

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: Missing scores submission for CCR

Department: Accountability

Due Date: 05/29/2026

Details: I have created a Google form for the submission of missing scores from Admin Navigator as you confirm your CCR lists. I hope having a form will make this process easier. I will keep an eye on the submitted forms and submit to the SCDE. The document has the link to the form which can be completed at any time. Please save that link or reaccess it through this submission. I will send periodic reminders of the form.

Submission: FY27 Comprehensive Needs Assessment

Department: Federal Programs

Due Date: 05/15/2026

Details: Please use the following documents (template and exemplar) to create your school's Comprehensive Needs Assessment for the 2026-2027 school year. Your school's 2025-2026 CNA is also attached to this submission.

Submission: Cohort Corrections to submit to Education Analytics

Department: Accountability

Due Date: 05/29/2026

Details: Please use the link in the document to submit needed cohort corrections in Admin Navigator. One form per student needing correction is required. The Institute will submit the corrections weekly to Education Analytics as forms are submitted. The sooner you submit the corrections, the greater chance you will be able to resolve your discrepancies prior to the summer. Please share this information with anyone who helps you with this process. Weekly reminders will be sent out.

Submission: ClassLink Application Request 2026-2027

Department: PowerSchool and IT

Due Date: 05/15/2026

Details: Use this form to select which ClassLink applications your school intends to use for the 2026–2027 school year. Indicate access by role (Student, Teacher, Admin).

Submission: FY27 Federal Funds Planning Meeting

Department: Federal Programs

Due Date: 05/31/2026

Details: Schools must annually hold a Planning Meeting to evaluate how effective the prior year of federal spending was and to plan how new federal funds should be spent. There are specific agenda items that must be covered based on certain grants. A checklist and templates are provided to walk the FP Coordinator through all steps and requirements for this meeting.

Submission: Special Education - General Fund Budget for FY27

Department: Finance

Due Date: 05/15/2026

Details: As part of the requirement for schools/districts to maintain their State financial effort for special education related services, we need to collect and submit to the SCDE your proposed State funds budget for this area. Please note that your state funds budgeted and spent for special education related services per pupil each year should not decrease from the prior year unless there are justifiable circumstances (i.e. substantial decrease in Students with Disabilities, substantial decrease in enrollment overall, etc.). Please complete the attached spreadsheet and include your proposed budget for special education related expenditures by function using State dollars only. We realize your budget process may not be complete, so please estimate as best you can. If you have questions, please contact John Li (jli@erskinecharters.org). Thank you.

Submission: March Foster File

Department: PowerSchool and IT

Due Date: 05/15/2026

Details: Please review the foster file attached for the month of March. 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.

Submission: Certificate of Insurance

Department: Finance

Due Date: 05/31/2026

Details: As outlined in the Charter Contract, the School shall be responsible for maintaining insurance in accordance with S.C. Code Ann. § 59-40-60(F)(16) and SBE Regulation 43-601. If you have any questions about this submission, please reach out to John Li at jli@erskinecharters.org.

Submission: SNT data file from SCDE Apr 29

Department: Leadership

Due Date: 05/15/2026

Details: Good news! The state has provided a way for you to confirm what exclusion coding they have on file for students in all your high school cohorts. Please refer to section 13 of the attached document for instructions on how to use the file. New versions of this file will be uploaded weekly throughout May so be sure to check back. Early grads are on a separate file. Please share with your team.

Submission: EOC and CCR files from Admin Navigator

Department: Leadership

Due Date: 05/15/2026

Details: Good news! The state has provided a way for you to confirm EOC and CCR test scores they have on file for students in all your high school cohorts. Please refer to sections 14 and 15 of the attached document for instructions on how to use the file and download your own as we move forward. Please share with your team.

Submission: April 2026 Month-to-Date Financial Statements

Department: Finance

Due Date: 05/31/2026

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of 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. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School. Please submit a copy of the school's April Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact John Li at johnli@erskinecharters.org if you have any questions. Thank you!

Announcement: Academic Seminar and Support Lab Courses (Beginning 2026-2027 School Year)

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 03/27/2026

End Date: 05/29/2026

Details: The attached memo provides clarification on the Academic Seminar courses that incorporates high school English Language Arts (ELA) and math standards and describes functional performance competencies to be used for the courses. It also describes the new Support Lab courses that allow for serving students with specially designed instruction who do not require alignment with high school academic standards.

