

# November 2022 Powerschool Admin Webinar

Presented By: Tina Scott



1

## Agenda

- Drop-Out Reporting
- Precode
- Transcript Reminders
- Diploma Order Tracking System (DOTS)
- Validation Reminders
- Class Size
- Individual Graduation Plan (IGP)
- Chronic Absenteeism & Truancy
- Incident Management
- Civil Rights Data Collection (CRDC)
- Instruction Type Clarification
- SCDE Data Collection Schedule (*Revised 10/31/2022*)
- SCDE Climate Survey Information

2

## Drop Out Reporting

- The District Office will be providing information to schools in the near future regarding Dropout Reporting.
- Please share webinar information about Dropout Reporting with your school's Dropout Coordinator.
- Accurate record-keeping and drop-out reporting is important for your school.



3

## December Drop-Out Collection

Early Validation Due November 16-30, 2022

Final Due Friday, December 1-14, 2022

- The State Board of Education defines dropout as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.
- *2022 Dropout Policies and Procedures Manual*:  
<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/2022-dropout-policies-and-procedures-manual/>
- *Dropout Coordinators Webinar August 2022.pptx - Google Slides*

4

## December Drop-Out Collection

- **School Year**
  - October 1, 2021-September 30, 2022
- **Grade Level**
  - 7<sup>th</sup> Grade to 12<sup>th</sup> Grade
- **Determine Grade Levels**
  - Dropouts should be counted in the grade for which they fail to enroll in the fall.
  - For example, a student who drops out without completing the 9<sup>th</sup> grade and does not return after the summer is a 9<sup>th</sup> grade dropout.
  - A student who completes the 9<sup>th</sup> grade and is expected to enroll in the 10<sup>th</sup> grade but does not enroll after the summer ends is a tenth-grade dropout.

5

## December Drop-Out Collection

- **Verifying Student Status - Formal Notice**
  - Request a transcript or other written documentation from the receiving school to verify that a student has transferred. The date your school receives the documentation should be recorded, along with the address of the school to which the student has transferred.
- **Verifying Student Status - Responsible Adult**
  - Any notification from a responsible adult will verify a student's status. "Responsible adults" include parents or guardians, school officials, and any other adult with responsibility for the student (e.g., attendance supervisor, social worker, medical doctor, corrections official).
- **Verifying Student Status - School Records**
  - It is important that each school keep records that document the verification of a student's status. Since a student who drops out during a particular school year is not reported as a dropout until the fall of the following school year, careful records must be maintained so that an accurate count can be obtained.
  - It is best, therefore, to seek a written form of verification, such as a copy of the transcript or a letter from the parent or guardian.

6

## December Drop-Out Collection

- With proper verification student should not be coded as a drop-out in PowerSchool.
- Students who dropout during the 2021-2022 school year but are re-enrolled by October 1, 2022, are not reported as dropouts.
- Students who dropout multiple times in a school year are reported only once for a single school year

7

## December Drop-Out Collection

Choose the appropriate Exit Code

*(It is not necessary to change a NS to W36 - Simply enter the dropout reason code and a dropout date in the South Carolina Additional Student Information page.)*

Home > Student Selection > Transfer Information > Current Enrollment > Click [Blue Entry Date](#) > Exit Code

Select Dropout Reason

*(If none of the dropout reason choices seems to be appropriate, then select "Status Unknown.")*

Home > Student Selection > State/Province - SC > South Carolina Student Information > Dropout Reason

8

## December Drop-Out Collection

Enter Dropout Date (under  
Dropout Reason)

\*\*should match exit date\*\*

*Home > Student Selection >  
State/Province - SC > South  
Carolina Student Information >  
Dropout Date*

Dropout Reason	20 - Status Unknown	Adult Ed
Dropout Date	8/24/2020	GED Earn
NoShow Reason		

9

## Drop-Out Student Data

- Student's grade level
- Student's full legal name
- Student's PowerSchool Number
- Student's Social Security number (if available)
- Student's SUNS (State ID) number
- Student's ethnicity
- Student's gender
- Student's date of birth
- Student's free/reduced meals status
- Student's English proficiency
- Student's migrant status
- Homeless
- EFA codes
- Exit code
- Dropout reason code
- Dropout date

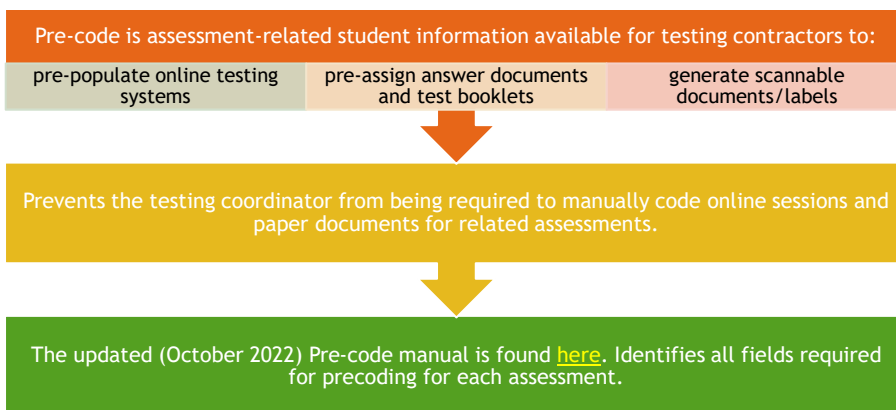
10

## Precode

- An updated version of the Precode Guide is posted to the webpage linked below and throughout this webinar presentation. Be sure to clear your browser cache and reload the page if Version 2.1 does not surface when clicking the Precode Guide link on the page. <https://ed.sc.gov/data/information-systems/power-school/sis-documents/>
- The Version Control section of the document covers changes with this release, most notably an overhaul of the SCREADY section.
- An update to the Data Collection Schedule with new Precode dates will be posted and announced shortly.
- Please be sure to check the Level Data Validation Tool > Precode Tab weekly to review and update your school's missing Precode information.

