

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: FY26 Principal Attestation

Department: Title I

Due Date: 11/15/2025

Details: A Title I Program requires that the school prioritizes providing their students with highly qualified educators. Annually, a Title I Principal must complete an attestation regarding the qualifications of all instructional staff. As part of the Consolidated Monitoring Checklist (QPD 1+2) please use the template to complete this attestation.

Submission: FY26 CTE Employee Documents

Department: Federal Programs

Due Date: 10/31/2025

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with Perkins or EIA (state) funds within your school during the 2025-2026 school year.

Submission: W9 forms for LETRS participants

Department: State and Academic Programs

Due Date: 10/31/2025

Details: Every participating member in LETRS training for the 25-26 school year who is expecting to receive an honorarium upon completion of each level must submit a W9 form even if they already submitted one in the past. The SCDE has a deadline of mid November for us to submit these to them. If a participant fails to submit a W9 to you for submission by this submission deadline, it is likely the teacher will not receive the honorarium. The deadline will not be extended.

Submission: September 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 10/31/2025

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 September Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement should be detailed by fund, function, and object, including account numbers. Additionally, please update the "FY26 Monthly Financials" tab in your school's Finance Dashboard, and check the box in this submission once the update is complete. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: PS 45th Day Reports

Department: PowerSchool and IT

Due Date: 10/29/2025

Details: Before generating your SC Day 45 reports, Please ensure you have collaborated with your SPED Team, GT Coordinator, ML/LEP Coordinator and Finance department to confirm the accuracy of your school's PowerSchool data. After reviewing your Day 45 reports with all school level contacts, please cross reference the data available in Podium. Once all information is verified, please upload all required reports and corresponding screenshots to LWS no later than 10/29/2025. Please submit your signed 45th-day reports. To ensure funding data accuracy please review the following: resolve any identified issues, run PowerSchool Compliance Reports, and validate level data errors. Review DQR data, Ed-Fi errors, and confirm what has been published in Podium dashboards. Cross-check data in the SCDE Finance Portal for accuracy and verify Accountability and Membership Counts. If you're having issues accessing Podium please contact cwelch@erskinecharters.org.

Submission: Quarter One Storing Grades Validation

Department: PowerSchool and IT

Due Date: 10/31/2025

Details: This submission is designed to validate that Quarter One grades have been stored in PowerSchool. Please review your school's stored grades to ensure accuracy, confirm that all courses and sections are properly updated, and address any discrepancies before finalizing. Please verify once you have completed storing your school's Quarter One Grades. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: Incident Management Quarter One Validation

Department: PowerSchool and IT

Due Date: 11/15/2025

Details: This submission is designed to validate and verify that Incident Management records are accurate and up to date. Please review your school's Incident Management entries to ensure all incidents have been properly coded, updated, and corrected as needed. Once you have reviewed and updated any necessary data, please use this LWS Submission to confirm verification that you have completed these actions. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: FY25 Annual Audit

Department: Finance

Due Date: 11/01/2025

Details: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2025.

Submission: Student Growth Target files for Spring 2026

Department: Accountability

Due Date: 10/31/2025

Details: Hello! The SCDE has released these files for you. As a reminder, these files provide the data by student as to the target for their Spring testing in ELA and Math. I have attached each school's file and then the data dictionary so you have the key to the spreadsheet. Please reach out to Heather Holliday or Christy Junkins with any questions.

Submission: SC READY Updated Results with TDWs - Spring 2025

Department: Assessment

Due Date: 10/31/2025

Details: This submission contains your school's SC READY scores which no include TDW scores, and datafile. If you have any questions please reach out to Christopher Seay.

Submission: School Financial Policies

Department: Finance

Due Date: 10/31/2025

Details: Please upload your school's policies and procedures. Here's the link to the Institute's policy template for your reference: https://www.dropbox.com/scl/fo/zpgqgtn6sev616oqjwilo/AErJvOHKLSmww_uGLAakC5g?rlkey=qsgr17s7tx41zjk76qsgpphox&e=1&st=yfi6t58l&dl=0

Submission: FY26 Federal Funds Planning Meeting (New Schools)

Department: Federal Programs

Due Date: 11/15/2025

Details: A Planning Meeting must be held to collect meaningful consultation for how federal funding should be spent. Please note that federal funding spending activities can only be extrapolated from the needs in the school's current CNA. During this meeting, the CNA should be reviewed. A checklist and templates are included in this submission for the meeting facilitator to follow.

