

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY26 Principal Attestation	11/15/2025	Sarah Shealy	Title I
FY26 CTE Employee Documents	10/31/2025	Meagan Cothran	Federal Programs
W9 forms for LETRS participant...	10/31/2025	Heather Holliday	State and Academic P...
September 2025 Month-to-Date F...	10/31/2025	Aila Ranera	Finance
PS 45th Day Reports	10/29/2025	Jessica Crowe	PowerSchool and IT
Quarter One Storing Grades Val...	10/31/2025	Jessica Crowe	PowerSchool and IT
Incident Management Quarter On...	11/15/2025	Jessica Crowe	PowerSchool and IT
FY25 Annual Audit	11/01/2025	Aila Ranera	Finance
Student Growth Target files fo...	10/31/2025	Heather Holliday	Accountability
SC READY Updated Results with ...	10/31/2025	Christopher Seay	Assessment
School Financial Policies	10/31/2025	Aila Ranera	Finance
FY26 Federal Funds Planning Me...	11/15/2025	Sarah Shealy	Federal Programs
FY26 Comprehensive Needs Asses...	11/15/2025	Sarah Shealy	Federal Programs
2025-2026 District of Residenc...	11/15/2025	Lacy Lucas	Federal Programs
Title II Stipend Policies	10/31/2025	Lacy Lucas	Federal Programs
QDC1 Dropout Validation Verifi...	10/31/2025	Jessica Crowe	PowerSchool and IT
September 2025 Foster File	11/15/2025	Caiman Welch	PowerSchool and IT
October LETRS information and ...	11/14/2025	Heather Holliday	State and Academic P...
26-27 PowerSchool Enrollment F...	11/15/2025	Jessica Crowe	PowerSchool and IT
Universal Screener Check 1 for...	11/14/2025	Heather Holliday	PowerSchool and IT
Third Grade Retention Communic...	11/14/2025	Heather Holliday	State and Academic P...
Formative Testing Quotes/Invoi...	11/15/2025	Christopher Seay	Assessment
PowerSchool November Monthly W...	10/10/2025 - 11/06/2025	Jessica Crowe	PowerSchool and IT
Federal Programs "2025-2026 Di...	10/15/2025 - 11/15/2025	Jessica Crowe	PowerSchool and IT
October 31 - Q1 Federal Reimbu...	10/17/2025 - 10/31/2025	Sarah Shealy	Federal Programs
National School Lunch Program ...	10/21/2025 - 10/31/2025	Kristin Olcott	Charter Authorizatio...
PowerSchool Support Lab Opport...	10/27/2025 - 11/07/2025	Jessica Crowe	PowerSchool and IT
SPED Monthly Minutes	11/01/2025 - 11/19/2025	Bralyn Wood	Special Education an...

### **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](mailto: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](mailto: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](mailto: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](mailto: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/AErJvOHKLSmvw\\_uGLAakC5g?rlkey=qsgr17s7tx41zjk76qsgpphox&e=1&st=yfi6t58l&dl=0](https://www.dropbox.com/scl/fo/zpgqgtn6sev616oqjwilo/AErJvOHKLSmvw_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 is 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 using the uploaded QDC1 "Dropout Listing Report" from the SCDE Member Center. If your school has dropouts, please submit a document with a verified list of "confirmed dropouts." If no report is available, upload a document stating "No Dropouts to Report." If you have questions, please contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: September 2025 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 11/15/2025

Details: Please review the foster file attached for the month of September. Confirm that the child is a foster student prior to coding in PowerSchool. If you have any questions reach out to Jessica Crowe [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: October LETRS information and Honorarium submission**

**Department:** State and Academic Programs

**Due Date:** 11/14/2025

Details: Please open the documents attached in addition to your individual school files to determine your next steps in this submission. Then answer the questions and upload as needed. Contact Heather Holliday with questions.

**Submission: 26-27 PowerSchool Enrollment Form Questionnaire**

**Department:** PowerSchool and IT

**Due Date:** 11/15/2025

Details: Please respond to the following questions regarding updates or changes needed for the 2026–2027 School Year PowerSchool Enrollment forms. Schools should review and provide details to ensure all form requirements are accurate and aligned with your school's current expectations.

**Submission: Universal Screener Check 1 for 25-26**

**Department:** PowerSchool and IT

**Due Date:** 11/14/2025

Details: Please see the attached directions for the state requirements for Universal Screener coding for all K-1 students in PS. Your school's coding has been pulled and provided for you in this submission. For all students who are blank, please get the coding entered as soon as possible. Unless there is an enrollment data issue preventing testing, no other students should be coded "0". Corrections should be made in PS and confirmed in this submission. Heather Holliday is the contact.

**Submission: Third Grade Retention Communication**

**Department:** State and Academic Programs

**Due Date:** 11/14/2025

Details: Please open the attachments for the following information: state third grade retention document; excerpt from document about communication with parents; sample letters which can be used as a starting point for you. There are several questions as part of this submission, but no uploads. Contact Heather Holliday with questions.

**Submission: Formative Testing Quotes/Invoices for Fall 2025 for Reimbursement**

**Department:** Assessment

**Due Date:** 11/15/2025

Details: It is the time of year when we need to begin collecting the paperwork for reimbursement from SCDE for formative assessments. If you are an iReady school, I need the ProForma Quote specifically designed for SCDE. For MAP and STAR schools, I will need a copy of your Invoice. Do not worry about proof of payment, just the quote or invoice for your test. Contact Christopher Seay if you have any questions.

**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](mailto: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.

**Announcement: National School Lunch Program Training RSVP**

**Contact Person:** Kristin Olcott

**Department(s):** Charter Authorization , Leadership, New Schools

**Start Date:** 10/21/2025

**End Date:** 10/31/2025

Details: The SCDE is offering a virtual training on January 15, 2026, for schools interested in joining the National School Lunch Program for the 2026-2027 school year. Please see the included flyer for registration and further information.

**Announcement: PowerSchool Support Lab Opportunity**

**Contact Person:** Jessica Crowe

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

**Start Date:** 10/27/2025

**End Date:** 11/07/2025

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:** 11/01/2025

**End Date:** 11/19/2025

Details: Please join us for our SPED Monthly Minutes on 11/19/25 at 2pm.

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