11

## Why do we Precode?



12

## Precode: Dates to Remember

Assessment	Grades Impacted	Precode Deadline
End-of-Course Exam	9-12 (some 8 <sup>th</sup> grades if offered)	Fall/Winter: October 24 <sup>th</sup> @ 4:00pm Final: TBD Spring: TBD Phase 1: TBD Final: TBD
ACCESS for ELLs	K-12 Identified ELL Students	Winter: November 30 <sup>th</sup> @ 4:00pm
SC-ALT	3-8 Identified Students	Spring: December 1 @ 4:00pm
SC Ready Preliminary File	3-8	January 16 @ 4:00pm
Ready to Work First File	9GR21 & 9GR20 Retakes	December 22 @ 4:00pm

13

## Precode

Communication is imperative when it comes to precoding.

Make sure you work with the following individuals to ensure proper precoding:

ELL Director/Coordinator

Testing Coordinator

Special Education  
Director/Coordinator

14

## Precode: SC-ALT

### Alternate Assessment Test Administrator First/Last Name Fields:

- ▶ Blank - (Default)
- ▶ The first and last name of the test administrator for the alternate assessment should be entered into this field.
- ▶ The Alternate Assessment Test Administrator Name fields are used to record the SC-Alt test administrator. If these fields are left blank, the Home Room field will be used.
- ▶ For students who do not test in an alternate assessment, this field should be left blank.
- ▶ Other Alternate Assessment Tested School ID - Leave this field blank if the student is tested at the school they are enrolled at in PowerSchool.

Alternate Assessment	<input type="checkbox"/>	Alternate Assessment Test Administrator	
Other Alternate Assessment Tested School ID	<input type="text"/>	First Name	Last Name
		<input type="text"/>	<input type="text"/>

15

## ACCESS for ELLs

### Who takes ACCESS

All students in grades K-12 who are determined to have limited English proficiency - based upon the completion of a Home Language Survey and the initial assessment of their English proficiency - must take ACCESS for ELLs® or Alternate ACCESS each spring. This includes those students whose parents have waived direct ESOL services.

Students with limited English proficiency must continue to take ACCESS until they meet the requirements for full English proficiency as established by the Office of Federal and State Accountability.

[Precode Guide Version 2.1](#)

16



## Precode: ACCESS for ELLs

South Carolina uses ACCESS for ELLs as the annual English language proficiency (ELP) assessment to monitor the English proficiency level of multilingual learners (MLLs).

ACCESS for ELLs is administered as an online assessment beginning with the 2020-2021 School Year

Identify students for the ELP Assessment by coding the English Proficiency Level field in PowerSchool (s\_sc\_stu\_x.EngL\_Prof) with values of "1", "2", "3", "4", "5", "6.0", "AW", "A1", "A2", or "A3" by November 25th each year.

Students who previously met the exit criteria and are coded as "M1", "M2", "M3", "M4", or "8 Former EL" do not take the annual ELP assessment.

Students who did not qualify for English language acquisition services from their initial screener are coded as "8 Never EL" and do not take the annual ELP assessment.

Students taking the Alternate ACCESS for ELLs should have the Alternate Assessment field checked on the Precode page in PowerSchool.

## Precode: ACCESS for ELLs

English Proficiency Levels

English Proficiency Level	Criteria	ELP Assessment Required
1 - Entering	Student scored <b>1.0-1.9 (Entering)</b> on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. or Combined Listening and Speaking score of ≤ 26 on K W-APT first semester of Kindergarten. or Combined Listening and Speaking score of ≤ 26, <b>OR</b> a reading score of ≤ 13, <b>OR</b> a writing score of ≤ 16 on K W-APT second semester Kindergarten through first semester 1st grade.	Yes
2 - Emerging	Student scored <b>2.0-2.9 (Emerging)</b> on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
3 - Developing	Student scored <b>3.0-3.9 (Developing)</b> on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
4 - Expanding	Student scored <b>4.0-4.9 (Expanding)</b> on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. Student may not have an overall score that is ≥ 4.4 <b>and/or</b> does not have ≥ 4.0 in all domains.	Yes
5 - Bridging	Student scored <b>5.0-5.9 (Bridging)</b> on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4, the student does not have ≥ 4.0 in all domains.	Yes
6.0 - Reaching	Student scored <b>6.0 (Reaching)</b> on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4, the student does not have ≥ 4.0 in all domains.	Yes

[SCDE Student Information System Data Entry Manual](#)

## Precode: ACCESS for ELLs

English Proficiency Level	Criteria	ELP Assessment Required
A1 - Initiating	Student scored A1 (Initiating) on Alternate ACCESS for ELLs.	Yes
A2 - Exploring	Student scored A2 (Exploring) on Alternate ACCESS for ELLs	Yes
A3 - Engaging	Student scored A3 (Engaging) on Alternate ACCESS for ELLs.	Yes

English Proficiency Level	Criteria	ELP Assessment Required
M1 - 1st Year Monitor	Overall composite score of $\geq 4.4$ AND $\geq 4.0$ in all domains on ACCESS for ELLs. <b>This is the 1<sup>st</sup> year of monitoring.</b> or Combined Listening and Speaking score of $\geq 27$ on K W-APT first semester of Kindergarten <b>OR</b> $\geq 4.4$ oral composite <b>AND</b> $\geq 4.0$ Listening <b>AND</b> Speaking on WIDA MODEL for Kindergarten. <b>This is the 1<sup>st</sup> year of monitoring.</b> or P1 or higher on Alternate ACCESS for ELLs. <b>This is the 1<sup>st</sup> year of monitoring.</b>	No

19

## Precode: SC READY / SC PASS

- SCPASS Science is now under the SC READY umbrella.
- Like last year, science will be tested in grades 4 and 6 (but not grade 8), and there will be no social studies testing.
- Like last year, the paper Oral Administration Scripts and the paper Signed Administration Scripts will be combined into a single script per grade and content area. The Precode Manual may refer simply to “OA” scripts, but these represent the combined script. Oral Administration Scripts are required for students who will test with an oral/signed administration via the paper test format only. These scripts are not ordered via Precode. Procedures to order the scripts via the DRC INSIGHT Portal will be released at a later time.
- A Braille Transcription form will be offered this year for students testing with braille print materials. Braille students will be placed in online test sessions, but for transcription purposes only.

