

# June 2023

## PS Admin Monthly Webinar/Newsletter



June 9, 2023

### Announcements

PowerSchool will be inaccessible during the week of July 3<sup>rd</sup> – July 7<sup>th</sup>, 2023, for End-of-Year Rollover Process.

### Reminders

**SCDE Course Activity Codes Workbook** – Review your school's Course Catalog to ensure the use of valid SCDE Course Codes for the 2023-2024 school year. This is a school level responsibility.

**Universal Screener, Address Validation and Employability Credential** – Fields should be populated by the school's 180<sup>th</sup> day and before the QDC4 data collection on June 28, 2023

**Validation Reminders** – Level Data, SAS, and School/Section Enrollment Audit errors should be cleared before the QDC4 data collection on **June 28, 2023**

**SCDE CTE Data Collection Information** – Deadline **June 28, 2023**

### Resources

**Incident Management Reminders/Resources/Required Fields** – Verify all attendance is entered, validated and truancy is entered in IM for your school before **June 28, 2023**.

**Individual Graduation Plan (IGP)** – Required in PowerSchool for all students grades 8-12 on or before **June 28, 2023**

**Students Not Tested** – Deadline **June 28, 2023**

**SC Seal of Biliteracy** – Deadline **June 15<sup>th</sup>** for Spring Graduates; **August 31<sup>st</sup>** for Summer Graduates

**SC Program & School Setup Guide** – Most recent School and Program Setup Guide (May 2023) provided by the SCDE.

**Diploma Order Tracking System (DOTS) and Transcripts** – Diploma Order Information and Requirements

**SC School Counselors and Career Specialist Padlet** – A variety of information related to Transcripts, Seals of Distinction, etc. provided by the SCDE.

## Read to Succeed

Summer 2023

*Setups for the 2023 Read to Succeed Program have been completed. Please be sure to verify the information set up for your School's Summer Program as outlined on Page 2 of the [May Newsletter](#).*

*As a reminder, after you complete your school's Remote Enrollments, but before you begin populating the Read to Succeed Page for your students, please submit a ticket to [help@canteytech.com](mailto:help@canteytech.com) requesting Initialization of your Read to Succeed.*

*A guide to Remote Enrollments, No-Shows, Withdrawals and Population of the Read to Succeed Page can be found [here](#).*

Remember to visit the [SCPCSD Website](#) for access to [District PowerSchool Resources](#), the [District Calendar](#), [News and Updates](#), and other important information!

# Class Rank Reports and Transcripts

**Must be printed on or before June 15, 2023**

## Class Rank

This information pertains to schools that serve students in grades 7 – 12. The update of Transcripts last year to contain Legal Name created the need for an updated Class Rank Report. The purpose of the new Class Rank Report is to pull Legal Name information to match student transcripts.

Last year, the SCDE added a file to ADT as a workaround for the issue. This year, a new report has been created and added to PowerSchool so that schools may pull their own Class Rank (containing Legal Name) without relying on the SCDE or the District. The SCDE will not be providing the District with a Class Rank file this year. Recalculating, running, printing/archiving Class Rank, to include Legal Name, is a School Level responsibility.

As a reminder, you must recalculate class rank after all final grades have been stored and credits issued, and prior to running Final Transcripts. As a reminder, be sure to exclude the seniors who should not be a part of Class Rank. Class Rank and Final Transcripts must be dated on or before **June 15, 2023**.

Instructions are included [here](#) on how to utilize both the old and new PowerSchool SC Class Rank Reports in PowerSchool.

