

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2026-2027 Board Approved Acade...	02/28/2026	Jessica Crowe	PowerSchool and IT
Local Board Approved Courses	02/28/2026	Jessica Crowe	PowerSchool and IT
Updated Enrollment Survey (ES)...	02/27/2026	Tarry McGovern	Title III MLP
Gifted and Talented Student Ro...	02/28/2026	Robbie Anderson	Gift and Talented
Governor's Graduate Letters	02/28/2026	Jessica Crowe	PowerSchool and IT
SC READY Pre-Code Check for ST...	02/25/2026	Christopher Seay	Assessment
EOCEP Post-Test Document Submi...	03/15/2026	Christopher Seay	Assessment
Climate Survey School Informat...	02/27/2026	Heather Holliday	Leadership
January 2026 Month-to-Date Fin...	02/28/2026	Aila Ranera	Finance
January Foster File	03/15/2026	Caiman Welch	PowerSchool and IT
Awards Banquet Guidelines 2026	01/22/2026 - 03/17/2026	Katie Graybill	Communications, Lead...
South Carolina High School Emp...	01/29/2026 - 02/28/2026	Sally Fickling	Special Education an...
PACE Cohort 2026 Dates and Dea...	02/11/2026 - 04/30/2026	Robbie Anderson	Human Resources and ...
Curriculum Based Professional ...	02/11/2026 - 03/13/2026	Lacy Lucas	State and Academic P...
Project Lead the Way (PLTW) Du...	02/11/2026 - 06/30/2026	Jessica Crowe	PowerSchool and IT
PowerSchool March Monthly Webi...	02/13/2026 - 03/12/2026	Jessica Crowe	PowerSchool and IT
ML Office Hours	02/18/2026 - 03/05/2026	Gail Rogers	Title III MLP
Instructional Staff & Title I ...	02/20/2026 - 03/15/2026	Sarah Shealy	Federal Programs
SPED Monthly Minutes	03/01/2026 - 03/18/2026	Bralyn Wood	Special Education an...
ML Coordinator Meeting	03/01/2026 - 03/19/2026	Gail Rogers	Title III MLP
What's Up Wednesday - March	03/01/2026 - 03/11/2026	Sarah Shealy	Additional Targeted ...

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

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.

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 or sfickling@erskinecharters.org

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: 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.

Submission: Climate Survey School Information Subission

Department: Leadership

Due Date: 02/27/2026

Details: Please answer the four questions related to your administration window and school contact(s) to complete this submission.

Submission: January 2026 Month-to-Date Financial Statements

Department: Finance

Due Date: 02/28/2026

Details: Please submit a copy of the school's January 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 "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 Amanda Tucker at atucker@erskinecharters.org if you have any questions. Thank you!

Submission: January Foster File

Department: PowerSchool and IT

Due Date: 03/15/2026

Details: Please review the foster file attached for the month of January. This document is a reflection of the information that DSS has provided the SCDE. Please confirm the document's data and verify the student is a foster student prior to coding the proper fields in PowerSchool. If you have any questions please contact Jessica Crowe at jcrowe@erskinecharters.org.

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.

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

If you have any questions, please email 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: 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. 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.

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!

Announcement: ML Office Hours

Contact Person: Gail Rogers

Department(s): Title III MLP

Start Date: 02/18/2026

End Date: 03/05/2026

Details: ML office hours will be held on 3/5/26 at 1:00pm. Please use this link to join: <https://erskinecharters.zoom.us/my/rogers11>

Announcement: Instructional Staff & Title I Survey Responses

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 02/20/2026

End Date: 03/15/2026

Details: Thank you for sharing and completing this year's federal grant feedback surveys. A memo has been uploaded to this announcement in LWS with links to your survey results. In the March "What's Up Wednesday" (3.11.26) there will be 4 slides summarizing the Instructional Staff Survey responses.

Announcement: SPED Monthly Minutes

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 03/01/2026

End Date: 03/18/2026

Details: Please join us for our SPED Monthly Minutes on 3/18/26 at 2pm.

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

Announcement: ML Coordinator Meeting

Contact Person: Gail Rogers

Department(s): Title III MLP

Start Date: 03/01/2026

End Date: 03/19/2026

Details: ML Coordinator Meeting will be held 3/19/26 at 1:00pm. Please use this link to join:
<https://erskinecharters.zoom.us/my/rogers11>

Announcement: What's Up Wednesday - March

Contact Person: Sarah Shealy

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

Start Date: 03/01/2026

End Date: 03/11/2026

Details: This month's What's Up Wednesday will occur on March 11, at 10am via Zoom. This session will include LWS submissions, preparations for Comprehensive Needs Assessments, and finance updates. The School Improvement Team will join us for the CNA portion of the meeting. 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!