[Precode Guide Version v2.1 \(sc.gov\)](#)

20

## Precode: SC READY / SC PASS

- **Print Phase:** It is critical that Precode fields have correct information during the print phase because paper-and-pencil materials are printed and shipped using data provided.
  - An unchecked “Paper” box indicates online testing, and a checked box indicates paper testing.
  - **Due November 22, 2022**
- **Update Phase:** Customized Material and Oral Administration fields in PowerSchool should be updated by the March Update phase in order to populate DRC’s Test Setup.
  - Customized test materials (such as Large-print, or Braille test booklets) are provided automatically for new students who appear on the Update Precode file (no additional material order is necessary) at no cost to the district.
  - Note that any student coded with the Alternate Assessment field checked on the Precode page in PowerSchool is excluded from the grades 3-8 precoding. If a student was coded this way erroneously in the Print Phase but the field is unchecked for the Update Phase, the student will count as a new student.
  - **Due Date January 6, 2023**

<https://ed.sc.gov/data/information-systems/power-school/2022-2023-precoding-guide>

21

## Precode: Ready to Work (R2W)

- Students whose 9GR indicates the third year of high school are included in the spring Precode file provided to the testing company. The data is used to populate student demographic information for the online testing system / paper answer documents.
- The Career Readiness Grade 12 checkbox must be checked for 12th graders taking this test whether they are first time test takers or students retaking the exam. These students will be precoded for spring administrations.
- Use the *Career Readiness Accommodations* and/or the *Career Readiness Oral Accommodations* field(s) to select accommodations. Use the Career Readiness Paper checkbox for students who should test with paper.

Career Readiness Grade 12	<input type="checkbox"/>
Career Readiness Paper	<input type="checkbox"/>
Career Readiness Accommodations	NA - Not applicable ▼
Career Readiness Oral Accommodations	NA - Not applicable ▼

Precode Guide Version v2.1 (sc.gov)

22

# Transcript Reminders

23

## Transcripts

- Make sure you have access to a transcript and can print transcripts when needed.
- Data is pulled from *historical grades*.
  - Only high school credit-bearing courses taken by the student should display on transcript
  - Store Code: F1 - Grades
  - Credit** should only be stored under the F1 store code
  - Credit Type: must have and start with "HS". Don't forget to separate by comma the Subject Area

Code	Credit Type for Subject Area	Grade Levels*
A	English/Language Arts	9-12, possibly 8
C	Mathematics	9-12, possibly 8
E	Science	9-12
H	US History & Constitution	9-12
J	Economics	9-12
K	US Government	9-12
L	Other Social Studies	9-12
P	Physical Ed or Jr ROTC	9-12
R	Computer Science – Keyboard	9-12, possibly 7, 8
T	Foreign Language or CATE	9-12, possibly 7, 8
X	Electives	9-12

The screenshot shows a form with the following fields and values:

- School: [Redacted]
- Term ID: 2021
- School year (Term): 2020-2021 (Semester 1)
- Store code: F1
- Hist. grade level: 11
- Associated section: None
- Course number: 411501CH
- Course name: Algebra 2 A
- Teacher name: [Redacted]
- Associated grade scale: 10 Pt College Preparatory Scale
- Grade: 55
- GPA points: 3.8
- Added value: 0
- Percent: 50
- Citizenship: [Redacted]
- Absences: 0
- Tardies: 0
- Earned credit hours: 0.5
- Potential credit hours: 0.5
- Credit type: HS,C
- Grade Suppression Policy Override: [Redacted]
- Grade Suppression Code: [Redacted]
- Grade Suppression Calculation:  Include  Exclude
- GPA Calculation:  Include  Exclude
- Class Rank Calculation:  Include  Exclude
- Honor Roll Calculation:  Include  Exclude
- Graduation Calculation:  Include  Exclude
- Display on Transcript:  Yes  No
- Teacher comment: [Redacted]

SBE Regulation 43-234 Defined Program Grades 9 - 12

24

# Diploma Order Tracking System (DOTS)

25

## Diploma Order Tracking System (DOTS)

### Early Graduates (Winter Graduates)

In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

- Student must be in PowerSchool
- Diploma Ordered Code & Diploma Type must be F - State of SC Diploma
  - *PowerSchool Home > Student Selection > State/Province - SC > South Carolina Student Information*
- Exit / Graduation Date fields must be in the range currently being processed
  - For **Winter Graduation 2022-23**: dates should be between August 18, 2022 and January 13, 2023
- Grade level must be 10, 11, 12, or 99
- Verify spelling of student's full name (First, Middle, Last).
  - If their name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS (as well as PowerSchool).
- Refer to documentation on SCDE site for further information on DOTS:
- <https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/>



26

## Diploma Order Tracking System (DOTS)

Ninth Grade Code	19 - 2018-2019	Diploma Type (for Transcript)	F - State of SC Diploma
Diploma Ordered	F - State of SC Diploma	Award Ordered	I - Academic Honors
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	Scholarship Ordered	
Diploma Order Number	01 - Order 1	Graduated School Number and Name	0 -
Graduation Date	1/8/2022		

- Please remember Early Graduates must be excluded from Class Ranking. To do this in PowerSchool select the student then go to the Other Information page. Check **Exclude From Class Ranking** and save by clicking Submit.
- Search and Select Student > Other Information > Exclude From Class Ranking*

