

# Charter Institute at Erskine

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### Submission: FY26 Comprehensive Needs Assessment (continued)

**Department:** Federal Programs

**Due Date:** 08/31/2025

Details: This is a continued submission that was originally due May 31, 2025. Please upload your school's missing CNA or updated CNA based on previous guidance. The SCDE requires that each school's CNA be submitted along with their federal spending plans.

**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: June 2025 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 08/15/2025

Details: As outlined in the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. Please submit a copy of the school's June Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

**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](mailto:jcrowe@erskinecharters.org).

**Submission: Bank Account Designation**

**Department:** Finance

**Due Date:** 08/15/2025

Details: For questions regarding this submission, please contact Amanda Tucker at [atucker@erskinecharters.org](mailto:atucker@erskinecharters.org) or Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@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](mailto: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](mailto:jcrowe@erskinecharters.org)

**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:** Leadership

**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](mailto: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: Schools must submit this application to the District. The District will submit one application based on the top needs of our schools to the State. Please complete the link below and upload the PDF confirmation for this submission:

Form Link: [https://erskinecharters.formstack.com/forms/25\\_26\\_allocation\\_of\\_school\\_safety\\_priority\\_funds](https://erskinecharters.formstack.com/forms/25_26_allocation_of_school_safety_priority_funds)

**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. The Google Sheets will be unlocked on 8/16/25 after final claims have been made to ensure the most accurate numbers are available. 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 4 on the Consolidated Monitoring Instrument. A template and sample have been provided for you. If you have questions, please reach out to Lacy Lucas.

**Submission: KRA Teacher Certification Certificates for 2025-26**

**Department:** Assessment

**Due Date:** 08/31/2025

Details: This submission is to collect current training certificates for the KRA platform and assessment. School test coordinators should collect all teacher certificates for 2025-26 and submit as one document (pdf) prior to the start of testing at their school. If you have any questions, please contact Christopher Seay.

**Submission: LEA Training Verification**

**Department:** Special Education and 504

**Due Date:** 08/31/2025

Details: Please submit verification of LEA training. Anyone who will be serving as an LEA must complete this training. Verification can include a sign in sheet or document of your choosing.

**Submission: SCDE Post-Graduate Missing Email**

**Department:** PowerSchool and IT

**Due Date:** 08/15/2025

Details: Please review and update any missing student information needed for the digital Bilingual Seals from the SC Department of Education. To ensure accurate delivery, make sure each student's post-graduate email address is entered in PowerSchool as soon as possible. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**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](mailto: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](mailto: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](mailto:mcothran@erskinecharters.org).

**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](mailto: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: FY26 CTE Preliminary Allocations**

**Contact Person:** Lacy Lucas

**Department(s):** CTE, Federal Programs

**Start Date:** 08/04/2025

**End Date:** 08/15/2025

Details: The Institute is pleased to share FY26 CTE preliminary allocations for the 2025-2026 school year. The plans should be entered into your school's Google sheets on the tabs titled "FY26 CTE EIA Preliminary Plan" and "FY26 CTE Perkins Preliminary Plan" by Friday, August 15, 2025. Please use the attached instructions for how to input your plan into Google sheets.

**Announcement: Climate Survey Final Results Added**

**Contact Person:** Naomi Morgan

**Department(s):** Accountability , Leadership

**Start Date:** 08/04/2025

**End Date:** 08/31/2025

Details: Please see your schools Climate Survey Results. UPDATE: Final results for teachers and parents have been added. Contact Naomi Morgan at nmorgan@erskinecharters.org with any questions.

**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: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 08/04/2025

**End Date:** 08/20/2025

Details: Please join us for our SPED Monthly Minutes on 8/20/25 at 2pm.

Link to join: <https://erskinecharters.zoom.us/my/sfickling>

### **Announcement: FY26 CTE Expansion Grant Allocations**

**Contact Person:** Lacy Lucas

**Department(s):** CTE, Federal Programs

**Start Date:** 08/04/2025

**End Date:** 08/15/2025

Details: The Institute is pleased to share your FY26 CTE Expansion Grant allocation, as made possible by additional funding in the 13th month for CTE EIA from the South Carolina Department of Education. The purpose of these funds is to expand the CTE programs at your school, while following the allowability of CTE EIA funds. The plan should be entered into your school's Google sheet on the tab titled "CTE Expansion Grant" by Sunday, August 31, 2025. Please use the attached instructions for how to input your plan into Google sheets.

### **Announcement: Security Monitoring Software - SCDE Memorandum**

**Contact Person:** Caiman Welch

**Department(s):** PowerSchool and IT

**Start Date:** 08/06/2025

**End Date:** 08/29/2025

Details: The SC Department of Education is offering reimbursement of up to \$2.25 per student, based on 135-day ADM, for schools using approved software to monitor student digital activity and support the prevention of cyberbullying, self-harm, and threats. Eligible programs include Linewize, Securly Aware, Lightspeed Alert, Bark, GoGuardian, Deledao, and Gaggle. Schools interested in reimbursement must complete the Security Monitoring Survey by August 29, 2025. The Formstack link for the state can be accessed through this link: [https://scede.formstack.com/forms/2025\\_2026\\_school\\_monitoring\\_software](https://scede.formstack.com/forms/2025_2026_school_monitoring_software) Please see the attached document for the Memorandum in its entirety.

### **Announcement: Now Available: 2025-26 SCDE Discipline and Attendance Data Collection Training Opportunities**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 08/06/2025

**End Date:** 08/14/2025

Details: The SC Department of Education's Office of Student Support is offering a series of informative webinars to support district and school personnel in understanding updated state and federal reporting requirements for chronic absenteeism, truancy, dropout, and incident management. We encourage all relevant staff to review the dropbox link to this announcement for session dates, details, and registration links. Dropbox Link: <https://tinyurl.com/avvh7wy7>

### **Announcement: ADEPT 101 Training and Workshop**

**Contact Person:** Meagan Cothran

**Department(s):** Leadership, State and Academic Programs

**Start Date:** 08/07/2025

**End Date:** 09/08/2025

Details: All ADEPT Coordinators are encouraged to join us for a comprehensive ADEPT 101 Training and Workshop Please join us on Sept 8th, 2025, from 9:00 AM-3:00 PM at The Charter Institute. The address is: 1201 Main Street, Suite 2500, Columbia, SC 29201

Please use the link to register: <https://forms.gle/oW8mH89wtoAPtp1n8>

**Announcement: Students Not Tested SCDE Memo**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 08/07/2025

**End Date:** 12/31/2025

Details: PowerSchool Administrators should work with their school's testing coordinator to verify whether supporting documentation for Students Not Tested (SNT) exclusions has been updated and/or submitted appropriately. Please see the attached SCDE Memo(s).

**Announcement: FY26 LWS Trainings - August**

**Contact Person:** Sarah Shealy

**Department(s):** Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs, Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III MLP, Title IX

**Start Date:** 08/15/2025

**End Date:** 08/29/2025

Details: There will be five opportunities to attend a 30-minute training for Let's Work Smart (LWS) in August. The dates are 8/25, 8/26, 8/27, 8/28, & 8/29; each held via Zoom from 4-4:30pm. The training will provide an introductory presentation that covers LWS basics while highlighting effective practices and answering frequently asked questions. Please see the attached memo for the RSVP link and further details.