



August 2023 SCPCSD Monthly Webinar

Cantey Technology
Tina Scott

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Agenda

- Reminders and Updates
- Upcoming SCDE Trainings
- State IDs
- 5th Day Reporting
- Precoding
- PowerSchool Transfers (Including No-Shows)
- Truancy and Chronic Absenteeism
- SCDE Seat Time Requirements
- Level Data/SAS Portals
- Student Dropouts / Dropout Data
- Data Collection Schedule

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Reminders and Updates

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District Updates and Reminders

- According to the SCDE guidance received by the District Office, Foreign Exchange students are to be marked "Exclude from Rank."
- The **Home_Room** field on the **Modify Info** page (*Search and select student > Modify Info > Home_Room*) must be populated for Precode. Please use the same formatting when entering all Homeroom Teachers. For example - Smith, Gina or Thomas, Paul.
- Please do not purchase Third-Party Plugins prior to communicating and receiving approval from Josh Findlay (jfindlay@sccharter.org) at the District Office. Cantey is unable to install/update plug-ins without district approval.
- Per the District, Cantey cannot troubleshoot any Third-Party Plugins. If you have issues with a plug-in, please reach out to the Vendor for assistance.
- Historical Grade entry was covered during the Summer Training. Associated documentation and instructions can be found [here](#).
- Read to Succeed Page population was due on August 11, 2023. If you have not completed this task, please do so immediately.
- The End-of-Summer School Process for regular Summer School and Read to Succeed Summer Reading Camp will be completed on September 5, 2023. This process will clear Student SummerSchoolIDs.
- Be mindful when enrolling students. The Student Number field should never be manually populated or modified. The Student Number is automatically assigned by PowerSchool during the enrollment process.
- As a reminder, you must update the following fields to ensure your students' State IDs populate during the nightly process: First and Last Name (Legal and Preferred), Gender (Legal and Preferred), Grade Level, DOB, Race Code, Ethnicity, Scheduling/Reporting Ethnicity, Entry Code (must be E for funding), and District of Residence. Please note that failure to populate the Legal First and Last Name and Legal Gender fields will also cause the nightly Enrich Process to fail for the District, affecting the transmission of data from PS to Enrich.
- Please be sure to submit tickets and not email Cantey Team members directly. In addition, please be responsive when submitting tickets. Failure to respond to a ticket within 2 business days (not including holidays and weekends) will result in your ticket being closed.
- [SCDE Activity Coding Spreadsheet](#) - Continuously updated by the SCDE. Includes information about Course Code Prefix, Course Name, Credit Type, Academic Tag, Unit Tag, Grade Span, Effective Date, Deprecated Date, Status (Active or Inactive), etc.

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Upcoming SCDE Training

Use the links below to register for the webinar(s) you plan to attend.

August 22, 2023 - 10:00 a.m. -11:30 a.m. [Chronic Absenteeism, Dropout, Incident Management and Truancy Update Webinar](#)
Participants will receive updated dropout collection, chronic absenteeism, incident management and truancy collection information to assist them in meeting the collection timelines.

August 23, 2023 - 2:00 p.m.-3:00 p.m. [New Dropout Coordinators Webinar \(District Level\)](#)
This session will provide an overview of the roles and responsibilities for a newly assigned dropout coordinator to facilitate the collection of the school district's dropout data.

August 24, 2023 - 10:00 a.m.-11:30 a.m. [Dropout Webinar](#)
This session is designed to assist new school personnel with the coding of school dropouts. This session will provide a detailed overview of dropout policies and procedures for collection of dropout data. Participants will learn how to code dropouts properly utilizing PowerSchool.

August 28, 2023 - 10:00 a.m.-11:30 a.m. [Truancy Webinar](#)
This session is designed to assist new school personnel with the coding of truants. This session will provide an overview of the truancy regulation. Participants will learn how to code truants properly utilizing PowerSchool.

September 5, 2023 - 10:00 a.m.-11:30 a.m. [Chronic Absenteeism Webinar](#)
This session is designed to assist new school personnel with the coding of attendance. This session will provide an overview of chronic absenteeism reporting. Participants will learn how to utilize the attendance reports and chronic absenteeism reports.

September 28, 2023 - 10:00 a.m.-12:30 p.m. [Incident Management 101 Webinar](#)
This session is designed to assist new school personnel with the coding of behavior incidents in Incident Management. This session will provide an overview of the codes used to complete state and federal reports [i.e. Gun-Free Schools Act, Persistently Dangerous Schools, UMIRS, and the Report of Children with Disabilities. Subject to Disciplinary Removal (Table 5)].