Equip Flag		MESA	
Date Of Entry Into USA	MM/DD/YYYY	AFDC Application Number	AFDC Approved
Primary Language Code	(blank) - English	PHLOTE	
Secondary Language Code		Exclude From Class Ranking	<input type="checkbox"/>

27

## Diploma Order Tracking System (DOTS)

- Once the student has graduated/met requirements (has demonstrated that all graduation requirements are completed at the end of the fall term), **principals** will need to login to DOTS to certify their graduates.
- Users can choose to manually enter the student's name, grad date, and honors code or users can choose to search the student database (PowerSchool) and build an order list for larger diploma orders, then adjust the student's name, grad date and honors code, as necessary.
- Make sure at least one staff member is set up in DOTS as "DOTS School Staff" and the principal or a principal designee has a "DOTS School Admin" role.
  - If no one at your school has access, please e-mail Louie Michalke for your district.

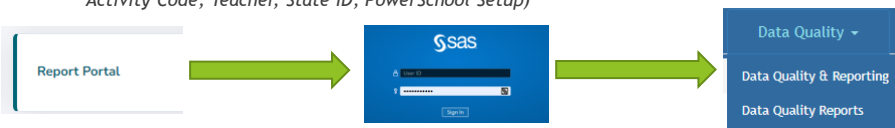
28

## Validation Reminders

29

## Validation Reminders

- Please check Level Data and SAS Reports at least once a week and clear errors.
- Reach out to Cantey for assistance if needed; we can help clear 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**
  - Level data is a valuable tool available for your use!
  - Not just the tool at the bottom of your PowerSchool Homepage, but in all pages as you navigate PowerSchool.
  - Pay attention to the yield (yellow) and warning (red) circles
    - If you hover over a circle, it will let you know what the error is/could be.



30

## Section and School Enrollment Audits

01

From your *Home Page* >  
*System Reports* >  
*Under Membership and  
Enrollment Header,*  
click *School Enrollment  
Audit* or *Section  
Enrollment Audit*

02

Errors must be resolved

03

If you have trouble  
clearing, submit a  
ticket to:  
[help@canteytech.com](mailto:help@canteytech.com)

## Class Size





## Class Size

### DEFINED PROGRAM GRADES K-5 - [SBE Regulation 43-231](#)

- The average pupil-teacher ratio in any school shall not exceed 28 to 1 based on average daily membership. The total number of teachers shall include all regular, special area, and resource teachers whose pupils are counted in the regular membership.
- Each district shall attain an average pupil-teacher ratio based on average daily membership in the basic skills of reading and mathematics in Grades 1-3 as 21 to 1.
- Teacher aides may be counted in computing the ratio at the rate of .5 per aide if they work under the supervision of a teacher and make up no more than 10 percent of the total staff. Excluded from the computation are the following:
  - Teachers of self-contained special education classes and kindergarten, principals, assistant principals, library/media specialists, and guidance counselors.
- Pupils in self-contained special education classes and kindergarten.
- Maximum class size shall not exceed the following:
  - Grades K-3 30:1
  - Grades 4-5 30:1 (English/language arts and mathematics)  
35:1 (other subjects)  
40:1 (physical education and music [FN\*])
- *[FN\*] Exception: When band, chorus, and orchestra require rehearsals of the entire membership, any number is acceptable if adequate space is available.*

33

## Class Size

### DEFINED PROGRAM GRADES 6-8 - [SBE Regulation 43-232](#)

- The maximum teacher load shall not exceed 150 students daily. Maximum class size shall not exceed the following:
  - Grade 6 30:1 (English/language arts and math)  
35:1 (other subjects)
  - Grades 7-8 35:1 (all academic and exploratory subjects)
- No class shall exceed 35 students in membership.
- **Exceptions:**
  - A maximum of 40 students per period with a total teaching load of 240 students daily is permitted for physical education teachers. If physical education and health are taught on alternate days to the same class, the 40-student maximum and 240 student total is also permitted for health. When health is taught as a separate subject, the teaching load is a maximum of 35 students per period and a total of 150 students per day.
  - Music teachers may teach a maximum of 240 pupils daily. No class shall exceed 40 students in membership. Exception: When band, chorus, and orchestra require rehearsals of the entire membership, any number is acceptable if adequate space is available.
  - When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load shall be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example: 3 classes of math of 30 each = 90 + 2 classes of P.E. of 40 each = 80. Teacher is not overloaded but teaches maximum allowable.)
  - Maximum teacher load requirements and individual class size limits are the same for mini courses as any other classes.

34

## Class Size

### DEFINED PROGRAM GRADES 9-12 - [SBE Regulation 43-234](#)

- The teacher load must not exceed the maximum of 150 students daily. Class size must not exceed the maximum of 35 students.
- The above-stated maximums do not apply in the following circumstances:
  - A maximum of 40 students per period with a total teaching load of 240 students daily is permitted for physical education teachers. If physical education and health are taught on alternate days to the same class, the 40-student maximum and 240-student totals are also permitted for health. When health is taught as a separate subject, the teaching load is a maximum of 35 students per period and a total of 150 students per day.
  - Music teachers may teach a maximum of 240 pupils daily. No class may exceed 40 students in membership. However, when band, chorus, or orchestra require rehearsals of the entire membership, any number of students is acceptable if adequate space is available.
  - When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load will be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example, 3 classes of math of 30 each = 90 + 2 classes of physical education of 40 each = 80. In this example, the teacher is not overloaded but teaches maximum allowable.)
  - Maximum teacher load requirements and individual class size limits are the same for minicourses as for any other classes.
- Please note: The student to teacher ratio stated in your school's charter may be different than that which is stated in the SBE Regulation. If so, the student to teacher ratio should be followed as outlined in your charter.

