

The slide features a dark blue background on the left with a grid of glowing green and white dots. On the right, there are overlapping green geometric shapes. The text is centered in a green font.

April 2023 PowerSchool Admin Monthly Webinar

Presented By: Tina Scott

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The slide has a white background on the left with a list of agenda items. On the right, there is a background image of a notebook with a calculator and colorful sticky tabs. Green geometric shapes are overlaid on the right side.

Agenda

- Reminders, Updates, and Upcoming Training Opportunities
- SCDE Updates, Memos and Training Material
- PowerSchool Enhanced User Interface
- Validation Reminders
- Incident Management Reminders
- Individual Graduation Plan (IGP) Reminders and Validation Tool
- Truancy and Chronic Absenteeism Reminders
- Civil Rights Data Collection (CRDC)
- CTE and Work Based Learning Information
- End of Year Preparation
- Transcripts and DOTS
- First Days of Testing
- Students Not Tested
- Read to Succeed Summer Program
- Data Collection Schedule

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Reminders/Updates - District

- Local Board Approved course code requests should be submitted to the District Office for approval by May 1, 2023.
- The SCPCSD website has a link for [District PowerSchool Resources](#).
- SCPCSD Summer Training Dates: July 10 - July 13, 2023 - 8:30am - 4:00pm (Sign-In will begin at 8:15am each day)
 - At least one PS Administrator from each school **must** attend.
 - School leaders are encouraged to attend.
 - Day 1 - New PS Admin Training (Bring a student enrollment packet)
 - Days 2 - 4 - All PS Admins - New and Returning (Bring your Board Approved Calendar and Bell Schedule Information)
 - We will hold Labs to assist with the completion of setup for certain tasks. Please come prepared!
 - The District Office sent out an [Invitation and RSVP](#) on Tuesday, April 18th, 2023. Please be sure to [register to attend](#) no later than June 12th, 2023!

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Reminders/Updates - SCDE

- The SCDE has released an updated [SIS Data Entry Manual](#).
- The [SCDE Activity Coding Manual](#) will be changing from a PDF format to an Excel format for the 2023-2024 school year.
 - The updated manual is very specific about which course codes can be utilized for half credits versus full credits.
 - Please review your course codes for the upcoming school year to ensure that they meet the requirements as outlined in the new SCDE ACM.
- [SCDE Cheat Sheet/Important Information](#) - This document contains information on the following topics:
 - New Principals/Superintendents/Point-of-Contact
 - Physical Education I/Comprehensive Health Education
 - Activity Course Codes
 - Credit Recovery
 - Algebra Credit
 - Fall/Winter Diploma Ordering
 - Tips for Diplomas
 - Early Graduates
 - Verifying Graduates

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Reminders/Updates - PowerSchool

- The Universal Screener field is required for all kindergarten and first grade students. Indicate if your school has or has not assessed the student by using the universal screener and if that student was identified as at risk for having a reading difficulty.
- This information must be populated by your school's 180th Day, as applicable (Grade Levels K and 1).

A screenshot of a dropdown menu in PowerSchool. The menu is open, showing three options: '0 - Not Screened', '1 - Screened Identified', and '2 - Screened Not Identified'. The '504 Plan' field above it is also visible, with a dropdown arrow.

- Code your Homeless Students appropriately in PowerSchool as discussed in the [February 2023 Webinar](#).
- You must Validate Student Addresses - both Street and Mailing Addresses. Address validation updates the student geocodes. This is to be completed by your school's 180th Day.
- Contacts Consolidation Project - Final EpiCenter Submission Due May 1, 2023, verifying that your school has consolidated Contacts for your school's entire student population. Once you have completed this project, please check back periodically to ensure there is no additional duplication as data is modified and parent portal accounts are created.
- Remember to populate the information for your Employability Credential Students and the Post Graduate Email field. Please see slides 14 - 18 in the [February 2023 Monthly Webinar](#). The SCDE Memo regarding Employability Credential is linked [here](#).

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Reminders/Updates - Gifted & Talented

- GT Academic Area is not required for funding; however, it is a required field (**Must** be populated by day 180).
- It is advisable to code the GT Academic Area or GT Art Discipline at the same time as the High Achieving field.

After a code is selected in the dropdown box, an Effective Start Date field will appear which must be entered in order to save the record. If GTA- G&T Academic is selected, then another dropdown box, GT Academic Area, will appear for you select the area in which the student is being served. **This field is not required for funding, but is required by the Office of State and Federal Accountability and must be entered before the end of the school year.** If GTR- G&T Artistic is selected, then another dropdown box, GT Art Discipline, will appear for you select the area in which the student is being served. This field is not required for funding, but is required by the Office of State and Federal Accountability and must be entered before the end of the school year.

A screenshot of a PowerSchool form for the GT Academic Area. It includes fields for 'Effective Start Date' (8/22/2022), 'Effective Stop Date', and a dropdown for 'GT Academic Area'. Below are four 'High Achieving Codes' dropdowns: 'High Achieving 1' (GTA - G&T Academic), 'High Achieving 2', 'High Achieving 3', and 'High Achieving 4'.

A screenshot of a PowerSchool form for the GT Artistic Discipline. It includes fields for 'Effective Start Date' (8/22/2022), 'Effective Stop Date', and a dropdown for 'GT Artistic Discipline'. Below are four 'High Achieving Codes' dropdowns: 'High Achieving 1' (GTR - G&T Artistic), 'High Achieving 2', 'High Achieving 3', and 'High Achieving 4'.

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Reminders/Update -Enrich

Changes to Enrich mean that you **MUST** review and update your School Enrollment Audit weekly. Moving forward students with an overlap in Entry/Exit Dates will stop the District's data from transmitting through the nightly process.

How to Locate Overlapping School Enrollment Dates

1. Login to PowerSchool
2. Under **Reports** click **System Reports**
3. On the **System** tab run the **School Enrollment Audit Report**
4. A list of errors that need to be corrected will display
5. Analyze the student(s) enrollment dates. Make sure that the dates do not overlap. If there are overlapping dates, these will need to be resolved.
6. If you need assistance with resolving errors, please submit a ticket to help@canteytech.com.

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Upcoming PS Training Opportunities

- PSUG Southeast
 - May 15-18, 2023 in Myrtle Beach
 - 4 Day Event (Like National Event)
 - https://easyregpro.com/e/2023-southeast-psug-event/evt_home
- PowerSchool University: <https://support.powerschool.com/psu/main.action>
 - June 25-29, 2023 - Anaheim, California
 - July 23-27, 2023 - Nashville, Tennessee
 - July 9-13, 2023 - PSU at EDGE (Orlando, FL)
 - PSU Remote Plus (Virtual) - August 2-4 & August 9-11, 2023
 - To Register: <https://support.powerschool.com/psu/register/step1.action>
- Level Data Holds monthly Webinars to discuss tabs within their Validation Tool - [Register to Attend](#)
 - State Data Validation Suite Walk-Through
 - RealTime Reports Walk-Through
 - Mass Address Validation
 - Unlimited Contacts Workshop + Q&A

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Support Tickets - PSUG

- Due to the PSUG Convention, the May 2023 Webinar will be Pre-Recorded and sent out to all PS Admins and School Leaders. As always, you are encouraged to share the information with others within your school.
- As a reminder, during the week of May 15th - 18th, PS Support will be limited/delayed as Cantey attends PSUG to gain additional knowledge to better serve the South Carolina Public Charter School District and your School.
- We encourage you to submit your support tickets early, so that your requests can be answered in a timely manner.
- We look forward to seeing you at PSUG!

