indicator populated. Next School Indicator is located on the Scheduling Setup page.
- ▶ IGP Success Planner for Guidance Personnel - <http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf>

School State Report Cards

- ▶ School will have a state Report Card for this year. The only thing that will be removed is assessments.
- ▶ This is public data that anyone can review about your school. Therefore data accuracy is so important.
- ▶ Next slide highlights all the data pulled from PowerSchool that populate the state report card for your school.

School State Report Cards

Main Landing Page of School Report Card	
Student Enrollment	45 th Day Extraction File
College and Career Readiness Section of Report Card	
Percent of 11 th – 12 th grade students who completed six hours of dual credit course work with a grade of C or higher	PowerSchool
Number of Dual Enrollment Courses Completed	PowerSchool
Number of Students Enrolled in CTE Courses	PowerSchool
Number of CTE Completers	PowerSchool
Total Number of students earning national or state credential	PowerSchool
Student Safety Section of Report Card	
Firearms Incidents	PowerSchool
Homicide Incidents	PowerSchool
Incidents of rape or attempted rape	PowerSchool
Incidents of sexual assault (not rape)	PowerSchool
Incidents of robbery w/ weapon	PowerSchool
Incidents of robbery w/ firearm or explosive	PowerSchool
Incidents of robbery w/o weapon	PowerSchool
Incidents of physical attack w/weapon	PowerSchool
Incidents of physical attack w/firearm or explosive	PowerSchool
Incidents of physical attack w/o weapon	PowerSchool
Incidents of threats of physical attack w/weapon	PowerSchool
Incidents of threats of physical attack w/firearm or explosive	PowerSchool
Incidents of threats of physical attack w/o weapon	PowerSchool
Incidents of possession of firearm or explosive	PowerSchool
In-School Suspensions	PowerSchool
Out-of School Suspensions	PowerSchool
Expulsions	PowerSchool
School related arrests and referrals to law enforcement	PowerSchool
Incidents of bullying and harassment	PowerSchool
Student Engagement Section of Report Card	
Percentage of students served by gifted and talented program	PowerSchool
Percentage of student retained	PowerSchool
Percentage of 8 th graders with Individual Graduation Plan (IGP)	PowerSchool
Financial Data Section of Report Card	
Percent of students in poverty (participating in TANF, Medicaid, or SNAP; identified as foster child or homeless)	PowerSchool

End of Year Preparation

- ▶ End of Year Preparation Deadline - June 29, 2020
- ▶ School Responsibility (An LWS submission will be required for this data.):
 - Create Year and Terms
 - Store Final Grades
 - Run the School Enrollment Audit - current any error identified.
 - Run the Section Enrollment Audit- current any error identified.
 - Print Any Custom Reports for School Reference and Archive
 - Assign all students Next School Indicator
 - Assign all students Next Year Grade
 - PowerScheduler - Commit Schedule
 - Export Historical Grades

Transcript Deadline

- ▶ Transcript deadline is still June 15, 2020. Any transcripts ran after June 15, 2020 will disqualify students from grants and scholarships.
- ▶ This applies to any student that is taking a high school credit course (Grade 7 - 12).
- ▶ Run and Print Class Rank for Graduating Class. This is a Commission of Higher Learning (CHE) request.

July PS Admin Start of Year Training

- ▶ Dates for PS Admin Start of School Year Virtual

<https://forms.office.com/Pages/ResponsePage.aspx?id=HBhelfEbpUy25XF7LLcSaf3rt9cHKzNMnqa-gcyaNKNUNVNIQkk4ODNMWFZHQLZPMLpWRDFQTKxVVS4u>

The End

Enjoy Your Extended Weekend!!!