35



## Individual Graduation Plan (IGP)

36

## Individual Graduation Plan (IGP)

Required for Grades 8 - 12

Courses are based on student's Next School field being populated with the correct data.

For seniors with Next School as Graduated, you must change the Next School back to your school's name when working on the IGP and when the IGP is completed/locked change the Next School field back to Graduated Students.

Courses must have "HS" populated in the credit type field to display.

37

## Individual Graduation Plan

IGP Success Planner for Curriculum Manager (School IGP Setup) - [IGP Success Planner for Curriculum Managers](#)

IGP Success Planner for Guidance Personnel (Create the individual student IGP for the year) - [IGP Success Planner for Guidance Personnel](#)

Cantey must add Majors into PowerSchool for your individual schools and edit or add the Courses to the majors.  
We will provide a template so you will have to select:  
Cluster - this is defined by the SCDE  
Major - School is responsible for naming the major  
CIP Code - this is defined by the SCDE  
Course Number - courses that will align with the major

Please submit a ticket to [help@canteytech.com](mailto:help@canteytech.com) if you are having issues with seeing your school in Step 2 (on the Student IGP Screens) or are missing any Majors or Clusters you need.

38

# 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
- Use the reports on the **SCDE** report tab to help you clean up data for IGP

(Start Page > System Reports > SDE Tab)

- 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 IGPs Report
- IGP In Participation Percentages

# Individual Graduation Plan (IGP)

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



# Truancy

41

## When is a Student Classified as Truant?

Once a student between the ages 6 - 17 has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year.

- Only full-day unexcused absences contribute to truancy
- Excused absences and suspensions do not affect truancy
  
- Link to Regulation (State Board Regulation 43-274 Student Attendance)  
<https://ed.sc.gov/index.cfm?LinkServID=C27C05BB-0716-7048-590443881932F1A6>
- Link State Laws Regarding Attendance (SC Code Ann 59-65-10 to 59-65-280)  
<https://www.scstatehouse.gov/code/t59c065.php>
- SCDE Powerschool Incident Management-truancy Incident Step By Step Guide -  
<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide1/>

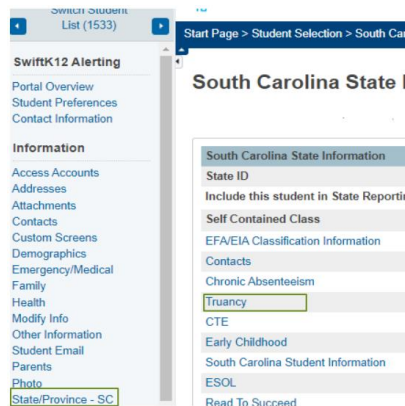
42

## Types of Absences

Lawful Absences	Unlawful Absences
Absences caused by a student's own illness	Absences of a student without the knowledge of his or her parents
Absences due to an illness or death in the student's immediate family	Absences of a student without acceptable cause with the knowledge of his or her parent
Absences due to a recognized religious holiday of the student's faith	
Absences due to activities that are approved in advance by the principal	
<u>Suspension is not</u> to be counted as an unlawful absence for Truancy purposes	

## Student Truancy Tab

*Start Page > Student Selection > State/Province - SC > Truancy*



## What is displayed on the Truancy Page?

**Truancy**

1      StateID:      Entry Date: 09/16/2020      DOB: 12/20/2013

Contacts Chronic Absenteeism Truancy CTE Early Childhood SC Student Information ESOL Read To Suce  
Precode Students Not Tested Transport Work-Based Learning

Student Information		Full Day Unexcused Absences	
Student Name		1.	09/25/2020
Student Number		2.	09/29/2020
Birth Date	12/20/2013	3.	10/02/2020
Grade	1	4.	10/08/2020
Gender	Female	5.	10/09/2020
School Name		6.	10/12/2020
District Name			

**List of the student's unexcused absences**

Full Day Absence Information	
Last Updated	10/20/2020
Truancy Indicator	Yes
Unexcused Full Day Absences	6
Excused Full Day Absences	0
OSS Full Day Absences	0
Total Full Day Absences	6
Tardy	0
Early Dismissal	0
Dismissal	0
Unexcused Early Dismissal	0

**Section contains:**

- Total full day unexcused absences
- Truancy Indicator (Is the student flagged as truant?)

45

## School Level Truancy Reports



SC 40 TRUANCY REPORT  
BY STUDENT



SC 41 TRUANCY SCHOOL  
DETAIL REPORT

46

# School Level Truancy Reports

1. On the Start page click System Reports.
2. Click on the State tab.
3. Click on and Run the SC 40 Truancy Report by Student.
4. Click on and Run the SC 41 Truancy School Detail Report.

Truancy	Version	Description
SC Truancy Update Process	1.0.6	Updates Truancy and Full Day Absence tables
SC40 Truancy Report by Student	1.0.2	Generates SC Truancy Report by Student
SC41 Truancy School Detail Report	1.0.4	Generates SC Truancy Detail Report By School
SC42 Truancy District Detail Report	1.0.2	Generates SC Truancy detail Report By District
SC Truancy List	1.0	Displays the most recent list of students with Truancies.