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Student Programs / ESSER Programs

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Student Programs - Student Enrollment

Students participating in Student Programs, to include ESSER Programs, must have those enrollments entered in PowerSchool.

- To enroll a single student into a Student Program, Search and Select the student.
- To add a Student Program Enrollment for a student, navigate to the student's record and under the Enrollment heading on the left menu bar, click on **Special Programs**.
- Click **New**
- Populate the Entry Date, Grade Level, and choose the Program from the dropdown menu.
- Populate the comment box.
- During initial entry, leave the Exit Date and Exit Reason blank.**
- You should only enter the **Exit Date and Exit Reason** when a student transfers out of your school, or the student program has ended.

New Student Program Enrollment

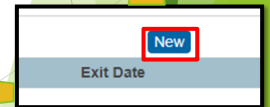
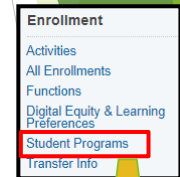
Comment: Standard District Comment for Program

Entry Date: 8/14/2023

Exit Date:

Exit Reason:

Program: ESSER_B_ESSER_III_B_INST_SVCS



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Student Programs - Mass Enrollment

Mass Enrolling into a Student Program in PowerSchool

- From the Start Page, select the group of students you wish to enroll into a Student Program.
- Choose **Special Functions** from the left-hand navigation menu.
- Choose **Group Functions** on the **Special Functions** page.
- Choose **Mass Enroll Student Program** under the **Enrollment** header.
- Enter the appropriate information and click submit.

New Student Program Enrollment

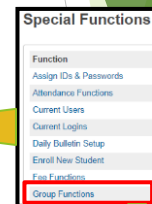
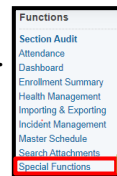
Comment: Standard Comment for Program

Entry Date: 8/14/2023

Exit Date:

Exit Reason:

Program: ESSER_B_ESSER_III_B_INST_SVCS

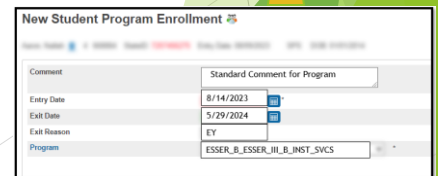
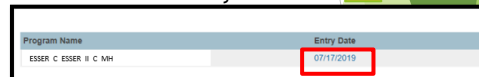


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Student Programs - Exiting a Student

Exiting a Student from a Student Program must be completed when a student withdraws from School or at the end of each school year.

- If a student is no longer being served in the **Student Program** or if they have transferred out of the current school, you will need to populate an **Exit Date** and **Exit Reason** into their **Student Program Enrollment**.
- Navigate to the student's record and under the **Enrollment** heading on the left menu bar, click on **Student Programs**.
- Click on the currently active **Student Program Enrollment (Entry Date)**. Populate the **Exit Date** for the program, which should be the student's last date of enrollment at your school.
- Indicate the **Exit Reason** based on documentation for each individual student. For example, **EY** for end of year or **Transferred Out** for a student that withdrew prior to the end of the school year.
- Click Submit.



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State IDs



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State ID Numbers

What are State ID Numbers?

Student Unique Numbering System (SUNS): This is a unique identifiable state student number that a student is associated with upon the first time enrolling in a South Carolina school. The student will retain this unique number until they graduate high school. The ORDA (Office of Research and Data Analysis) team has implemented a policy of not funding students' who do not have a SUNS allocated to them in PowerSchool.

- SUNS are 10 numerical digits and are different from Student PowerSchool Numbers.
- SUNS can be seen on most pages in PowerSchool next to the student's name and on the SC Student Information page.

Kenobi, Obi-Wan  0 655723 **StateID: 2468013579**

- When the SUNS has not be assigned, it is stated in RED next to the student's name.