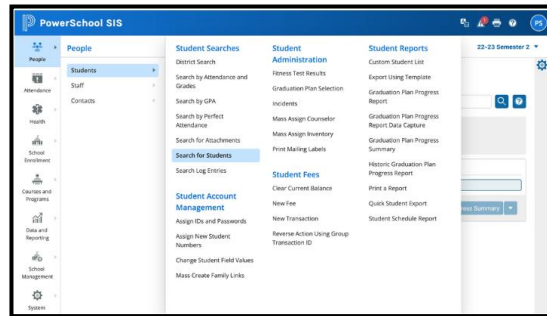
9

PowerSchool Enhanced User Interface

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PowerSchool Enhanced User Interface

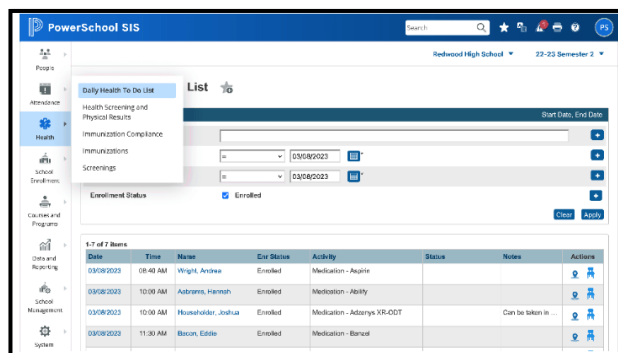
- This combination of new features will greatly simplify everyday use and navigation within the PowerSchool SIS administrator portal.
- Redesign of Navigation Styling
 - Users can now access the full navigation using a fly-out design without having to click through layers of "link list" pages.
 - Easily navigate directly from page to page without needing to return to the Start Page or go back to a "link list" page.
 - Every item in the navigation menu is tied to page permissions and will only display links to pages the user has access to.



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PowerSchool Enhanced User Interface

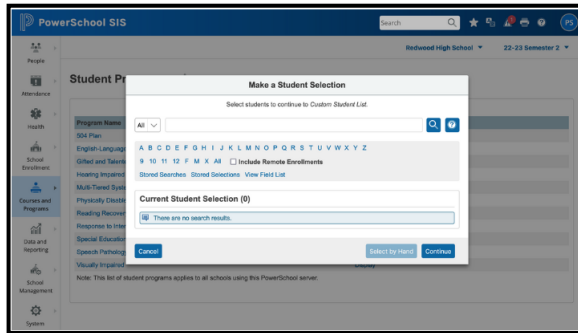
- Reorganization of the Navigation Information Architecture
 - Users can now navigate a more intuitive, task-based menu structure.
 - Page links have been recategorized and in some cases renamed in order to clarify their functionality.
 - Most pages that had tabs now provide direct navigation to those pages, because tabs have been removed and the direct page links are available in the navigation menu.



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PowerSchool Enhanced User Interface

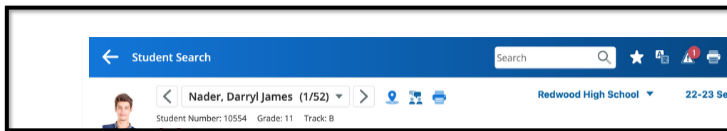
- People Selection Prompts
 - Users will now be presented with a selection pop-up when navigating to pages that require a student, staff, or contact selection.
 - The pop-up will appear if the user does not already have a selection and includes similar searching and filtering functionality as the Start Page search.
 - Once the selection is made, the user can continue on to the desired page.



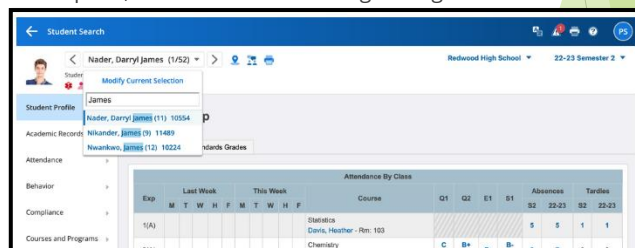
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PowerSchool Enhanced User Interface

- Redesign of Student and Staff Information and Carousel Selectors
 - Users can now view student/staff information and alerts in a newly designed header.



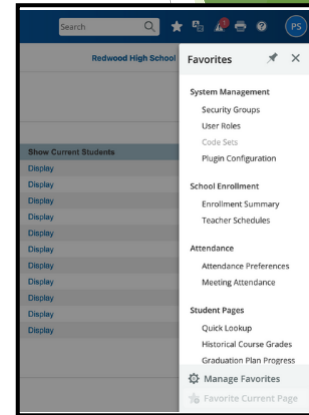
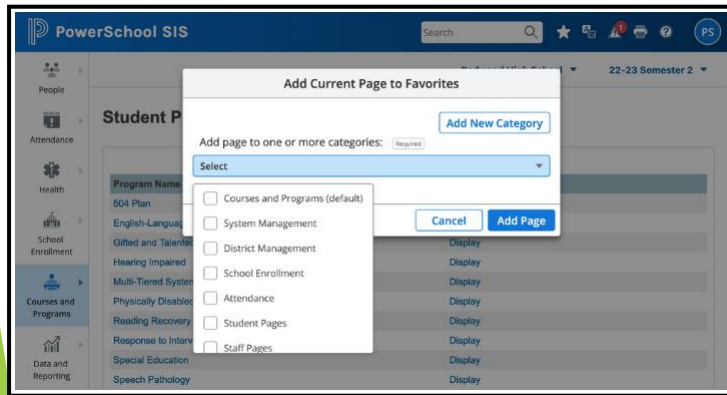
- The carousel functionality allows for quick switching between students or staff within the selection, now with auto-complete, to cut down on scrolling through a long list of names.



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PowerSchool Enhanced User Interface

- Users can now create a list of favorite pages. Favorites are user-specific and can be organized into personalized categories.



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PowerSchool Enhanced User Interface

- PowerSchool SIS Features & Enhancement Lab** - If you would like to try out the Enhanced User Interface, a Lab Server is available for early exploration. Accessing this link requires you to log into your PowerSource account.
- To sign in as an administrator:
 - <https://powerlabs15.powerschool.com/admin/pw.html>
 - For admin login credentials to log in to the server above:
 - Username:** Please use a number between 11-99 + "aghs1"
 - Examples: 32aghs1, 57aghs1, or 88aghs1
 - Password:** PS*Lab*2023!
- NOTE:** The purpose of the lab environment is to preview features and to take a short test drive. The data is fictitious and will be refreshed periodically with no warning. The server is not guaranteed to remain accessible. Make sure you do not add any sensitive or personally identifiable information (PII) on this environment. It is for public demo purposes only.
- District deployment of Enhanced User Interface TBD; however, will likely happen at the time of rollover.

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Validation Reminders

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Validation Reminders

- Review and resolve Level Data, SAS and School/Section Enrollment Audit errors at least once a week.
- Reach out to Cantey for assistance if needed; we can help clear errors and/or answer questions.
- **SAS Reports**
 - To login, visit: <https://appportal.ed.sc.gov/my.policy> > Click Report Portal > Login to SAS > Hover over Data Quality > Click Data Quality & Reporting > Errors by Validation Type (Student, Activity Code, Teacher, State ID, PowerSchool Setup)
- **Level Data**
 - Start Page > Level Data Apps > State Validation Tool
 - Page Validations
 - For some error counts to display, hit the blue **Run** button in the Action column.
- **School and Section Enrollment Audits**
 - Home Page > System Reports > Under Membership and Enrollment Header, click School Enrollment Audit and then Section Enrollment Audit

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Incident Management Reminders

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Incident Management

- All discipline and truancy data must be reported in PowerSchool's Incident Management System.
- All incidents coded must have an offender, behavior, action, removal type (*if applicable*) associated with the incident.
- *System Reports > SDE Reports tab*
 - Discipline Reports
 - Incident Management Reports

SCDE Incident Management Resources

- [SCDE PowerSchool Incident Management](#)
- [SCDE PowerSchool Incident Management Frequently Asked Questions](#)
- [SCDE PowerSchool Incident Management-discipline Incidents Step By Step Guide](#)
- [SCDE PowerSchool Incident Management-truancy Incident Step By Step Guide](#)
- [Incident Management Webinar Recording - February 2023](#)
- [Incident Management Webinar PowerPoint - February 2023](#)