47

## SC 40 Truancy Report by Student

- Report Description: This report displays what is reflected on the Truancy Tab for each student
- Report is used for:
  - Documentation for Parent Meetings
  - Court Proceedings

Student Information:		Full Day Unexcused Absences:	
Student Name	Test Student	09/12/2017	
Student Number	4414	09/14/2017	
Birth Date	07/06/2008	09/18/2017	
Grade	4		
Gender	Male		
School Name	Test Elementary School 10		
District Name	School District		
Full Day Absence Information:			
Last Updated	01/09/2018		
Truancy Indicator	Yes		
Unexcused Full Day Absences	3		
Excused Full Day Absences	1		
Other Full Day Absences	0		
Total Full Day Absences	4		
Tardy	0		
Early Dismissal Count	0		
Dismissal Count	0		

## SC 41 Truancy Report by Student

- Report Description: This report displays truant students at the school level that should be coded in incident management as truant
- Report is used for: Verifying students are coded correctly in incident management as truant

Truant (3 Consecutive Full Day Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
785418		5	4
774793		4	3
780946		2	3
			Student Count: 3
Truant (3 Non-Consecutive Full Day Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
778244		5	6
779443		3	5
785413		5	6
			Student Count: 3
Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)			
Student Number	Student Name	Grade	Full Day Unexcused Absences
			Student Count: 0
10 or more Non-Consecutive Full Day Unexcused Absences			
Student Number	Student Name	Grade	Full Day Unexcused Absences
			Student Count: 0

48



# Chronic Absenteeism

49

## What is Chronic Absenteeism?



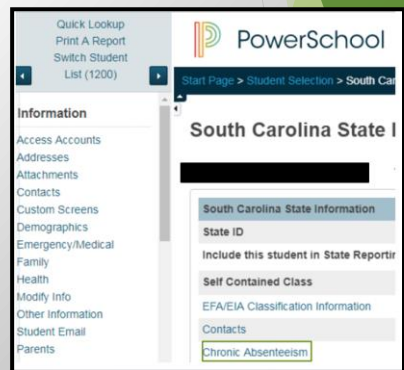
Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period



A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day

## Chronic Absenteeism Tab

*Start Page > Student Selection > State/Province - SC > Chronic Absenteeism*



50

## Chronic Absenteeism Page

Contacts	Chronic Absenteeism	Truancy	CATE	Early Childhood	SC Student Information	ESOL	Read To Succeed
		Precode	Students Not Tested	Transport	Work-Based Learning		

Current Status		
Last Updated	04/10/2018 12:01:13 PM	
Chronic Absenteeism Indicator	Y	Absences exceeding 10% of their membership days will be set to 'Y'
Total Days Absent	27	Total number of absences for the current membership
Unexcused Absences	6	Number of unexcused absences for the current membership
Excused Absences	18	Number of excused absences for the current membership
OSS Days	3	Number of out of school suspensions for the current membership
Membership Days Flagged	169	
Current Membership Days	180	
Current Absent Percentage	15%	

**Total Days Absent ÷ Current Membership days × 100 = Absent Percentage**

$$27 \div 180 \times 100 = 15\%$$

51

## How Students are Flagged as Chronically Absent

- A student must be enrolled at a school for at least 10 membership days to be included in the calculation
- A student will be flagged as a 'Y' (chronically absent) if attendance recorded in PowerSchool reaches or exceeds the 10 percent threshold of absent membership days. Absences will include excused, unexcused and/or out of school suspensions
- A student is considered absent if not present 50% or more of the school day

52

## Example A

Chronically absent: Any student in grade K12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

- Example: Student has been enrolled for 30 days
  - The student has missed 2 half days of instruction
  - The student has missed 1 full day of instruction

## Example B

- The 10 percent is based on the individual student’s enrollment.
- Calculation:  $\text{Total Days Absent} \div \text{Current Membership days} \times 100 = \text{Absent Percentage}$
- $4 \text{ days absent} \div 37 \text{ days enrolled} \times 100 = 10.81\% \text{ Chronically Absent}$
- $4 \text{ days absent} \div 41 \text{ days enrolled} \times 100 = 9.76\% \text{ Not Chronically Absent}$
- $21 \text{ days absent} \div 180 \text{ days enrolled} \times 100 = 11.66\% \text{ Chronically Absent}$

## How to Access the Chronic Absenteeism Report

1. On the Start Page click **System Reports**.
2. Click on the **State** tab.
3. Click on the **SC 38 Chronic Absenteeism Report**.



Date: 01/16/2018		Chronic Absenteeism School Report				District: School District of				Page: 1 of 1
BEDS Code:12345		Membership Day: 91								
School Name: Test Elementary School 33										
Student Number	Student Name	Grade Level	Membership Days Flagged	Current Membership Days	Excused	Unexcused	Out-School Suspension	Total Absences	Absence Percentage	
6596	(Student Name)	1	12	12	3	0	1	4	33.33%	
3422	Help, Mia	3	91	91	9	2	0	11	12.09%	

## SC 38 Chronic Absenteeism Report

The Chronic Absenteeism School Report displays the total number of absences per student broken down by attendance code category

The student's name, student number, membership days, absence categories, total number of absences and absence percentage will be listed on the report

This report will only include students who were flagged at one point in the current school year as chronically absent

**Note:** Inactive students will still display on the report, but their names will be enclosed inside parentheses

55

## Incident Management

56

## Incident Management

- All discipline and truancy data must be reported in 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 PowerSchool Incident Management** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-training-101/>
- **SCDE Powerschool Incident Management Frequently Asked Questions** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-faq/>
- **SCDE Powerschool Incident Management-discipline Incidents Step By Step Guide** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-behavior-incident-guide/>
- **SCDE Powerschool Incident Management-truancy Incident Step By Step Guide** - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide1/>

57

## Incident Management

Start Page > Level Data State Validation > Incident Management Tab

**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/Truancy

Page 1 of 2 < 1 2 >

Validation Rule	Error Count	Action
Incident Management ISS Dates/SC-ISS Attendance Dates Mismatch	2	List
Incident Management OSS Dates/SC-OSS Attendance Dates Mismatch	20	List
Invalid Pending Parent Conference	2	List
Missing Object Code Comment for Misc Object	0	✓
Missing/Invalid Incident Location	5	List
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch	3	List
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch	69	List
Missing Incident Behavior Code (1010)	1	List
Missing Incident Action Code (1050)	1	List
Missing/Misplaced Action Code	16	List

