

Charter Institute at Erskine

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Submission: Post Summer Reading Camp Third Grade Retention and Good Cause Exemption Procedures (Repost)

Department: State and Academic Programs

Due Date: 08/31/2025

Details: Elementary Level Leaders - Please review the attached memo outlining procedures: Required Principal-Provided Retention Notification Letter and Parent Appeal Process; GCE Formstack submission required if Formative Cut Score is met post-SRC. NOTE - This Submission is an exact repost of the previous submission. If you have questions, please contact Tarry McGovern

Submission: FY26 Federal Funds Planning Meeting (continued)

Department: Federal Programs

Due Date: 08/15/2025

Details: Use the attached templates to hold your Federal Funds planning meeting. Submit the following to LWS: Planning Meeting Notification, Planning Meeting Agenda, Planning Meeting Sign-In Sheet, and Planning Meeting Minutes. Federal funds require meaningful consultation. In doing the Federal Funds planning meeting your school is meeting this requirement. Federal funds will not be reimbursed until this meeting has been held.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/15/2025

Details: Please confirm that you have completed the PowerSchool Acknowledgement Training for 5th Day data reporting and funding, and submit the final signature page with all required signatures to verify understanding and compliance. If you have any questions, please contact Jessica Crowe for further training documentation at jcrowe@erskinecharters.org.

Submission: 2024-2025 Summer Reading Camp Expenditure Report

Department: State and Academic Programs

Due Date: 08/15/2025

Details: Please download the attached Summer Reading Camp Expenditure Report template to fill out and submit. If you have any questions, please contact Tarrence McGovern (Executive Director of Special Programs) at tmcgovern@erskinecharters.org. If your school was not required to conduct a Summer Reading Camp, please request exemption via comment within the submission or by email. Thank you.

Submission: Day 5 funding reports

Department: PowerSchool and IT

Due Date: 08/18/2025

Details: Please upload the Day 5 funding reports for CIE to review your school's projected financial trajectory for the 25-26 school year. If you have any questions please contact Jessica Crowe at jcrowe@erskinecharters.org

Submission: Roster Verification for 4th - 8th Grade Courses

Department: Leadership

Due Date: 08/06/2025

Details: The Institute requests all schools review and verify 4th–8th grade math rosters, which will be used to calculate teacher-level value-added growth scores for Success Performance Bonus eligibility and tier placement. ELA rosters are also included but optional for review. See the attached PDF for full details and instructions. The Institute must compile the school level files and submit to SCDE on Friday, Aug. 1st.

Submission: SPED Policies and Procedures

Department: Special Education and 504

Due Date: 08/30/2025

Details: 2025-2026 Policies and Procedures- Once submitted, we will merge the Formstack with our policies and procedures and upload it for you with our response.

Submission: SPED Staffing

Department: Special Education and 504

Due Date: 08/15/2025

Details: 2025-2026 Special Education Staffing

Submission: School BOY Training

Department: Special Education and 504

Due Date: 08/30/2025

Details: 2025-2026 BOY School Training Documents

Submission: FY26 ADEPT Contact and Induction Info

Department: State and Academic Programs

Due Date: 08/15/2025

Details: Please copy the link into your browser and complete the short form by July 30, 2025. If you have any questions, please contact Meagan Cothran, mcothran@erskinecharters.org.

<https://forms.gle/Gm68dP5PzY4twbgdA>

Submission: SC READY Results and ISRs for 2024-2025

Department: Assessment

Due Date: 08/15/2025

Details: This submission contains your school's SC READY scores, Individual Student Reports, and Missing Materials Reports (If Applicable for your School). If you have any questions please reach out to Christopher Seay.

Submission: School Safety Application - FY26

Department: Finance

Due Date: 08/15/2025

Details: Proviso 1.77 of the FY 2025-2026 Appropriations Act authorizes the South Carolina Department of Education (SCDE) to distribute up to \$20,000,000 to public school districts and charter school districts to make upgrades aligned with school safety priorities.

Eligible school facility upgrades shall include:

- classroom/internal door locks
- secure school entry point and access control
- window covers
- bulletproof glass or bulletproof film for windows
- secure school entry points and access control
- ballistic proof doors

School facilities eligible for safety upgrades are locations with daily student attendance and shall not include unimproved real property, centralized district administration facilities, or other facilities, including those normally identified with interscholastic sports activities.