Announcement: PowerSchool May Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 04/17/2026

End Date: 05/07/2026

Details: Our PowerSchool May Monthly Webinar will take place on May 7th, 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: 04/20/2026

End Date: 05/07/2026

Details: ML office hours will be held on 5/7/26 at 1:00pm. Please use this link to join:
<https://erskinecharters.zoom.us/my/rogers11>

Announcement: Endorsement Opportunities Through VirtualSC

Contact Person: Lacy Lucas

Department(s): State and Academic Programs

Start Date: 04/20/2026

End Date: 05/18/2026

Details: Attached to this announcement is a memo highlighting professional learning opportunities, such as Read to Succeed and Gifted and Talented endorsements, through VirtualSC. Registration is open from April 27th through May 18th and courses are from June 15th through August 2nd.

Announcement: New Sped Courses Active for 26-27 School Year

Contact Person: Katie Mowery

Department(s): PowerSchool and IT

Start Date: 04/21/2026

End Date: 06/30/2026

Details: Academic Seminar and Support Lab 1-8 courses are now available for scheduling for the 2026-2027 school year in PowerSchool SIS. As a reminder, the Support Lab courses are non-weight, credit-bearing elective courses for students who are seeking the SC Employability Credential or a district awarded certificate. If you have any questions, please contact Katie Mowery at kmowery@erskinecharters.org. For further information, please see the attached SCDE Memo.

Announcement: Speech-Language Pathology Assistants

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 04/21/2026

End Date: 05/29/2026

Details: Please see the linked memo regarding regulations regarding the use of Speech-Language Pathology Assistants.

Announcement: State Memos for School Leaders April 22

Contact Person: Heather Holliday

Department(s): Leadership

Start Date: 04/22/2026

End Date: 05/22/2026

Details: Hello! Please see the attached memos from the SCDE. Topics include--Retiree Assurance Form, Speed and Language Pathologist Assistants, Curriculum Cohort Fellowships, Teacher Evaluator Training, Summer Reading Camp for Students with Disabilities, and Leadership Professional Learning.

Announcement: Guidance for Read to Succeed Act and Summer Reading Camps for students with significant cognitive disabilities in Grades 1-2

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 04/22/2026

End Date: 05/29/2026

Details: This memo provides guidance for implementing the Read to Succeed Summer Reading Camp requirement with respect to students with significant cognitive disabilities in grades 1-2.

Announcement: SPED Monthly Minutes

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 05/01/2026

End Date: 05/20/2026

Details: Please join us for our SPED Monthly Minutes on 5/20/25 at 2pm.

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

Announcement: Students Not Tested (SNT) Guidelines and Instructions for Coding SNT in PowerSchool (SCDE Memo)

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 05/01/2026

End Date: 06/07/2026

Details: Please review the attached information and work with your school testing coordinator to make sure the proper data has been reviewed and updated, as necessary, before the data collection date of June 14th, 2026. If you have any questions, please do not hesitate to reach out to a PowerSchool and IT team member. Thank you.

Announcement: Federal Budgets - May Update

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 05/01/2026

End Date: 05/15/2026

Details: Please find here in LWS your federal budgets as of 5.1.26. Review them carefully to ensure all 25-26 scheduled activities will be spent out before 6.30.26. FY25 Title I, Title II, and IDEA funding not spent by that deadline and submitted to SmartFusion by 7.10.26 will be rolled off of the school's budget for liquidation at the District level. Unspent FY26 funding will roll over to 26-27 for 1 more fiscal year of spending. If FY25 CTE EIA cannot be spent out by 6.30.26 or FY26 CTE Perkins and FY25 TSI/CSI funding cannot be spent out by 9.30.26 please let our team know ASAP so we can connect with other schools that may be in need of the funding.

Announcement: What's Up Wednesday - May

Contact Person: Sarah Shealy

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

Start Date: 05/01/2026

End Date: 05/13/2026

Details: This month's What's Up Wednesday will occur on May 13, at 10am via Zoom. This session will include LWS submissions, wrapping up CNAs, evaluating this year's return on investment, guidance for Planning Meetings, and finance updates. 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: ML Coordinator Meeting

Contact Person: Gail Rogers

Department(s): Title III MLP

Start Date: 05/04/2026

End Date: 05/21/2026

Details: ML Coordinator Meeting will be held 5/21/26 at 1:00pm. Please use this link to join:
<https://erskinecharters.zoom.us/my/rogers11>