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Incident Management

Start Page > Level Data State Validation > Incident Management Tab

Level Data State Validation		
Miscellaneous	Demographics	Precode
Historical Grades	EFA/EIA	Enrich Special Ed
Address Validation	Early Childhood	Attendance/Tuancy
	Reports/Lists	Courses
	Staff	Contacts*
	Contacts Reports*	CERDEP
	Read to Succeed	Enrollment
	Graduated Students	MLP
	SC Custom Contacts	Setup
Page 1 of 2 < > 1 2 >>		
Validation Rule	Count	Action
Incident Management ISS Dates/SC-ISS Attendance Dates Mismatch	99	List
Incident Management OSS Dates/SC-OSS Attendance Dates Mismatch	99	List
Invalid Pending Parent Conference	0	✓
Missing Object Code Comment for Misc Object	0	✓
Missing/Invalid Incident Location	55	List
Recommended for Expulsion* Action Code Missing Secondary Action Code	1	List
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch	0	List
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch	0	List
Missing Incident Behavior Code (1010)	10	List
Missing Incident Action Code (1050)	47	List
Missing/Misplaced Action Code	49	List
Missing Object Code Comment for Weapon	0	✓
Missing Incident Offender	8	List
Missing Required Duration Code (1000)	35	List
Missing Physical Injury Code (1030)	0	✓
Invalid Pending Expulsion (1040)	4	List
Invalid Weapon Type (1080)	0	✓
Warning Incident Type (1070)	0	✓
Missing Weapon Type	5	List

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Incident Management

Required Fields

- Incident Type
 - Date
 - Time
 - Time Frame
 - Title
 - Location
 - Offender
 - Victims- Bullying or Level Physical Injury
 - Participant Attributes - Physical Injury
 - Behavior Codes
 - Action Codes
 - Action Date Range
 - Duration Code
 - Object Codes
 - Subcodes Dropdown
- Please code Truancy Incidents in real time once your school's Attendance/Excuse Policy timeframe has passed. Do not wait until the end of the year.
 - Incident Elements pertaining to Habitual and Chronic Truancy must be coded before the student reaches the age of 17. When Habitual and Chronic Truancy Incident Elements are added on a date that occurs after the student's 17th birthday, an unresolvable error will show in level data.
 - How to create a Quick Incident was covered on Slides 67-73 of the [October 2022 PS Admin Monthly Webinar](#).

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Individual Graduation Plan (IGP)



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Individual Graduation Plan (IGP)

Creating a New IGP

- Search and select a student
- Click IGP Success Planner
- Click Create New IGP
- Be sure that the school year is set to the current year
- Creating a New IGP is not the same as completing the IGP. To complete the IGP, click on the IGP title under Unlocked IGP Records. Complete the Steps per your District's requirements. For the SCDE to capture the IGP Completion Rate, IGP's must be in locked status.
- As a reminder, when completing IGP's, the Next School Indicator cannot be Archive or Graduated School. It must be current school.
- Use the reports on the **SCDE** report tab to help you clean up data for IGP

(Start Page > System Reports > SDE Tab)

IGP Data Collection Scheduled for June 28, 2023 @ 9:00am

IGP Success Planner Reports
IGP Student Report
IGP Dashboard
IGP Curriculum Browser
IGP Major Report
IGP Completed Majors Report
IGP Summary Report
IGP Post-Secondary Plan Report
IGP Cluster Counts
IGP Planning Notes
Multiple IGP's Report
IGP In Participation Percentages

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Individual Graduation Plan (IGP)

Level Data Apps > Real Time Reports > IGP Analysis > Choose Year > Run



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Truancy and Chronic Absenteeism



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Truancy and Chronic Absenteeism

- Schools are required to take attendance daily (grades K-5) and each meeting (grades 6-12) and enter Truancy Incidents in Incident Management.
- Please code Truancy Incidents in real time once your school's Attendance/Excuse Policy timeframe has passed. Do not wait until the end of the year.
- When a student is coded as 151 Truant, an Intervention Plan **must** be developed and coded as the Action in Incident Management. A Warning or a Parent Conference is not an acceptable action.
- Truancy incidents **must** have the location set to Classroom.
- How to create a Quick Incident was covered on Slides 67-73 of the [October 2022 PS Admin Monthly Webinar](#).
- For specific information/requirements about Truancy and Chronic Absenteeism, please review the [November 2022 Webinar](#) Material.

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SCDE Training Materials

Training Materials and Recordings for:
 Chronic Absenteeism
 Incident Management and Truancy Webinar
[2022-Training Materials \(padlet.com\)](#)



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Civil Rights Data Collection (CRDC)



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Civil Rights Data Collection

- We are awaiting additional guidance from the District. Please do not populate the data for 2022-2023 until we have pulled the information for 2021-2022. There has been a delay in communicating updates to the District.
- Information regarding the Civil Rights Data Collection was shared in the [March 2023 Monthly Webinar](#) on slides 41-47.
- Additional updates will be provided as the District makes them available.

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CTE and WBL Information



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CTE Page Reminders

- CTE Prior Year Data Collection - Deadline April 20, 2023 @ 4:00pm
- [2022-23 Career and Technical Education \(CTE\) Student Reporting Procedures Guide](#)
- CTE Page in PS: The program section of the CATE Page has been duplicated to identify students who become concentrators and/or completers in a second state-recognized CATE program.
- Ensure that the appropriate CIP Code(s), Concentrator field(s), and Completer field(s) are correctly coded.
- Ensure that the Diploma Earned field has been completed for all twelfth-grade students on the South Carolina Student Information Page. The Diploma Earned field on the CTE page is Read-Only and will populate from the SC Student Information Page.
- Ensure that the seven-digit school identification number (SIDN) is correctly entered in the Remote School Number field to identify location of the CTE program (if applicable).

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CTE Page Reminders

- School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53-160) and by State Board of Education Regulation 43-234 to survey their **CTE completers** ten months after graduation to determine their placement status with regard to employment, postsecondary education, or military service.
- A record of the responses to this survey must be maintained by the districts/career centers for a period of three years. The survey records should contain sufficient information to allow for the verification of all reported placements. *In order to be available for placement, students must be program completers and must have graduated.*
- For the CTE Placement Code you have the following options:

Data Entry (dropdown box): appropriate CTE placement code

- A – Employed, Related
- B – Employed, Unrelated
- C – Continuing Education or Postsecondary Education
- D – Military
- E – Unemployed or Not Seeking Employment
- F – Not Available for Placement (Status Unknown, Deceased, Incarcerated, or Medical Disability)
- G – Deleted
- H – Advanced Training
- I – National Community Service
- J – Peace Corps

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CTE Page Reminders

- For students placed in Placement Code A or B (Employment), data entry should include the following:

Placement Employer
Entry: name of the business where the CTE completer is employed ten months after graduation

Placement Phone
Entry: phone number of the CTE completer's place of employment ten months after graduation

Placement Job Title
Entry: CTE completer's job title at the place of employment ten months after graduation

Placement Supervisor Name
Entry: name of the CTE completer's supervisor at the place of employment ten months after graduation

Placement Start Date
Entry: CTE completer's start date at the place of employment ten months after graduation

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CTE Page Reminders

- For students placed in Placement Code C (Higher Education), data entry should include the following:

Placement Higher Ed Name

Entry: name of the postsecondary institution in which the CTE completer is enrolled ten months after graduation

Placement Higher Ed Program

Entry: name of the program at the postsecondary institution in which the CTE completer is enrolled ten months after graduation

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CTE Page Reminders

- For students placed in Placement Code D (military), data entry should include the following:

Placement Military Branch

Entry: name of the military branch in which the CTE completer is serving ten months after graduation

Placement Military Training

Entry: type of military training received from the military branch in which the CTE completer is serving ten months after graduation

- Placement data is used to assess the placement indicator as mandated in Section 59-53-1960 of the Code of Laws of South Carolina.