Validation Rule	Error Count	Action
Missing Object Code Comment for Weapon	0	✓
Missing Incident Offender	2	List
Missing Required Duration Code (1000)	15	List
Missing Physical Injury Code (1030)	0	✓
Invalid Weapon Type (1060)	0	✓
Warning Incident Type (1070)	0	✓
Missing Weapon Type	3	List

58

## Incident Management

### Level Data State Validation > Incident Management tab

- **SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch** - For each Incident Management record with the proper In-School Suspension action code, students must have a corresponding In-School (SC-ISS) attendance code. The action dates of the In-School Suspension in Incident Management must have matching dates marked with an In-School Suspension attendance code. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of In-School Suspension are not included in this validation.
- **SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch** - For each Out of School (SC-OSS) attendance code, students must have a corresponding Incident Management record with the proper Out of School Suspension or Suspension Pending Expulsion action code. The dates marked with the Out of School Suspension attendance code must match with the action dates of an Out of School Suspension or Suspension Pending Expulsion action code in Incident Management. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of Out of School Suspension are not included in this validation.
- **Invalid Pending Parent Conference** - Incidents with an Action Code of Suspension^ should not be left with an action Sub-Code of Pending Parent Conference^.
- **Missing Object Code Comment for Misc Object** - All incidents with an Object Code of Misc Object must have an Object Code Comment.

59

## Incident Management

### Level Data State Validation > Incident Management tab

- **Missing/Invalid Incident Location** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.
- **Missing Incident Behavior Code (1010)** - All students reported as an Offender in an incident must have a Behavior Code.
- **Missing Incident Action Code (1050)** - All students reported as an Offender in an incident must have an Action Code.
- **Missing/Misplaced Action Code** - All incidents must contain an Action Code and the Action Code must be placed on the Behavior Code.
- **Missing Object Code Comment for Weapon** - All incidents with an Object Code of Weapon and an Object Sub-Code of 780 - Other Weapons must have an Object Code Comment.
- **Missing Incident Offender** - All incidents must contain an Offender.
- **Missing Required Duration Code (1000)** - All incidents with an Action Code of Detention, Suspension, or Expulsion must have a Duration Code.

60

## Incident Management

### Level Data State Validation > Incident Management tab

- **Missing Physical Injury Code (1030)** - When Behavior Code is Aggravated Assault, the Offender must have a Physical Injury attribute.
- **Invalid Pending Expulsion (1040)** - Incidents with an Action Code of Suspension^ should not be left with an Action Code of Pending Expulsion^ when there is not another valid Action Code assigned to the Behavior.
- **Invalid Weapon Type (1060)** - Incidents with the element object of weapon must be assigned a weapon type subcode.
- **Warning Incident Type (1070)** - Listing of incidents with a Behavior Code of Homicide or Kidnapping/Abduction.
- **Missing Weapon Type** - Incidents with a Behavior Code of 789 Other Weapons must have an Object Code describing the Weapon Type.

61

## 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
- Emails were sent out to School PS Admins and School Leaders about Incident Management issues. Please code incidents in real time once your school's Attendance/Excuse Policy criteria has passed. Do not wait until the end of the year.
  - How to create a Quick Incident was covered on Slides 67-73 of the [October 2022 PS Admin Monthly Webinar](#).

62

## SCDE Training Materials

Training Materials and Recordings for:  
 Chronic Absenteeism  
 Dropout Data Collection  
 Incident Management and Truancy Webinar  
[2022-Training Materials \(padlet.com\)](https://padlet.com)



63

## Civil Rights Data Collection

- **Civil Rights Data Collection (CRDC):** The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency, and disability. This data is collected yearly. This collection provides the U.S. Department of Education's (ED's) Office for Civil Rights (OCR) with critical data needed to support OCR's mission to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's public schools.
- 2021-2022 Civil Rights Data Collection Forms are not yet available:  
<https://www2.ed.gov/about/offices/list/ocr/data.html>
- 2021-22 Civil Rights Data Collection - School Form:  
<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-school-form.pdf>
- 2020-21 Civil Rights Data Collection: List of CRDC Data Elements for School Year 2020-21 -  
<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-data-elements.pdf>
- **Grade Levels:** Pre-school through 12<sup>th</sup> grade
- You only need to populate the data if it applies to the student, teacher or/and section in PowerSchool.
- **CRDC data should have been completed for the 2021-2022 school year before the EOY rollover process. This was discussed in the June 2022 monthly webinar.**



64



## Civil Rights Data Collection

- Student data that should be populated and accurate for CRDC
  - Basic Demographic Information
  - Incidents in Incident Management
  - All enrollments
  - Transfer info to include entry and exit dates, exit code and grade level.
  - Was the student retained - Retained Reason
  - Make sure **Race, Ethnicity and Scheduling/Reporting Ethnicity** are populated correctly.
  - Instructional Setting needs to be populated correctly.
- State/Province - SC > Civil Rights Data Collection (CRDC)
  - Populate the CRDC page with “Yes” if the statement applies to the student for those enrolled in the course sections that CRDC asks

**Exclude Student from CRDC**

**LEA Questions**

DSED-1, DSED-2. Is this a student enrolled in any distance education courses?

HSEE-2. Does this student participate in a High School Equivalency Exam preparation program (for ages 16-19) operated by this LEA?

**School Questions**

PENR-3, PENR-4. Is this a student enrolled in Dual Enrollment or Dual Credit Programs?

PENR-6. Does this student participate in at least one credit recovery program?

APIB-2. Is this a student enrolled in the International Baccalaureate (IB) Diploma Program?

**EXAM-1. SAT and ACT Participation**

Did this student take the SAT?

Did this student take the ACT?

**EXAM-2a/b. Advanced Placement (AP) Exams Taken**

(\*If student did not take any AP courses, then leave blank)  
(\*Consider only exams for which the associated AP course was also taken)

**Ungraded For CRDC**

For CRDC, is this student considered ungraded?