Submission: FY26 Comprehensive Needs Assessment (New Schools)

Department: Federal Programs

Due Date: 11/15/2025

Details: Each spring, schools are required to complete a Comprehensive Needs Assessment to guide them the following year (ESSA Section 1114(b)(6)). For new schools, this process is delayed until Quarter 1 data is available. To build a CNA, the school will need to evaluate various data sources, extrapolate areas of need, and determine reasonable methods for improving them. A template for this data review and completion of the CNA in included in this submission. Please upload the completed CNA.

Submission: 2025-2026 District of Residence Audit

Department: Federal Programs

Due Date: 11/15/2025

Details: A student's District of Residence serves as a factor in determining a school's federal allocation; therefore, information must be coded correctly in PowerSchool, and Proof of Residency to support coding must be maintained at the school level. An audit of documentation is conducted annually on a small percentage of a school's population. Please coordinate with your school's PowerSchool administrator to upload one piece of current supporting documentation for each child's address. This documentation is due November 15, 2025.

Submission: Title II Stipend Policies

Department: Federal Programs

Due Date: 10/31/2025

Details: As you write your FY26 Title II spending plan - Please upload all policies or methodologies for the stipends that will be included this year. An example template is included for reference if needed. The SCDE requests that Stipend Policies be uploaded to GEMS with new spending plans. The SCDE will not approve of spending plan until they see the reasoning for the expenses are sound. If your school will not use Title II for stipends, do not upload anything and you will be exempted. If you have questions please contact Sarah Shealy or Lacy Lucas.

Submission: QDC1 Dropout Validation Verification

Department: PowerSchool and IT

Due Date: 10/31/2025

Details: Please verify, and update any Dropout information as necessary, from the uploaded QDC1 document from the SCDE for your school. If you have any questions please do not hesitate to contact jcrowe@erskinecharters.org. Note: This will only apply to the schools with reports found in the QDC1 on the SCDE Website.

Announcement: SPED Monthly Minutes

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 10/01/2025

End Date: 10/22/2025

Details: Please join us for our SPED Monthly Minutes on 10/22/25 at 2pm.

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

Announcement: Academic Showcase Registration

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 10/03/2025

End Date: 10/23/2025

Details: We are delighted to invite you to the 2025 Academic Showcase, which will be hosted on Wednesday, October 29th, from 10:00 a.m. to 2:00 p.m. at The Belvedere (1201 Main St, Suite 2500, Columbia, SC 29201).

This annual event provides an opportunity to come together to celebrate the amazing achievements of our schools in both academic and cultural excellence. We will honor exemplary performance across multiple areas, including Schools of Distinction, Schools of Excellence, and student accomplishments such as perfect SC READY scores. Schools that performed well in these areas will also be invited to briefly share the strategies that most contributed to their success.

Each school will receive a select allotment of tickets, which is indicated by the number of attendees that appear when you select your school's name in the School dropdown box. Please note this allotment includes two tickets for each Perfect Scorer a school may have. Schools that had students earning a perfect score have received an email notifying them of that status. Please register all participants by October 23: https://erskinecharters.formstack.com/forms/2025_academic_showcase_rs vp

Schools that are receiving awards will receive a notification after the embargo for data is lifted on October 13.

Announcement: PowerSchool November Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/10/2025

End Date: 11/06/2025

Details: (UPDATED Information as of 10/06/2025) Our PowerSchool November Monthly Webinar will take place on November 6th, 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: Federal Programs "2025-2026 District of Residence Audit" Submission PowerSchool Update

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/15/2025

End Date: 11/15/2025

Details: The Proof of Residency list of students have been uploaded in Let's Work Smart as of today, October 15, 2025. The following has been shared with those on the Federal Programs LWS List, "Coordinators should work with their school's PowerSchool administrator to upload one piece of current supporting documentation for each student's address. Acceptable proof of residence documents are outlined in the attached memo, and each document should be labeled with the student's name and uploaded as a single PDF. The student list is attached for reference. All documentation is due by November 15, 2025." If you have any PowerSchool related questions, please contact Jessica Crowe at jcrowe@erskinecharters.org

Announcement: October 31 - Q1 Federal Reimbursement Deadline

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 10/17/2025

End Date: 10/31/2025

Details: Please review your school's federal spending plans and coordinate accordingly with your finance coordinator. All expenses planned for federal reimbursement and obligated between 7/1/25 and 9/30/25 must be entered into SmartFusion no later than 10/31/25. This does not apply to schools/grants that have neither rollover funding or a FY26 new funding budget. This is the final deadline to submit for FY24 TSI and FY25 Perkins reimbursements.