Kenobi, Obi-Wan  0 655723 **StateID: Not Assigned Yet**

South Carolina State Information	
State ID	Not Assigned Yet
Include this student in State Reporting	Yes <input type="button" value="v"/>
Self Contained Class	<input type="checkbox"/>

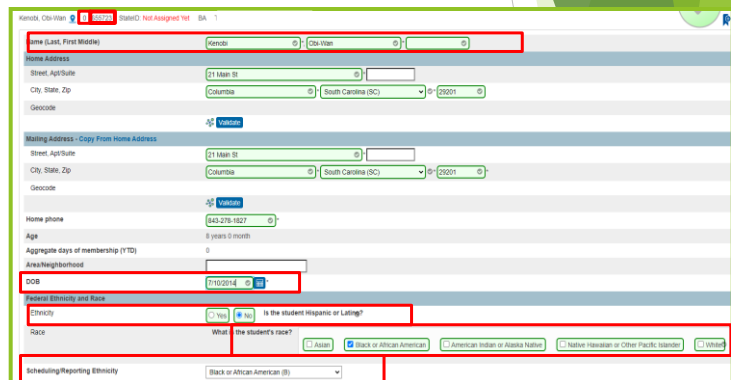
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State ID Numbers

PowerSchool Field Requirements for SUNS to populate.

For SUNS to populate, Specific PowerSchool Fields cannot be blank. Most of these fields are found on the Demographics page. Some fields are populated by the PS Admin and some fields are auto-populated by PowerSchool.

- Grade Level**
- Student Number:** PowerSchool Student Number. PS assigns this number.
- Last Name, First Name, Middle Name:** Birth Certificate/Legal Name. Middle Name may not be applicable.
- DOB:** MUST be in the MM/DD/YYYY format
- Ethnicity:** Hispanic/Latino (Y/N)
- Race Code:** American Indian or Alaska Native (I); Asian (A); Black or African American (B); Native Hawaiian or Other Pacific Islander (P); White (W)
- Scheduling/Reporting Ethnicity**



Kenobi, Obi-Wan **StateID: Not Assigned Yet** SA 1

Name (Last, First Middle) Kenobi, Obi-Wan

Home Address
Street, Apt/Suite
City, State, Zip
Geocode

Mailing Address - Copy From Home Address
Street, Apt/Suite
City, State, Zip
Geocode

Home phone
Age
Aggregate days of membership (YTD)
Area/Neighborhood
DOB

Federal Ethnicity and Race
Ethnicity
Race
Scheduling/Reporting Ethnicity

Is the student Hispanic or Latino?

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State ID Numbers

PowerSchool Field Requirements for SUNS to populate.

- Gender: Male (M) or Female (F)
- Enroll_Status:
 - For SUNS to populate, the enroll_status must be **active** or 0.
 - Pre-registered students have an **inactive** enroll_status of -1 and the SUNS is not assigned until they become actively enrolled (this is typically the students **Entry Date**).
- Entry Code: Must be E for Eligible for State Funding
- District of Residence: Select from the dropdown the school district in which the student currently resides. Do not select the Charter District - do not use 4701. No student resides in a charter district.
 - <https://www.greatschools.org/school-district-boundaries-map/>
 - <https://nces.ed.gov/ccd/districtsearch/>

Gender: Female (F)

Kenobi, Obi-Wan 0 655723 StateID: Not Assigned Yet

Entry Date: 08/16/2021

Entry Code: E (Eligible for State Funding)

Exit Date: 6/3/2022

Full-Time Equivalency: Full Time Student

Grade Level: KG

Track: [dropdown]

District of Residence: Richland School District Two (4002)

State ID Numbers

PowerSchool searches for Missing (blank) SUNS and required fields.

SUNS can be searched using the field name: **State_StudentNumber**

To search from the PowerSchool Homepage:

- For students with missing (or blank) SUNS:
 - Enter in the search: **State_StudentNumber =**
 - Hit **Enter**.
 - Results include students with missing (or blank) SUNS.
- For students with a missing (or blank) Race:
 - Enter in the search: **Racecode not in B, W, I, A, P**
 - Hit **Enter**.
 - Results include students with missing (or blank) race.

Start Page District Search

Students All State_StudentNumber=

Current Student Selection (12)

Student	Student Number	Grade Level	School

Start Page District Search

Students All Racecode not in B, W, I, A, P

Current Student Selection (1)

Student	Student Number	Grade Level	School
TestStudent		10	

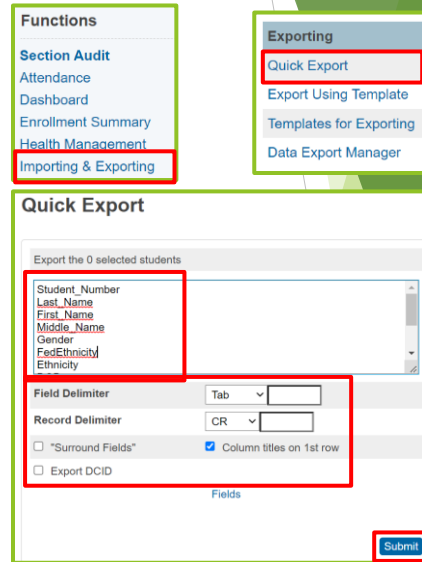
State ID Numbers

PowerSchool searches for Missing (blank) SUNS and required fields.