Please fill out this form: https://erskinecharters.formstack.com/forms/25_26_allocation_of_school_safety_priority_funds

Feel free to contact Amanda Tucker at atucker@erskinecharters.org and Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: CTE Program of Study Form

Department: CTE

Due Date: 08/15/2025

Details: The SCDE requires us to have a Program of Study form completed for each of your CTE completer programs. If you offer students the opportunity to take CTE courses through Dual Enrollment, you will complete the second column outlining those courses as well. We will collect MOAs from you later. If you only provide courses at the high school level only, complete column 1 with your offerings in that program. If you completed one of these last year, you can find those attached here as a reference.

Submission: Assessment Data for Submission to SCDE

Department: Accountability

Due Date: 08/15/2025

Details: This submission is to gather important assessment data for submission to the SC Department of Education for inclusion in your school's accountability calculations for the Fall 2025 School Report Card. Please read the included directions for additional details regarding the data needed and required formatting. Failure to submit scores may negatively impact your School Report Card. If you have any questions, please contact Naomi Morgan, nmorgan@erskinecharters.org If you do not have any files to submit, please let Naomi know and she will exempt you from the submission.

Submission: Title IX Access

Department: Title IX

Due Date: 08/15/2025

Details: Please complete the Smart Form to include who will be serving as your Title IX Coordinator, Investigator, Decision Maker, and Informal Resolution Facilitator for the 2025-2026 school year.

Submission: Expiring Grants Amendment Request

Department: Federal Programs

Due Date: 08/15/2025

Details: Please check which boxes for the corresponding grant your school would like to amend. If there are none, please check none. Keep in mind the period of performance for these activities is July 1, 2025 and September 30, 2025. The deadline for SmartFusion submissions for this period of performance is October 31, 2025.

Submission: Summer Graduates Roster and Transcripts, Summer 2025

Department: PowerSchool and IT

Due Date: 08/15/2025

Details: Schools with summer graduates should submit a roster of students for graduation, along with their final transcripts, for review. If there are no summer graduates, please select the corresponding option to verify this status.

Submission: Professional Development Calendar 2025-2026

Department: Federal Programs

Due Date: 08/31/2025

Details: Please upload a calendar of your school's professional development, regardless of funding source, as evidence for PROG 01 and QPD 07 on the Consolidated Monitoring Instrument. A template and sample have been provided for you. If you have questions, please reach out to Lacy Lucas.

Announcement: SC MLP Conference Registration and Proposal Deadlines

Contact Person: Tarry McGovern

Department(s): Title III MLP

Start Date: 07/07/2025

End Date: 08/15/2025

Details: The SC MLP Conference is Sept. 15–17, 2025, in Columbia, SC. The Conference supports educators of multilingual learners. Sessions focus on boosting MLs' academic/language outcomes. Free registration open until full or Aug. 15. Proposals due July 11. Please share with appropriate staff ASAP. See attached memo for registration link and details. Contact TitleIIIMLP@ed.sc.gov with questions.

Announcement: SCDE Memo: Credit Recovery for Deactivated Math Courses

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 07/07/2025

End Date: 08/22/2025

Details: There are two distinct SPED English course series now in use: the 3900 series and the 4900 series. The 3900 series should continue to be used for students working toward the South Carolina High School Credential (SCHSC), as these courses fulfill the English requirements for that credential. The newly introduced 4900 series is intended for lower-functioning SPED students who are not eligible for the credential and will instead receive a district attendance certificate or similar recognition. Each series serves a different student pathway, so while both remain active, it's important to assign them based on the student's IEP and graduation plan. Please see the SCDE Memo attached with further information. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: ADEPT Timeline and Induction Meeting Dates 25-26

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 07/23/2025

End Date: 09/08/2025

Details: As we begin preparations for a strong start to the 2025–2026 school year, please see the documents attached for the ADEPT timeline, an overview of contract levels, as well as the Induction Program schedule for new teachers.

If you have any questions, please reach out to Meagan Cothran, mcothran@erskinecharters.org.