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CTE Page Reminders

- As mandated in Section 59-53-1960 of the Code of Laws of South Carolina, to continue existing work force preparation programs, other than career and technology agriculture, 50 percent of the graduates available for placement must be placed during the prior three years in the area for which training was provided.
- The placement data reported each school year is compiled with the data reported for the previous two years to obtain the average placement rate over the three-year period.
- Students must be advised prior to enrollment in a work force preparation program of the possible discontinuation of the program and of the employment outlook for program graduates.
- Students enrolling in CTE programs that are not preparatory for employment must be clearly advised of this fact by the school district
- [January 2023 CTE Directors Meeting Information](#)

CTE Page

Start Page > Student Selection > State/Province - SC > CTE

Single Parent	<input type="text"/>	Out-of-Workforce Individual	<input type="text"/>	Exceptions	<input type="text"/>	Diploma Earned	<input type="text"/>
CTE Concentrator 1	<input type="text"/>	Concentrator Year 1	<input type="text"/>	CIP Code 1	<input type="text"/>		
Completer 1	<input type="text"/>	Completion Year 1	<input type="text"/>	3-Unit Completer 1	<input type="text"/>	Remote School Number 1	<input type="text"/>
CTE Concentrator 2	<input type="text"/>	Concentrator Year 2	<input type="text"/>	CIP Code 2	<input type="text"/>		
Completer 2	<input type="text"/>	Completion Year 2	<input type="text"/>	3-Unit Completer 2	<input type="text"/>	Remote School Number 2	<input type="text"/>

CTE Placement Code	<input type="text"/>
Placement Employer	<input type="text"/>
Placement Phone	<input type="text"/>
Placement Job Title	<input type="text"/>
Placement Supervisor Name	<input type="text"/>
Placement Start Date	<input type="text"/>
Placement Higher Ed Name	<input type="text"/>
Placement Higher Ed Program	<input type="text"/>
Placement Military Branch	<input type="text"/>
Placement Military Training	<input type="text"/>

Work Based Learning (WBL)

- All student participation in work-based learning experience should be documented and reported on the WBL page in the Student Management Information System (PowerSchool). A concise process to ensure that all WBL experiences and WBL career readiness qualifiers are captured and are reported accurately should be in place at each school.
- [SCDE Work-Based Learning Page](#)
- [SCDE WBL Implementation Guide 2022](#)
- **Deadline to Enter WBL Experiences**
 - According to the SCDE WBL Implementation Guide 2022, the deadline for all WBL Career Ready qualifiers and WBL experiences to be entered on the WBL page in PowerSchool for the 2022-23 academic year is May 26, 2023.

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Work Based Learning (WBL)

Coding WBL in PowerSchool

Home > Student Selection > State/Province - SC > Work-based Learning

- Three Sections
 - WBL Career Ready Qualifier used for Career Readiness Accountability
 - WBL Experience
 - Enter up to 10
 - Career Assessment
 - Enter up to 6

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Work Based Learning (WBL)

- WBL Career Ready Qualifier used for Career Readiness Accountability

WBL Career Ready Qualifier used for Career Readiness Accountability.

* WBL CR Experience WBL CR Career Center BEDS Code

* WBL CR Start Date * WBL CR End Date

* WBL CR Worksite Name

WBL CR Worksite Address

WBL CR Worksite City

WBL CR Worksite State

WBL CR Worksite Zipcode

WBL CR Worksite Email Address

WBL CR Worksite Phone

WBL CR Worksite Size

WBL CR Worksite Supervisor

WBL CR Worksite Supervisor Job Title

* Is student paid?

* WBL CR Related to Career Plan

* WBL CR Minimum Course Credit Met?

* WBL CR 40-Hour Minimum Met

* WBL CR Training Agreement

WBL CR School/Center Coordinator

Other support provided to you by WBL CR Worksite

* Required Fields

WBL CR Career Cluster Type

* WBL CR Evaluation Score

1 - Motivational Speaker
2 - Monetary Support
3 - Equipment Contributions
4 - Teacher Training
5 - Other

1 - Agriculture, Food, and Natural Resources
2 - Architecture and Construction
3 - Arts, Audio-Video Technology, and Communications
4 - Business Management and Administration
5 - Education and Training
6 - Finance
7 - Government and Public Administration
8 - Health Science
9 - Hospitality and Tourism
10 - Human Services/Family and Consumer Sciences
11 - Information Technology
12 - Law, Public Safety, Corrections, and Security
13 - Manufacturing
14 - Marketing
15 - Science, Technology, Engineering, and Mathematics
16 - Transportation, Distribution, and Logistics

L - 500+ Employees
M - 50-499 Employees
S - 0-49 Employees

1
2
3
4
5

Submit

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Work Based Learning (WBL)

- WBL Experience Entry

* WBL Experience 1 WBL Exp1 Owner

* WBL Start Date 1 * WBL End Date 1

* WBL Worksite Name 1

WBL Worksite Address 1 Validate

WBL Worksite City 1

WBL Worksite State 1

WBL Worksite Zipcode 1

WBL Worksite Email Address 1

WBL Worksite Phone 1

WBL Worksite Size 1

WBL Worksite Supervisor 1

WBL Worksite Supervisor Job Title 1

* Is student paid 1?

WBL Related to Career Plan 1

* Student received course credit for experience 1?

WBL School/Center Coordinator 1

Other support provided to you by WBL Worksite 1

WBL Career Cluster Type 1

B - CTE Internship Credit Bearing Course
C - Cooperative Education
F - School-Based Enterprise
I - Internship
L - Service Learning
M - Mentoring
R - Registered Apprenticeship
S - Shadowing On-Site
U - Structured Field Study
V - Shadowing, Virtual
Y - Youth Apprenticeship

1 - Motivational Speaker
2 - Monetary Support
3 - Equipment Contributions
4 - Teacher Training
5 - Other

1 - Agriculture, Food, and Natural Resources
2 - Architecture and Construction
3 - Arts, Audio-Video Technology, and Communications
4 - Business Management and Administration
5 - Education and Training
6 - Finance
7 - Government and Public Administration
8 - Health Science
9 - Hospitality and Tourism
10 - Human Services/Family and Consumer Sciences
11 - Information Technology
12 - Law, Public Safety, Corrections, and Security
13 - Manufacturing
14 - Marketing
15 - Science, Technology, Engineering, and Mathematics
16 - Transportation, Distribution, and Logistics

L - 500+ Employees
M - 50-499 Employees
S - 0-49 Employees

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Work Based Learning (WBL)

- Career Assessment

Career Assessment 1	<input type="text"/>	▼
Career Assessment 2	<input type="text"/>	▼
Career Assessment 3	<input type="text"/>	▼
Career Assessment 4	<input type="text"/>	▼
Career Assessment 5	<input type="text"/>	▼
Career Assessment 6	<input type="text"/>	▼
Service Learning Hours		

- 19 - ACT Profile
- 20 - Career Ready 101
- 21 - SCOIS
- 22 - SCOIS Climb
- 1 - COIN/SCOIS Self-Assessment Survey
- 2 - Holland Self-Directed Search (SDS)
- 3 - Kuder Career Search with Person Match
- 4 - ASVAB
- 5 - Discover
- 7 - Strong Interest Inventory
- 8 - Myers-Briggs Type Indicator (MBTI)
- 9 - EXPLORE
- 10 - PLAN
- 11 - ACT Work Keys
- 12 - Kuder Skills Assessment
- 13 - Super's Work Values Inventory
- 15 - CAPS
- 16 - COPS
- 17 - COPEs
- 18 - Other



Preparing for End of Year Process

Preparing for End of Year Process

- Resolve Errors
 - Level Data
 - SAS Portal
 - School and Section Enrollment Audits
- Transcript Updates & Audits (as necessary)
- Create 2023-24 Years and Terms based on your **Board/District Approved** Calendar
- Start Entering/Updating Next Year Grade Level & School (Scheduling Setup)
 - Pre-Registered Students Next Year Grade Level should be the same grade as their entry grade
- Prepare for Retained Students (enter data on SC Student Info Page, ensure grade level on the Scheduling Setup Page remains as the current grade level)
- Make sure all CRDC data is entered before EOY rollover. There is currently a hold on entering 2022-2023 CRDC Data until the 2021-2022 Data has been collected.
- If you are adding a new grade level for the upcoming school year, it must be requested prior to EOY. Submit a ticket to help@canteytech.com.
- PowerScheduler - Get started now (if applicable). Must be committed before EOY Rollover - **District Deadline June 23, 2023.**

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Preparing for End of Year Process