SUNS can be searched using the field name: **State_StudentNumber**

- To use **Quick Export** to identify missing (or blank) required fields for SUNS:
 1. Make a current select of students with missing (or blank) SUNS. Enter in the search **State_StudentNumber =**
 2. Select **Importing & Exporting > Quick Export**
 3. Copy and paste the below fields into the text box:
 - Student_Number
 - Ethnicity
 - Last_Name
 - DOB
 - First_Name
 - Grade_Level
 - Middle_Name
 - DistrictOfResidence
 - Gender
 - Enroll_Status
 - FedEthnicity
 - SchoolID
 4. leave the default Delimiter settings as is
 5. submit

The export file downloads as a .txt file. Open the .txt file in Excel to view the results. You may need to consult with your school IT Coordinator if you need help opening .txt files in EXCEL.



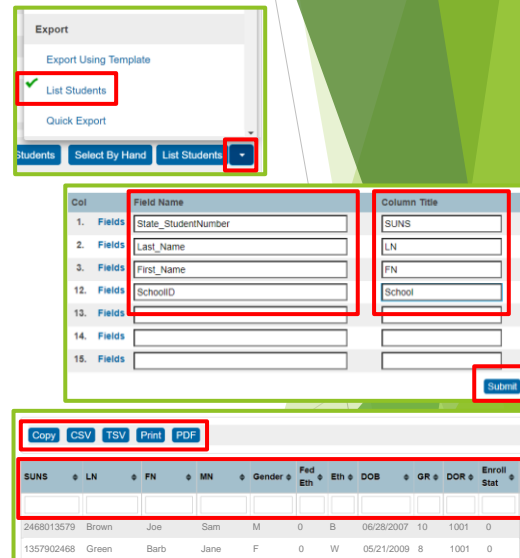
State ID Numbers

PowerSchool searches for Missing (blank) SUNS and required fields.

SUNS can be searched using the field name: **State_StudentNumber**

- To use **List Students** to identify missing (or blank) required fields for SUNS:
 1. Make a current select of students with missing (or blank) SUNS. Enter in the search **State_StudentNumber =**
 2. From the **Functions** dropdown select **List Students**
 3. Type the below **Field Names** in the field name box. Type a corresponding **Column Title** in the Column Title box.
 - Student_Number
 - Ethnicity
 - Last_Name
 - DOB
 - First_Name
 - Grade_Level
 - Middle_Name
 - DistrictOfResidence
 - Gender
 - Enroll_Status
 - FedEthnicity
 - SchoolID
 4. Submit

The data results appear with Sort/Filter options as well as options for Copy, CSV, TSV, Print, and PDF.



State ID Numbers

What happens when all required fields for SUNS are populated?

- **Match** - The SUNS will populate automatically:
 - All required fields are populated, and
 - there are no Near Match SUNS conflicts, then
 - the student's state ID number should automatically populate in PowerSchool within 1-3 business days.
 It is the responsibility of the School PS Admin to populate all required fields and to check for missing SUNS.

- **Near Match** - The SUNS will populate manually:
 - All required fields are populated, and
 - the system detects a Match for the student's SUNS, but
 - there is another record that may also be a match (within 97% margin), so
 - district level personnel (with special rights) must login into the SUNS system and determine if the multiple students found are the same or if they are different. Cantey and School level staff do not have access to SUNS.
 It is the responsibility of the School PS Admin to contact the District PS Admin to determine if this is a Match or Near Match.

- **Unknown** - SUNS and PowerSchool are out of sync, not updating, or not communicating:
 - All required fields are populated, and
 - there is no (obvious) reason for missing (blank) SUNS.
 It is the responsibility of the School PS Admin to contact the District PS Admin to evaluate the issue.

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5th Day Reporting

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5th Day / Title 1: General Overview

Your District will require reports for Title 1 and 5th Day Data. Both reports are based data in PowerSchool on your school's 5th in-session day.