## Transcripts

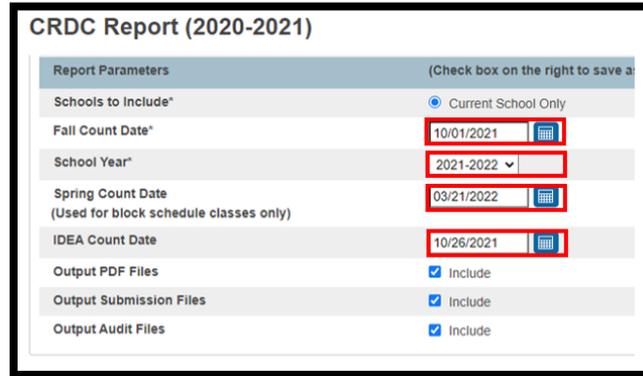
- Make sure all final grades are permanently stored with the F1 Store Code and correct before printing transcripts and archiving transcripts.
- Run transcripts for all students/grade levels where Carnegie Unit courses are being taught. This could include grades 7 and 8, but definitely grades 9 – 12.
- 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 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.

## Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
QDC 4, IM, IGP (Submit <b>before</b> 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
PEBT	June 14, 2023 @ 4:00 pm
Students Not Tested (All appropriate tests)	June 28, 2023

## Civil Rights Data Collection (CRDC) In Progress

The District Office has given the approval for schools to begin populating their 2022-2023 CRDC Data. **Before beginning to update your 2022-2023 PowerSchool data for CRDC**, please make sure that if your school populated CRDC data for the 2021-2022 school year in PowerSchool (prior to EOY rollover last year), that you have pulled the CRDC Report from PowerSchool with the criteria shown in the screenshot below and outlined within the email. You should send a copy of your report to Josh Findlay at the District Office. If you did not populate this information prior to rollover in July 2022, CRDC will be a manual process for your school (forms and additional information will be provided by the District Office). Questions about CRDC, that are not PowerSchool data-entry related, should be routed to Josh Findlay via email at [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org).



Once you begin updating data in PowerSchool, the report will no longer pull accurate information for the previous PS school year. Information on which fields should be populated for CRDC can be found in the [PDF March 2023 PS Admin Monthly Webinar](#) beginning on Slide 41. The 2022-2023 CRDC data must be populated in PowerSchool by **June 30, 2023** (prior to rollover) in order to use the PowerSchool reports next year for the 2022-2023 school year.

## Staff Accounts – EOY Audit

- **Deactivate Inactive Users**
  - It is a school level responsibility to remove Staff Access when they are no longer employed by the School
  - PowerSchool > Staff > Choose Staff Member > Information > Clear the Checkbox Next to “Active”
  - PowerSchool > Staff > Choose Staff Member > Security Settings > Clear any Access to PowerTeacher & Admin Access
- **Format for Usernames: School Number + First Name Initial + Last Name**
  - Example: 99tscott



For questions about End-of-Year Processes or assistance with any of the associated tasks, please submit a ticket to [help@canteytech.com](mailto:help@canteytech.com) for assistance.

## End-of-Year Information, Processes and Checklist

The End-of-Year Process is designed to complete the following tasks:

- 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 (Graduated 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 notification will not be sent out until QDC4 has closed and roll-over has been finalized.
- The End of Year Process will take place the week of **July 3<sup>rd</sup> – 7<sup>th</sup>**. During this time, there will be no access to PowerSchool.

[How to Permanently Store Grades](#) – Specific Guidance and Scenarios for Storing Grades

[How to Calculate and Run Roll](#) – Instructions calculating and running Honor Roll Reports (If applicable)

[How to Run 180th Day Reports \(No Extracts\)](#) – District EpiCenter Submission due date **June 23, 2023**

[Preparing for End-of-Year Process](#) – EOY Tasks, Checklist and FAQ's

[SCDE End of Year Reminders Webinar](#) – Webinar by SCDE's Aveene Coleman – April 2022

[SCDE End of Year Process Manual](#) – Includes the SCDE on the End-of-Year Process Manual

[Verifying Graduates](#) – School Principal is responsible for the Verification of Graduates within 10 calendar days of Graduation.

[Pre-Registering Students](#) – Students should have a Next Year Grade Level = Grade Level for 2023-2024 and Next School Indicator set as Your School.

[Pull 2023-2024 CRDC Report from PowerSchool](#) – Instructions for pulling the 2023-2024 CRDC Report prior to EOY Rollover. This should be completed no later than **June 30, 2023**.