Announcement: August 8 - Federal Claiming Deadline (June Salaries, 24-25)

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 07/25/2025

End Date: 08/08/2025

Details: Salaries cut in July and accrued back for work performed in June must be entered into SmartFusion for reimbursement no later than 8/8/25. Log into SmartFusion daily to check for requisitions sent back for corrections. If a req is not corrected and re-submitted we cannot approve and reimburse it.

Announcement: PowerSchool August Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 07/25/2025

End Date: 08/07/2025

Details: Our PowerSchool August Monthly Webinar will take place on August 7th, 2025, from 9:00 AM to 10:30 AM via Zoom: <https://erskinecharters.zoom.us/my/jones>. During this session, we will share important PowerSchool updates, answer your questions, and provide training on upcoming tasks to help ensure your data is accurate, organized, and set up for success. We look forward to seeing you there!

Announcement: FY26 IDEA Preliminary Allocations

Contact Person: Lacy Lucas

Department(s): Federal Programs, Leadership

Start Date: 07/30/2025

End Date: 08/15/2025

Details: The Institute is pleased to share FY26 IDEA preliminary allocations for the 2025-2026 school year. Please read the attached memo in its entirety as it contains important information regarding IDEA programmatic requirements and claiming expectations. This year's spending plan should be entered into your school's Google sheet on the tab titled "FY26 IDEA Preliminary Plan" by Sunday, August 31, 2025. Please use the attached instructions for how to input your plan into Google sheets. This information was also emailed to all School Leaders and Grant Coordinators on 7/30/25.

Announcement: Adult Education Data File Update

Contact Person: Naomi Morgan

Department(s): Accountability , Leadership, PowerSchool and IT

Start Date: 07/31/2025

End Date: 08/30/2025

Details: This file provides a list of students, ages 16-22, earning a state diploma or GED through an Adult Education program between April 30, 2025 and July 24, 2025. Student IDs, where available, and date of birth are on the file to help identify students. This file can be used to identify graduates for the four-year cohort graduation rate as well as GED and diploma recipients for the Five-Year Student Success Rate (5YSSR). This announcement has been shared with school leaders, accountability contacts, and PowerSchool contacts.

If you have questions about this file, please contact Naomi Morgan at nmorgan@erskinecharters.org.

Announcement: Federal Budget Update - August

Contact Person: Sarah Shealy

Department(s): Federal Programs, Leadership

Start Date: 08/01/2025

End Date: 08/15/2025

Details: A copy of your federal budgets is exported from SmartFusion on the first Friday of the month and posted in LWS for ease of access. This is the final budget announcement for the 24-25 school year, fiscal year '25. Review the budget carefully to ensure all completed expenses have been entered and follow up with finance coordinators as needed. Check returned requisitions carefully. If they cannot be resubmitted, delete them. If they can be resubmitted, do so before 8/8/25. All expenses were due in SmartFusion before 7/11/25, with an extended deadline of 8/8/25 given for July payroll accrued to June.

Announcement: PowerSchool Support Lab Opportunity

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 08/04/2025

End Date: 08/15/2025

Details: We invite all PowerSchool Administrators to join our PowerSchool Support Lab on the 1st and 3rd Friday of the month from 10:00AM-11:00AM in Jessica's Zoom Room: <https://erskinecharters.zoom.us/my/jessica.crowe>; This is a collaborative space designed to support users with all aspects of PowerSchool. This session offers the opportunity to receive personalized, one-on-one assistance, review key PowerSchool processes, and work through any data entry or reporting questions a user may have. As a drop-in session, you're welcome to come and go as your schedule allows. Our team is here to help you navigate challenges, answer your questions, and ensure your school's PowerSchool operations run smoothly and efficiently.

Announcement: PowerSchool September Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 08/08/2025

End Date: 09/11/2025

Details: Our PowerSchool September Monthly Webinar will take place on September 11th, 2025, from 9:00 AM to 10:30 AM via Zoom: <https://erskinecharters.zoom.us/my/jones>. During this session, we will share important PowerSchool updates, answer your questions, and provide training on upcoming tasks to help ensure your data is accurate, organized, and set up for success. We look forward to seeing you there!