

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: 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: School Financial Policies

Department: Finance

Due Date: 11/15/2025

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/AErJvOHKLSmw_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: 11/15/2025

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: 11/10/2025

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

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

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.

Submission: CogAT/IOWA Post Assessment Test Security Documents

Department: Assessment

Due Date: 11/15/2025

Details: Submission of All Test Security Materials and Documentation for the CogAT/IOWA Assessment. If you have any questions, please contact Christopher Seay.

Submission: October 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 11/30/2025

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 October 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: Fall Amendment Window for All Grants

Department: Federal Programs

Due Date: 11/15/2025

Details: Schools have until November 15th to indicate which grants need amending. Google sheets will be unlocked within 24 hours of indicating the need of an amendment. Schools must have Google sheets completed by November 15, 2025. The Institute will review the week of November 17th. Out of respect for all schools, these deadlines are not flexible as all amendments must be submitted to the SCDE by November 21, 2025. All schools must put in plans for Title II and amend CTE State, as applicable, by November 15, 2025.

Submission: Jostens Signature Information Validation

Department: PowerSchool and IT

Due Date: 11/15/2025

Details: If your school has a new Principal, or CEO, whose signature will appear on your school's high school diploma, please upload a completed Jostens Signature Form that includes their signature. If no changes are necessary to the current signature, please upload a Word document confirming that no signature update is required at this time. If you have any questions about this submission, please contact Jessica Crowe at jcrowe@erskinecharters.org.

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: What's Up Wednesday - November

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs, Title I, Title II

Start Date: 10/28/2025

End Date: 11/12/2025

Details: This month's What's Up Wednesday will occur on November 12 at 10am via Zoom. We will begin with a roundtable discussion on Evaluating Effective Activities before moving into a Time and Effort reminder, Federal Finance updates, and review of current Let's Work Smart submissions. We will end with a Title I roundtable on any topics schools would like to discuss. If you did not receive a calendar invitation but would like one, please email Sarah Shealy at sshealy@erskinecharters.org. We hope to see you there!

Announcement: Holiday Card Competition 2025

Contact Person: Katie Graybill

Department(s): Communications, Leadership

Start Date: 10/30/2025

End Date: 12/01/2025

Details: The 2025 Holiday Card Competition is now open! Visit <https://erskinecharters.org/2025-holiday-card-competition/> for more information. Artwork submissions are due by Monday, December 1!

Announcement: Scholarship Applications - SCATA/NAFEPA

Contact Person: Sarah Shealy

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

Start Date: 10/31/2025

End Date: 12/12/2025

Details: The South Carolina Association of Title I Administrators will award 21 scholarships in the Spring of 2026 to deserving students, of which up to 3 may be awarded per SCATA region. Charter School Districts make up Region 7. For the SCATA scholarships, qualifying seniors have the opportunity to compete for a \$2,000 (first place), one \$1,500 (second place), or one \$1,000 (third place) scholarship. Top candidates will be considered at the state level for the national NAFEPA scholarship. Please review the attached documents for additional information, the application, and checklist. Applications are due to Sarah Shealy (sshealy@erskinecharters.org) in PDF format by Friday, December 12, 2024. You DO NOT have to be a Title I school to submit applications. If you have any questions, please don't hesitate to reach out.

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>

Announcement: Title I Website Update for Report Cards

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 11/05/2025

End Date: 11/15/2025

Details: As a reminder, with the public release of FY25 State Report Cards, your school website must provide a link to the SCDE's report card website and/or a copy of the most recent report card. There will not be a submission in LWS to audit completion of these updates.

Announcement: Federal Budgets - November Update

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 11/07/2025

End Date: 11/15/2025

Details: The deadline to submit Quarter 1 reimbursement requests was 10.31.25. Please review your Federal Grant Budgets as of 11.7.25 carefully. If expenses that occurred between July 1st and September 30th are not showing, submit them into SmartFusion or reach out to your accounting firm. They must be reviewed and submitted to the SCDE before 11.15.25. Reach out to Sarah Shealy at sshealy@arskinecharters.org if you have any questions.

Announcement: PowerSchool Support Lab Opportunity

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 11/10/2025

End Date: 11/21/2025

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.