

# Charter Institute at Erskine

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### **Submission: 2026-2027 Board Approved Academic Calendar**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2026

Details: Please submit your school's 2026–2027 Board Approved Academic Calendar. It must include 180 instructional days, no more than 3 early-release days, and 3 make-up days. Please include a legend noting all "Important Dates." Once approved, we will set up your school's Years and Terms in PowerSchool. Please submit the attached Years and Terms template. For questions, contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

### **Submission: Local Board Approved Courses**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2026

Details: A Local Board-Approved Course is a course that has been approved by the local Board of Trustees and meets state academic standards. For this submission, please provide documentation for any Local Board-Approved Course requests for the 2026-2027 school year. Additionally, submit the Board-Approved Minutes reflecting the board's approval of these requests. If you have any questions please do not hesitate to contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

### **Submission: Updated Enrollment Survey (ES) and PowerSchool Coding Guidelines (Effective Immediately)**

**Department:** Title III MLP

**Due Date:** 02/27/2026

Details: The SC Department of Education has issued critical updates to the Enrollment Survey (ES) and PowerSchool coding Guidelines. Please review the attached memo and accompanying documents in full. Schools must begin using the updated ES immediately for students enrolling for the 2026–27 school year, complete all required system updates, and ensure staff training. Acknowledge receipt of this information via Smart Form. For questions email: [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org) or [sfickling@erskinecharters.org](mailto:sfickling@erskinecharters.org)

**Submission: February Scores submission for Accountability(Copy)**

**Department:** Accountability

**Due Date:** 02/16/2026

Details: There will be a monthly submission for you to upload any CCR scores you have for us to submit to the SCDE. Please submit each unique test as a unique file, following the instructions in the included document. If you do not have any scores to submit for the month, please indicate that on the Smart Form question as "Nothing to Submit" and you will be exempted from the submission. You will have an opportunity to submit each month from January through June. Contact Heather Holliday with questions.

**Submission: Gifted and Talented Student Roster Verification**

**Department:** Gift and Talented

**Due Date:** 02/28/2026

Details: Please review the accuracy of your Gifted and Talented Student Roster from GIFT as of January 30, 2026 and verify the list of those being served and not being served. Please contact Robbie Anderson at randerson@erskinecharters.org for any questions.

**Submission: Governor's Graduate Letters**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2026

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet template with names and mailing addresses of Spring graduating seniors. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

**Submission: February Scores submission for Accountability**

**Department:** Accountability

**Due Date:** 02/16/2026

Details: There will be a monthly submission for you to upload any CCR scores you have for us to submit to the SCDE. Please submit each unique test as a unique file, following the instructions in the included document. If you do not have any scores to submit for the month, please indicate that on the Smart Form question as "Nothing to Submit" and you will be exempted from the submission. You will have an opportunity to submit each month from January through June. Contact Heather Holliday with questions.

**Submission: SC READY Pre-Code Check for STCs**

**Department:** Assessment

**Due Date:** 02/25/2026

Details: Please use the files and documents provide the verify your rosters for SC READY this spring. All changes must be made in PowerSchool prior to states next pull on February 25th. If you have any questions, please contact Christopher Seay.

**Submission: EOCEP Post-Test Document Submission - Fall/Winter 2025 - 26**

**Department:** Assessment

**Due Date:** 03/15/2026

Details: Submission of all Test Security Materials and Documentation for the EOCEP assessment. If you have any questions, please contact Christopher Seay.

**Announcement: Awards Banquet Guidelines 2026**

**Contact Person:** Katie Graybill

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

**Start Date:** 01/22/2026

**End Date:** 03/17/2026

Details: The 2026 Charter Institute at Erskine Awards Banquet will be hosted on Wednesday, May 20, 2026. We are officially seeking nominations from each school for your Volunteer of the Year, Student(s) of the Year, and Teacher(s) of the Year. Read this year's guidelines here: [tinyurl.com/AB26-guidelines](https://tinyurl.com/AB26-guidelines).

Nominations will be due on March 16, and you can access the nomination form here: [tinyurl.com/ab-nominations-2026](https://tinyurl.com/ab-nominations-2026).

If you have any questions, please email [kgraybill@erskinecharters.org](mailto:kgraybill@erskinecharters.org). Thank you!

**Announcement: South Carolina High School Employability Credential Issuance for School Year 2025-26**

**Contact Person:** Sally Fickling

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

**Start Date:** 01/29/2026

**End Date:** 02/28/2026

Details: Please see the attached memo for information related to Data Entry Required for Paper High School Employability Credential Orders and Shipping and for final student recipient counts and issuance of digital South Carolina High School Employability Credential.

**Announcement: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

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

**Start Date:** 02/01/2026

**End Date:** 02/18/2026

Details: Please join us for our SPED Monthly Minutes on 2/18/26 at 2pm.

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

**Announcement: PACE Cohort 2026 Dates and Deadlines**

**Contact Person:** Robbie Anderson

**Department(s):** Human Resources and Benefits

**Start Date:** 02/11/2026

**End Date:** 04/30/2026

Details: The PACE Cohort 2026 dates and deadlines can be found on the SC Department of Education website, linked here: <https://ed.sc.gov/educators/alternative-certification/pace/2026-27/>. The Office of Educator Services must receive a 2026-2027 PACE Confirmation of Employment form no later than Monday, June 15, 2026, if you wish for an applicant to attend Summer PACE I with Cohort 2026. Please send the Confirmation of Employment form to Robbie Anderson at [randerson@erskinecharters.org](mailto:randerson@erskinecharters.org). If you have any questions, please contact Robbie Anderson.

**Announcement: Curriculum Based Professional Learning Opportunities**

**Contact Person:** Lacy Lucas

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

**Start Date:** 02/11/2026

**End Date:** 03/13/2026

Details: Attached to this announcement is the South Carolina Department of Education's Curriculum-Based Professional Learning (CBPL) Opportunities designed to strengthen instructional practice through curriculum-centered support for leaders and educators. It highlights a series of ongoing office hours, webinars, and learning sessions focused on effective implementation of high-quality instructional materials (HQIM) in English language arts and mathematics for grades K–8, with practical strategies, collaborative learning, and Q&A support to deepen instructional impact.

**Announcement: Project Lead the Way (PLTW) Dual Credit Clarification (SCDE Memo)**

**Contact Person:** Jessica Crowe

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

**Start Date:** 02/11/2026

**End Date:** 06/30/2026

Details: Please see the attached SCDE Memo for further information about "Project Lead the Way (PLTW)." If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Announcement: PowerSchool March Monthly Webinar**

**Contact Person:** Jessica Crowe

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

**Start Date:** 02/13/2026

**End Date:** 03/12/2026

Details: Our PowerSchool March Monthly Webinar will take place on March 12th, 2026, from 9:00 AM to 10:30 AM via Zoom. 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!