- **The End of Year process:**
 - Promotes, retains, or demotes students according to each student's Next Grade Level.
 - Transfers students from one school to another according to each student's Next School Indicator.
 - Graduates students *if* Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
 - *Sets each student's future year Exit Date to the last day of the future school year.*
 - Sets the Next Grade for the new enrollment to the next highest grade level.
- **DO NOT MANUALLY TRANSFER STUDENTS OUT OF POWERSCHOOL AT THE END OF THE SCHOOL YEAR.**
- *Cantey or the District will notify the schools when it is safe to make changes to enrollment. This will not be until QDC4 has closed and roll-over has been finalized.*

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Preparing for End of Year Process

Years and Terms - affect many aspects of PowerSchool, such as the calendar setup, scheduling, enrollment, and final grades. First, create the year term for your school. Then, define additional terms for the school year, if necessary. *(This should be based on your Board/District Approved Calendars and cannot be changed once created).*

Navigations: Start Page > School > Years & Terms

- **Name of School Year:** Enter the two years comprising the school year, such as 2023-2024.
- **Abbreviation:** Enter the year abbreviation, such as 23-24.
- **First Day of School:** Enter the date for the first day of school. This date determines the first day in the school calendar. In addition, this date should be used as the entry date for students' school enrollments and class enrollments (for classes that start at the beginning of the year). Format MM/DD/YYYY
- **Last Day of School:** Enter the date for the last day of school in the format MM/DD/YYYY. This entry determines the last day in the school calendar. In addition, the exit date for students' school enrollments and class enrollments (for classes that complete at the end of the year) should be the day after this date.
- **Terms must be created in order to associate the correct internal IDs with the term records.** The terms must be created in the following order: Year, Semester 1, Semester 2, Quarter 1, Quarter 2, Quarter 3, Quarter 4. It is not recommended to delete terms after the schedule is active.

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Preparing for End of Year Process

Create New School Year

	Example Entry
Name of School Year <input style="width: 90%;" type="text" value="2022-2023"/>	2001-2002
Abbreviation <input style="width: 90%;" type="text" value="22-23"/>	01-02
First Day of School <input style="width: 90%;" type="text" value="8/11/2022"/>	08/23/2001
Last Day of School <input style="width: 90%;" type="text" value="6/1/2023"/>	06/05/2002

Note: Once a year has been created, it cannot be deleted.

[Submit](#)

Years & Terms

[New](#)

Year	Abbrev.	1st Day	Last Day	Edit Terms
2022-2023	22-23	08/11/2022	06/01/2023	Edit Terms

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Preparing for End of Year Process

School only teaches year-long classes.

School teaches year-long and semester only classes.

School teaches year-long, semester only, and quarter only classes.

Preparing for End of Year Process

- Verify/Add Full-Time Equivalencies (FTE) for the upcoming school year. **Always verify you are working in the correct year in PowerSchool before making any changes. When working to prepare for next year, be sure NOT make changes to the setup for your current school year.**



- According to SCDE guidance, only one FTE should be assigned per school year.
 - Navigation: Start Page > School > Full-Time Equivalencies (FTE)

Attendance	
Attendance/Action Code Mapping	Define the relationships between attendance codes and incident action codes.
Attendance Codes	Define attendance codes and their attributes.
Attendance Code Categories	Define attendance code categories such as tardy, excluded.
Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.

Preparing for End of Year Process

- **Full-Time Equivalencies (FTE)** - These boxes tell the End of Year Process which FTEs to assign to students based on their Next Year Grade Level.
- **Navigation: Start Page > School > Full-Time Equivalencies (FTE)**
- [SC School & Program Setup Guide for PowerSchool](#)

Full-Time Equivalencies (FTE)

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time	Elementary (K-5) - Default Attendance Mode - Daily	Daily	TimeDay

Full-Time Equivalencies (FTE)

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time	Middle/High and K-12 - Default Attendance Mode - Meeting (with a Daily attendance bridge for Elementary Grade Levels).	Meeting	TimeDay

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Preparing for End of Year Process

- Click “Full Time” and make sure all grade levels are checked.
- If some grade levels are not checked, check them and click Submit to save.
 - This issue most often occurs with schools adding grade levels.

Edit FTE Code

Name:

Default Attendance Mode:

Default Attendance Conversion:

Description:

Default for these grades:

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

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Preparing for End of Year Process

- **Ensure all students have a Next School Indicator** - The Next School Indicator value for a student determines which school the EOY process will move the student to.
- *Navigation: Search and select student > Scheduling Setup*

Required Settings	
Next Year Grade	<input type="text" value="5"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="0"/>
Summer School Indicator	None ▾
Note for Summer School Admin	<input type="text" value=""/> 80 characters left
Next School Indicator	<input type="text" value=""/>

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Preparing for End of Year Process

- **Ensure all students have a Next Year Grade Level** - The Next Year Grade value for a student determines which grade level the EOY process will move the student to.
- *Navigation: Search and select student > Scheduling Setup*

Required Settings	
Next Year Grade	<input type="text" value="5"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="0"/>
Summer School Indicator	None ▾
Note for Summer School Admin	<input type="text" value=""/> 80 characters left
Next School Indicator	<input type="text" value=""/>

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Preparing for End of Year Process

- **School Enrollment Audit** - correct all errors listed so the report is error free.
- *Start Page > System Reports > System tab > scroll to the Membership and Enrollment header and click School Enrollment Audit.*

Possible Conflicts	
Enrollment dates check for	School Name
No students identified.	
End of Listing.	

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Preparing for End of Year Process

- **Section Enrollment Audit** - correct all errors listed so the report is error free.
From Start Page click System Reports > System tab > scroll to the Membership and Enrollment header and click Section Enrollment Audit.

Possible Conflicts	
Class dates check for	
Students with course date misalignments with school enrollments	
<ul style="list-style-type: none"> Student Number: Grade: 4 E: 09/29/2020 L: 06/05/2021 Fine Arts E: 09/28/2020 L: 06/05/2021 Mathematics E: 09/28/2020 L: 06/05/2021 Science E: 09/28/2020 L: 06/05/2021 Social Studies E: 09/28/2020 L: 06/05/2021 	
<ul style="list-style-type: none"> Student Number: Grade: 5 E: 08/25/2020 L: 06/05/2021 Homeroom E: 08/24/2020 L: 06/05/2021 Fine Arts E: 08/24/2020 L: 06/05/2021 Mathematics E: 08/24/2020 L: 06/05/2021 Science E: 08/24/2020 L: 06/05/2021 Social Studies E: 08/24/2020 L: 06/05/2021 	

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Preparing for End of Year Process

- Level Data Validation Errors - Check Level Data Validations weekly. Resolve any existing issues prior to roll-over.

Level Data State Validation

Miscellaneous Demographics Precode Incident Management Reports/Lists Courses Staff CERDEP Enrollment ESOL Setup
 Historical Grades EFA/EIA Enrich Special Ed Early Childhood Attendance/Tuancy Virtual/Learning Modality

Page 1 of 2 < < 1 2 > >

Validation Rule	Count	Action
Diploma Earned/Diploma Type Mismatch	0	✓
Diploma Ordered/Diploma Type Mismatch	0	✓
Diploma Ordered/Grade Level Mismatch	0	✓
Grade Level/Diploma Type Mismatch	0	✓
Graduation Date/Grade Level Mismatch	0	✓
Instructional Setting/Diploma Type Mismatch	0	✓
Missing/Invalid Diploma Ordered	0	✓

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SCDE DQR/SAS Portal

- Resolve all DQR/SAS Portal errors prior to EOY Roll-over
- www.ed.sc.gov > Login > under Application Web Portal click **Proceed to Application Web Portal Login** > Log in with credentials > Report Portal > SAS window will appear - enter Log in credential

Data Quality & Reporting Print Excel

Student Data Validations 2021-135
(District)

Errors	Sept	apk-1	apk-2	apk-3	apk-4	School Error Details
Early Childhood errors		85	77	77		School Error Details
Ethnicity-Race errors		0	0	2		School Error Details
Grade Code errors		269	264	263		School Error Details
Grade Scale Error		103	0	52		School Error Details
Homeless errors		0	2	2		School Error Details
Meal code errors		0	2	2		School Error Details
Middle name errors		1	1	2		School Error Details
No Show Reason errors		0	1	1		School Error Details
Social Security # errors		26	26	26		School Error Details
Special Program Errors		51	51	51		School Error Details
State Id errors (See SUNS Validation Report for details)		5	5	5		School Error Details

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Preparing for End of Year Process

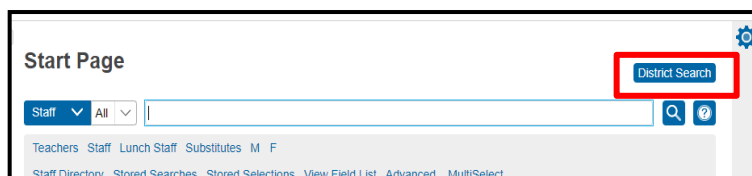
- Commit PowerScheduler - **Deadline June 23, 2023**
- **New Grade Level** - Send a ticket to Cantey support if you must add a new Grade Level to your school in PowerSchool for the upcoming school year.