65

## Civil Rights Data Collection

- Teachers - Scroll to the bottom of the teacher’s Information page and click **Civil Rights Data Collection (CRDC)**
- Check a box if it applies to the teacher.

**Additional South Carolina State Report Information for Staff**

**Civil Rights Data Collection (CRDC)**

Generation (Jr., Sr., etc.)

Educator ID

[Staff Assignments](#)

**School Questions**

**COUR-1b, COUR-9. Teacher Certifications in Mathematics**

- Is this teacher certified in General Mathematics?
- Is this teacher certified in Algebra I?
- Is this teacher certified in Geometry?
- Is this teacher certified in Algebra II?
- Is this teacher certified in Advanced Mathematics?
- Is this teacher certified in Calculus?

**COUR-14, COUR-16. Teacher Certifications in Science**

- Is this teacher certified in General Science?
- Is this teacher certified in Biology?
- Is this teacher certified in Chemistry?
- Is this teacher certified in Physics?
- Is this teacher certified in Computer Science?

66



# Civil Rights Data Collection

- Sections that should have CRDC fields populated:
  - Algebra I, Algebra II, Biology, Calculus, Chemistry, Computer Science, Geometry, Physics, General Mathematics, Advanced Mathematics, Advanced Placement and single-sex sections.
- *Start Page > School > Section > if teaching one of the courses above, click the course name > scroll to the bottom of the page and click Civil Rights Data Collection (CRDC) > Populate School Questions*

**Civil Rights Data Collection 2017-2018**

Algebra 1 411400CW 4

Block Scheduled Class

Note: Indicates a full-year course taken in one semester.

---

**School Questions**

PENR-6. Is this a credit recovery section?

Classes in Mathematics and Science Courses

Does this qualify as an Algebra I course? (COUR-1a/b to COUR-4a/b, COUR-6a/b, COUR-7a/b, COUR-8, COUR-9)

Does this qualify as a Geometry course? (COUR-5a/b, COUR-8, COUR-9)

Does this qualify as an Algebra II course? (COUR-8, COUR-9, COUR-9a)

Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc)? (COUR-8, COUR-9, COUR-9b)

Does this qualify as a Calculus course? (COUR-8, COUR-9, COUR-9c)

Does this qualify as a Biology course? (COUR-10, COUR-11a)

Does this qualify as a Chemistry course? (COUR-10, COUR-11b)

Does this qualify as a Physics course? (COUR-10, COUR-11c)

Does this qualify as a Computer Science course? (COUR-15, COUR-16, COUR-17)

COUR-12, COUR-13. Single-sex Academic Classes

Which subject category does this fall under?

Is this restricted to a single gender?

APIB-3 to APIB-12. Does this fall under a specific Advanced Placement (AP) subject area?



# SCDE Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
45 Day Funding Reports	October 26 – November 11, 2022 @ 4:00 pm
Precode: National Assessment of Educational Progress (NAEP)	November 9, 2023 @ 4:00 pm
Early Validation for December Dropout, IM	November 16 -30, 2022 @ 5:00 pm
SEI November Snapshot	November 21, 2022 @ 4:00 pm
Precode: ACCESS for ELLs	November 30, 2022 @ 4:00 pm
Precode: SC-Alt	December 1, 2022 @ 4:00 pm
December Drop-Out Collection	December 1 – 14, 2022 at 9:00 am
QDC 2, IM	December 1, 2022 - January 23, 2023 @ 9:00
SEI December Snapshot	December 19, 2022 @ 4:00 pm
Precode: Ready To Work First File	December 22, 2022 @ 4:00 pm
Precode: SC READY Preliminary File	January 16, 2023 @ 4:00 pm

## Instruction Type

- **Instruction Type:** School > Sections > Select Course Name > Instruction Type (Required for ALL sections)
  - Virtual SC Teacher Information **MUST** be populated for VSC sections
  - Population of Virtual SC Teacher and Certificate Number is **NOT** optional. **THIS INFORMATION IS A REQUIREMENT.**
  - You may have multiple students taking the same Virtual SC class. Their enrollment into classes does not mean that they all have the same Virtual SC teacher. If different Virtual SC teachers serve your students for the same course, there should be a separate section with each of the Virtual SC teacher's information with your students scheduled according to their Virtual SC enrollment record. For example, if you have 10 students taking Algebra 1 and Virtual SC has them enrolled with three different teachers; there should be a section for each of the Virtual SC teachers and the students should be enrolled accordingly.
  - Initial reporting was based upon the 45th day data collection. As previously communicated, accurate Instruction Type population was required **no later than October 14, 2022.**
- To request an account for Virtual SC, please send an email requesting access to: Jessica Ogburn - [jeogburn@ed.sc.gov](mailto:jeogburn@ed.sc.gov). You will need to let her know that you are the PS Admin for your school with students enrolled in the Virtual SC Program. You will be provided credentials for logging in and obtaining VSC Teacher information.

69

## SCDE Climate Survey Information

- The South Carolina Department of Education (SCDE) and the Education Oversight Committee will be distributing the Parent, Student, and Teacher climate surveys to be administered by public schools.
- The teacher and student climate surveys will be used in the state and federal accountability models. In the 2021-22 school year, the participation requirement modifier was waived. The modifier for student or teacher participation below 80 percent, as described in the [2022-2023 Accountability Manual](#) at page 59, will be in force for the 2022-23 school year.
- The student and teacher surveys will be administered through the eCollect system. The parent survey will be administered through Qualtrics. Links to the Qualtrics survey will be available through eCollect.
- The teacher and student surveys and the parent survey links will be loaded in eCollect in January. The survey administration window is February 27, 2023 through April 14, 2023.
- [SCDE Climate Survey Dates for 2023 Memo](#)

70

[help@canteytech.com](mailto:help@canteytech.com)



71