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Preparing for End of Year Process – Pre-Registering Students

PRE-REGISTER STUDENTS:

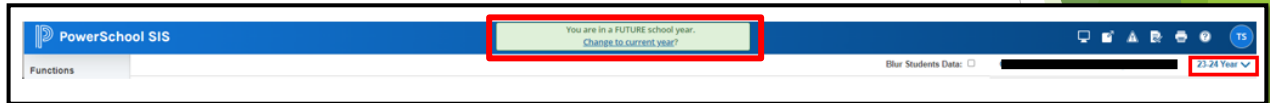
- **BEFORE ADDING THE NEW STUDENT. PERFORM A DISTRICT SEARCH.**
- You can search for the student district wide to see if they are already enrolled at another school in the district PowerSchool database.
- Search through the entire list of students to make sure your student is not already in PowerSchool.
- If you find the student stop here and follow the district's transfer procedure between schools.
- If you do not find the student in the District Search proceed to pre-register the new student into PowerSchool.



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Preparing for End of Year Process – Pre-Registering Students

- Select the school the student will be enrolled next year.
- Change the “Term” at the top of the page to the year term for the upcoming school year.



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Preparing for End of Year Process – Pre-Registering Students

- *Navigate to either Start Page > Enroll Student or Start Page > Special Functions > Enroll New Student.* Populate the fields:
 - **Legal Last Name, Legal First Name, Legal Middle Name*:** Must enter the student’s legal name as written on their birth certificate. **Note: No initials for middle name unless it’s an initial on the student’s birth certificate.**
 - **Preferred Last Name, Preferred First Name, Preferred Middle Name*:** Enter the student’s preferred name.
 - **DOB*:** Student date of birth. Format: MM/DD/YYYY.
 - **Gender*:** Must select the student’s gender of Male (M) or Female (F).
 - **Legal Gender*:** Must select the student’s legal gender of Male (M) or Female (F).
 - **Student Number*:** Leave Blank. After you click the submit button PowerSchool will assign this automatically to the student account/record in PowerSchool. **DO NOT ENTER ANYTHING IN THIS FIELD.**
 - **SSN (no longer recommended):** to secure student Personally Identifiable Information (PII) information, entering SSN is no longer recommended.
 - **Phone Number:** Enter the student contact number (if available at the time). Format: 803-123-4567 or (803)123-4567
 - **Enrollment Date*:** Enter the first day of the upcoming school year. Note: This date automatically defaults to the current date, so be careful. If the upcoming year is not entered the student will be active at your school for the current school year.

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Preparing for End of Year Process – Pre-Registering Students

- Information for Family Match: Select **Enroll without Linking or Copying Information**. If you select this proceed to the Home Address section of this page.

Information for Family Match

Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

Enroll without Linking or Copying Information

Search For Family Members to Link to and Copy Information from

Family ID

Mother's Name (Last, First MI)

Father's Name (Last, First MI)

Guardian's Name (Last, First MI)

Sibling's Name (Last, First MI)

Include Student's Last Name in Search.

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Preparing for End of Year Process – Pre-Registering Students

- Street*, Apt/Suite*:** First enter the student's street number and home address. In the next box enter the Apartment or Suite number if applicable.
- City*, State*, Zip*:** Enter the student's city, state and zip of their home address.
- Geocode (Validate Button):** Click to validate student's address. Note: The Geocode is the latitudinal/longitudinal pair that represents the geographical location of the home address. You must perform the Address Validation Function for all students.

Home Address

Street, Apt/Suite

City, State, Zip

Geocode

LEVEL DATA

Address Validation

Entered Address 3710 Landmark Dr. Suite 201
Columbia, SC 29204

Validated Address 3710 Landmark Dr Ste 201
Columbia SC 29204

Geocode Lat: 34.01848, Lng: -80.98698

ZIP Format

Letter Case

Switch to PowerSchool Address Validation

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Preparing for End of Year Process – Pre-Registering Students

- *Navigate to Start Page > Student Selection > Scheduling Setup.*
- Enter the following information:
 - **Next Year Grade***: This should be the grade they will be next year. Note: If they are pre-registered for Kindergarten (K), enter 0. This is before End of Year is completed.
 - **Next School Indicator***: This should be the school they will be in next year. This is before End of Year is completed.

Required Settings

Next Year Grade: 10

Priority: [icon]

Schedule This Student: [icon]

Year of Graduation: 2024

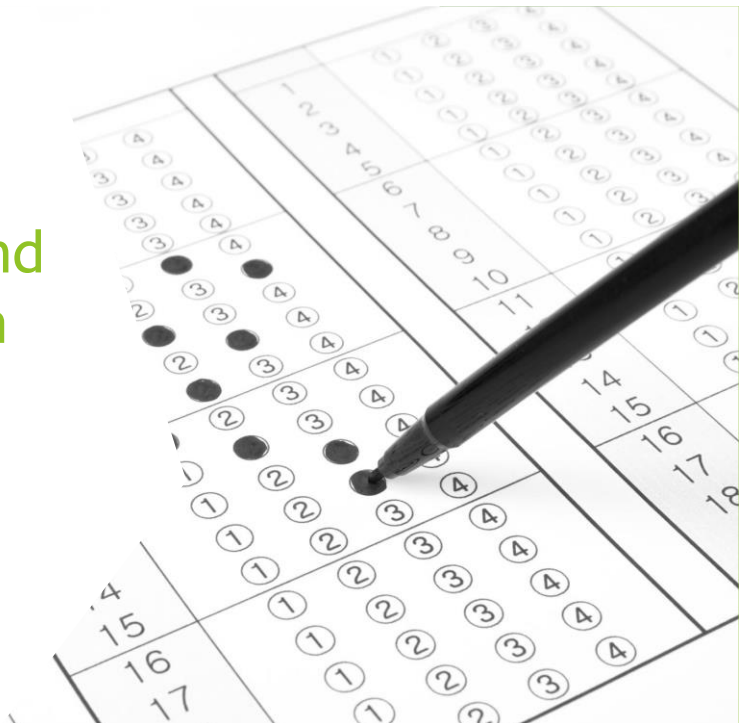
Summer School Indicator: None

Note for Summer School Admin: [text area]
80 characters left

Next School Indicator: [dropdown]

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Diploma Order and Tracking System (DOTS)



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DOTS

- Diploma Order and Tracking System (DOTS)
- [SCDE Website - Diploma Information](#)
- Graduate List - Spring Graduate List Due Date - TBD
- Once the student has graduated/met requirements, principals will need to login to DOTS to certify their graduates.
- **For a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:**
 - Diploma Order Code must be an F.
 - Exit/Graduation date fields (two separate fields) must be in the range currently being processed; the exact dates for each range will be posted in DOTS.
 - Spring Graduation: January through May/June
 - Summer Graduation: June through August (first day of new school year - the third Monday in August)
 - Grade Level must be 12
 - If the student's name is incorrect in PowerSchool, it should be corrected in PowerSchool prior to being imported into DOTS. If not, the name will need to be corrected in DOTS.

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DOTS

- Exit Date - Can be found on the Transfer Info page of the student pages.

Current Enrollment					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	
08/10/2020	E 05/29/2021	11	Promote Same School		

Previous Enrollments					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	
08/12/2019	E 05/29/2020	P 10	Promote Same School	Promote Same School	
08/07/2018	E 05/29/2019	P 9	Promoted Next School	Promote Same School	
08/22/2017	E 06/08/2018	P 8	Promote Same School	Promoted Next School	
08/09/2016	E 05/27/2017	P 7	Promote Same School	Promote Same School	
08/11/2015	E 05/28/2016	P 6	Promote Same School	Promote Same School	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

- Graduation Date - Should be populated by going to *State/Province - SC > South Carolina Student Information*

Ninth Grade Code	18 - 2017-2018	Diploma Type (for Transcript)	F - State of SC Diploma
Diploma Ordered	F - State of SC Diploma	Award Ordered	
Diploma Earned	F - State of SC Diploma	Award Earned	J - Academic Honors Bronze - South Carolina Silver - South Carolina
Diploma Pathways Seals of Distinction	SPEC - Specialization Seal HON - Honors CLGR - College Ready		
Diploma Order Number	01 - Order 1	Scholarship Ordered	
Graduation Date	6/4/2021	Graduated School Number and Name	0 -

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DOTS

Diploma Ordering Process Overview

1. For Spring Batch Diploma orders, student information is updated in PowerSchool. District IT runs the Diploma Orders query using the Enrich Data Collection Tool to extract and export the needed information.
2. Schools confirm, enter and/or correct information about the school and graduation which is needed to process the diploma order in DOTS.
3. After a diploma order has been created, schools need to confirm or correct student names and then approve the diploma order in DOTS.
4. The diploma print vendor accesses DOTS to download the orders.

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Student Transcripts

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Transcripts

- Make sure all final grades are permanently stored with the F1 Store Code and correct before printing transcripts and archiving transcripts.
- Run transcripts for all students/grade levels where college prep courses are being taught. This could possibly include grades 7 and 8, but definitely grades 9 - 12.
- Make sure Class Rank has been calculated prior to running Final Transcripts.
- All final transcripts must have the "Date Calculated" field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than June 15th.
- The final deadline for transcripts to be processed for the Commission on Higher Education (CHE), colleges or universities for state scholarship eligibility determination is June 15th each year. **There are no exceptions to this date.**
- Failure to use the current SCDE templates may exclude students from scholarship eligibility.
- Make sure that all students that are supposed to graduate this year have a final transcript printed and saved in their permanent records before the **June 15th deadline**. **Schools will be held accountable if this is not done.**

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Transcripts

Ninth Grade Code	18 - 2017-2018	Diploma Type (for Transcript)	F - State of SC Diploma
Diploma Ordered	F - State of SC Diploma	Award Ordered	
Diploma Earned	F - State of SC Diploma	Award Earned	J - Academic Honors Bronze - South Carolina Seal of Biliteracy Silver - South Carolina Seal of Biliteracy
Diploma Pathways Seals of Distinction	SPEC - Specialization Seal HON - Honors CLGR - College Ready		
Diploma Order Number	01 - Order 1	Scholarship Ordered	
Graduation Date	05/24/2021	Graduated School Number and Name	0 -

Scheduling Setup	
Belcher, Mikyah Arianna 12 582057 StateID: 6694178265 Entry Date: 08/24/2020 CFCS DOB: 12/25/2001	
Required Settings	
Next Year Grade	99
Priority	0
Schedule This Student	
Year of Graduation	2021
Summer School Indicator	None
Note for Summer School Admin	
Next School Indicator	Graduated Students

**State of South Carolina
Standard High School Transcript - Final**
Graduation Date:
Class Of: 2021
Diploma Type: State of SC Diploma

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Transcript

- Final, official transcripts **must** have the date calculated value on the date of graduation or before June 15.
- Students may request their schools send Work in Progress transcripts to colleges, universities, or scholarship providers throughout the year. However, the Final or End of Year transcript must be processed after the graduation date, but before June 15.
- After the June 15 date, any transcript provided to any entity must be retrieved from the archive of the graduate's high school.
- These reports cannot be processed again through PowerSchool.**

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Transcript

- Recalculate Class Rank - *Start Page > School > Class Rank > (Under the Grading header) > Recalculation Frequency > Recalculate Now*
- Run, save and print Class Ranking for all high school level grades. The date on the report must be before or on June 15th.
- Run all class ranking (10th -12th) for CHE.
- Students can qualify if they rank in the top 6% during any of these years.

Class Ranking for Grade 12				GPA Calculation	
Rank	Student #	Name	Date	School Name	GPA
1.					5.045
2.					5
3.					4.96
4.					4.925
5.					4.844
6.					4.821
7.					4.786

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First Days of Testing

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First Days of Testing



FIRST DAYS OF TESTING
DEADLINE - MAY 29, 2023 @ 4:00PM



MAKE SURE YOU ARE COMMUNICATING WITH YOUR SCHOOL'S TESTING COORDINATOR, IF IT'S NOT YOU. SOMEONE NEEDS TO KEEP RECORD OF STUDENTS THAT DID NOT TEST ON THE FIRST DAY AND DO NOT TEST AT ALL.



MAKE SURE ATTENDANCE IS TAKEN EITHER DAILY OR EVERY MEETING THE STUDENT IS ABSENT.

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Students Not Tested



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Student Not Tested (SNT)

- SCDE Deadline - TBD
- An updated Students Not Tested (SNT) Manual will be forthcoming from the SCDE within the next few weeks. The information provided within this webinar is based on the information provided by the SCDE in the 2021-2022 SNT Manual. Information regarding SNT is subject to change based upon the new manual.
- To populate these fields correctly work with your school Assessment Coordinator, LEP Coordinator and SPED Coordinator (if applicable) to enter data into PowerSchool.
- The Students Not Tested process is to be used to identify ALL eligible students who did not test on one or more of the appropriate assessments AND to identify students who are ineligible to test but were coded in such a way in PowerSchool that makes them appear to be eligible for testing.
- There is no need to report ineligible students who were coded in PowerSchool correctly (e.g., Over/Underage Students or students not actively enrolled in PowerSchool as of the first day of testing)
- All students not tested or missing scores must be recorded in PowerSchool, for applicable tests and reasons, even if the school is not requesting an exclusion from the students not tested related calculations.
- All applicable requested exclusions require supporting documentation be available for submission to the South Carolina Department of Education (SCDE).
- ELP SNT information is highly recommended. SNT information is collected due to the federal requirement to assess all multilingual learners annually.
- <https://ed.sc.gov/data/information-systems/power-school/sis-documents/2021-combined-students-not-tested-on-elementary-middle-and-high-school-report-guidelines/>

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Student Not Tested (SNT)

- From PowerSchool, the SCDE collects reasons for all eligible students who do not test on standardized testing - not just for reasons that meet the criteria under Combined Students Not Tested on Elementary, Middle and High School Report Guidelines (SNT Guidelines). Doing so ensures the SCDE's compliance with federal reporting requirements.
- The SCDE has developed a standard list of common reasons that students do not test; those reasons have become part of the PowerSchool data collection process and must be coded at the school level for each eligible student who does not take the appropriate test as scheduled. The list of test subjects and common SNT reasons that students do not test has been incorporated into PowerSchool.
- It's the school's responsibility to transfer students out of PowerSchool who are no longer at the school before the assessment.
- **Start Page > Select the student > State / Province - SC > Students Not Tested on State Assessments**

Student Not Tested (SNT)

South Carolina State Information

State ID

Include this student in State Reporting

Self Contained Class

EFA/EIA Classification Information

Contacts

Chronic Absenteeism

Truancy

CTE

Early Childhood

South Carolina Student Information

ESOL

Read To Succeed

Precode

Students Not Tested on State Assessments

Read To Succeed Precode **Students Not Tested** Transport Work-Based Learning

School	Test Category	Test Missed	Term	Reason for Not Testing	Requested Exclusion <small>(documentation to SCDE required)</small>
No tests assigned					

[New](#)

Student Not Tested (SNT)

The screenshot shows a web form titled "Add Test" with the following fields:

- School:** A dropdown menu.
- Test Category:** A dropdown menu with an asterisk (*) indicating it is required.
- Test Missed:** A dropdown menu with an asterisk (*) indicating it is required.
- Reason for Not Testing:** A dropdown menu with an asterisk (*) indicating it is required.
- Requested Exclusion (documentation to SCDE required):** A checkbox.

A blue "Submit" button is located at the bottom right of the form.

- No documentation will be required - UNLESS the school wants to request to have the student excluded for one of the valid exclusionary reasons.

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Student Not Tested (SNT)

- Currently, three of the five fields must be completed if a student misses all or part of any of these tests.
- All the boxes must be completed if requesting a calculation or rating exclusion.
- The School field, should be populated because it provides extremely important information for matching students to the appropriate school and to any documentation received.

This screenshot shows the "Add Test" form with the "Test Category" dropdown menu open. The dropdown list includes the following options:

- Elementary/Middle School Assessments
- Middle/High School End-of-Course
- High School College and Career Readiness
- Alternate Assessments for Elem/Middle/High
- ELP Assessment
- ELP Alternate Assessment

The "Requested Exclusion" checkbox is also visible and unchecked.

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Student Not Tested (SNT)

- The “Test Missed” field is dependent upon the choice you make in the “Test Category” dropdown, as only the appropriate tests will appear for the selection you make for the “Test Category”.

Elementary/Middle School Assessments

Add Test

School: Test Elementary School

Test Category: Elementary/Middle School Assessments *

Test Missed: ELA/Math
SCI/SocStud *

Reason for Not Testing: *

Requested Exclusion (documentation to SCDE required)

Submit

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Student Not Tested (SNT)

Middle/High School Assessments (EOCEP)

Add Test

School: [Redacted]

Test Category: Middle/High School End-of-Course *

Test Missed: *

Term: English 1
English 1 Writing/English 1 – Writing (only)
Algebra 1
Biology
History
English 2
English 2 Writing/English 2 – Writing (only)

Reason for Not Testing: *

Requested Exclusion (documentation to SCDE required)

Submit

Note: If the Test Category is Middle/High School **End of Course**, you will also have to enter the Term, as illustrated in the following screenshot.

Add Test

School: Test High School 1

Test Category: Middle/High School End-of-Course *

Test Missed: *

Term: Fall
Spring

Reason for Not Testing: *

Requested Exclusion (documentation to SCDE required)

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Student Not Tested (SNT)

Alternate Assessments for Elementary/Middle/High

Add Test

School: Test High School 1

Test Category: Alternate Assessments for Elem/Middle/High *

Test Missed: [Dropdown]

Reason for Not Testing: ELA/Math
SCI/SocStud
Alternate EOCEP – English 1
Alternate EOCEP – Algebra 1
Alternate EOCEP – Biology
Alternate EOCEP – US History

Requested Exclusion (documentation to SCDE required)

Submit

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Student Not Tested (SNT)

English Language Proficiency Assessment and Alternate

Add Test

School: High School One (Grades 9-12)

Test Category: ELP Assessment *

Test Missed: [Dropdown]

Reason for Not Testing: Listening
Reading
Writing
Speaking

Requested Exclusion (documentation to SCDE required)

Submit

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Student Not Tested (SNT)

- Reason for Not Testing - You will only be able to select one reason per test missed. Select one “not tested” reason from the drop-down box field.
- If a student has more than one reason for not testing, choose the reason with the lowest code number (prefix value), as reasons are listed in order of significance.
- If an appropriate reason is not listed among the choices, select Reason 021 (Other). “Other” should only be used as a last resort.

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Student Not Tested (SNT)

- Work with your school Assessment Coordinator to determine if you should check **Request Exclusion**.
 - SCDE will no longer need to collect SNT for exclusionary reasons for the following:
 - Students who withdraw
 - Students who are expelled
 - The only time a student would need to be coded as withdrawn/expelled in SNT would be if the school/districted failed to appropriately withdraw the student before the First Days of Testing data are collected at the end of May. In the event this happens, it is not an exclusionary reason, but just a reason for reporting purposes and should still be recorded in PowerSchool for non-exclusionary reason. IE - Code the student in PS as not tested, but do not click on the exclusion requested check box.
- You will click within the adjacent check box, only if the following applies to the student:
 - If the reason for not testing meets one or more of the criteria as defined in the table, State Assessment and Test Categories, found in the SCDE SNT document;
 - If the reason for not testing is found in the SNT guidelines;
 - If you have documentation available to support the reason for not testing, as defined in the SNT guidelines; and
 - If you are able to provide supporting documentation to the SCDE during the appropriate review period to support the “not tested” reason.
- If there is no documentation, documentation is not complete, or the reason for not testing does not meet one or more of the exclusionary criteria found in the SNT guidelines, leave the box unchecked.

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Student Not Tested (SNT)

- The deadlines for entering/correcting data in PowerSchool have not yet been made available by the SCDE.
 - Identifying student assessment eligibility (i.e., Grade Level, Truegrade Level, Alternate Assessment Indicator, Course/Activity Codes Assignment, entry/exit dates, etc.) - TBD
 - Coding/correcting data found on the Students Not Tested page - TBD
- Linked are the [Combined Students Not Tested on Elementary, Middle, and High School Report \(SNTEMHR\) Guidelines](#) for the 2021-2022 school year.
- Updated Combined Students Not Tested on Elementary, Middle, and High School Report Guidelines will be forthcoming from the SCDE in the next few weeks. This information will be shared as it becomes available.
- The instructions for reporting, in PowerSchool, **all** your eligible students who do not test can be found in the referenced SNT Guidelines.
- Please review the documentation carefully as the information you provide to SCDE, regarding students who do not test, may impact federal reporting and your School Report Card.
- If you have any questions about policies and/or procedures surrounding SNT, please contact your District or School Testing Coordinator. If you have questions about PowerSchool coding, please submit a ticket to help@canteytech.com.

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Student Not Tested (SNT)

- You do not need to report students not tested who do not meet eligibility requirements (e.g., students not actively enrolled in your school as of the first day of the testing window). SCDE will be using the appropriate fields in PowerSchool to automatically disregard students who are not eligible for testing (i.e., course enrollment, enter/exit dates and termid, etc.)
- All fields relating to testing eligibility are collected from the data you enter in PowerSchool. These will be extracted by the SCDE on May 29, 2023, during the First Day of Testing PowerSchool Data Collection.
- If you are not responsible for the Students Not Tested Coding, please share the SNT slides, resources and links with the appropriate school contact.

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Read to Succeed Summer Program

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Read to Succeed Summer Program

- District setup for the Read to Succeed Program will include:
 - Years & Terms
 - Preferences
 - Calendar
 - Bell Schedule
 - Full Time Equivalency (FTE)
 - Attendance Conversions
 - Course Code availability - 10240000
 - Staff access to Read to Succeed Summer Program for your school
 - Teacher of Record access/addition for Summer Program
 - Section Creation/teacher association
- Please make sure you complete the Read to Succeed Summer Program Survey sent out by the District Office.

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Read to Succeed Summer Program

- You or your staff will be responsible for the following:
 - Enrolling the students in the *Remote Summer School Class*
 - Verifying that attendance is taken daily.
 - Exiting “No Shows” appropriately
 - Withdrawing students
 - Populating the Read to Succeed Page in PowerSchool

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SCDE Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
135 Day Funding Report	March 27, 2023 – April 14, 2023 @ 4:00 pm
CTE Placement (prior year data)	April 1- 20, 2023 @ 4:00 pm
SEI April Snapshot	April 17, 2023 @ 4:00 pm
SEI May Snapshot	May 15, 2023 @ 4:00 pm
QDC 4, IM, IGP (Submit before completing the end of year rollover process)	May 22 – June 28, 2023 @ 9:00 am
First Days of Testing Data/SEI Snapshot	May 29, 2023 @ 4:00 pm
Graduate List – Spring Graduates	TBD
Students Not Tested (All appropriate tests)	TBD

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help@canteytech.com



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