What is the 5th Day? The 5th Day refers to YOUR school's 5th in-session school day. The 5th in-session day at YOUR school may differ from the 5th in-session day at another school. YOUR school's 5th Day Data is based on YOUR school's 5th in-session day of school – not another school and not the district.

What is Title 1 Data? For PowerSchool Admins, Title 1 Data refers to the 5th Day Attendance Count and the percentage of enrolled students with a Free or Reduced value in the **LunchStatus** PowerSchool Field. Also included is the PowerSchool field values for each student's District of Residence.

What is the 5th Day Count? Data from specific fields in PowerSchool is collected for 5th Day Reports. Membership Reports for Average Daily Membership (ADM) and Add-on Weightings are also included in the 5th Day Count. Title 1 Data is also included in reporting for the 5th Day Count.

The 5th day count is the official data pull that determines eligibility and allocation of Title I funds.

The district does not have to turn in the final count for 5th day funding until all schools have passed their 5th in-session day; however, your school is responsible for your 5th day data on your school's 5th day.

If it's not in PowerSchool, it doesn't Count. If it's in PowerSchool wrong, then it's wrong.

[5th Day / Title 1 Resource – Summer Training](#)

[Step-by-Step Guide to Running 5th Day Reports](#)

5th Day / Title 1: Required Fields

Required Information / Fields

- Lunch Forms - [Alternate Household Income Form 2023-2024 \(With Disclaimers\)](#)
- District of Residence Documents
- Student Number [[Student_Number](#)]
- Preferred Last Name [[Last_Name](#)]
- Preferred First Name [[First_Name](#)]
- Preferred Middle Name optional [[Middle_Name](#)]
- Legal Last Name* [[StudentCoreFields.PSCORE_LEGAL_LAST_NAME](#)]
- Legal First Name* [[StudentCoreFields.PSCORE_LEGAL_FIRST_NAME](#)]
- Legal Middle Name* optional [[StudentCoreFields.PSCORE_LEGAL_MIDDLE_NAME](#)]
- Date of Birth* [[DOB](#)]
- Preferred Gender [[Gender](#)]
- Legal Gender* [[StudentCoreFields.PSCORE_LEGAL_GENDER](#)]
- Ethnicity [[FedEthnicity](#)]
- Scheduling/Reporting Ethnicity [[Ethnicity](#)]
- Race [[RaceCode](#)]

5th Day / Title 1: Required Fields

Required Information / Fields

- Entry Date [[EntryDate](#)]
- Entry Code [[EntryCode](#)]
- Exit Date [[ExitDate](#)]
- Exit Code* [[ExitCode](#)]
- Full Time Equivalences [[FTEID](#)]
- Grade Level [[Grade_Level](#)]
- District of Residence [[DistrictOfResidence](#)]
- State Student Number/StateID/SUNS [[State_StudentNumber](#)]
- Migrant* [[S_SC_STU_X.Migrant](#)]
- Foster Home* [[S_SC_STU_X.Foster_Home](#)]
- Primary Night-Time Residence* [[S_SC_STU_X.Night_Residence](#)]
- Lunch Status [[LunchStatus](#)]
- EFA Codes

* Only populate when applicable.

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5th Day / Title 1: Running Reports

Reports to Run for the 5th Day. Information from the 5th Day Reports provide base line data for the beginning of the school year.

Start Page > System Reports > State

When all EFA codes are populated, for your 5th in-session day for your school, run reports. All schools run the SC01 and SC06.

- First run the **SC01 Data Verification Report**. If errors report, fix those errors and rerun the SC01 until it reports error free. This report must be error free before running other reports. You must run the SC01 Data Verification with Extract before you are able to move forward with running any reports. This must be done even for periods that do not require extracts.
- Run the **SC06 Membership and Attendance Report**. DO NOT CREATE AN EXTRACT when you run this report for 5th day funding.
 - **Day:** enter the number 5
 - **Self-Contained Only:** select No from the dropdown
 - **Output Type:** Report Only (default)
 - Submit

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5th Day / Title 1: Membership Reporting

Reports to Run for the 5th Day. Information from the 5th Day Reports provide base line data for the beginning of the school year.

When the SC02 Report is complete, view the report, and review the ADM data.

- Data in the **grade level columns** contain the total number of in-session school days per EIA Code per grade level.
- Data in the **EIA Code Rows** contain the overall number of students enrolled with EIA values per EIA Classification per grade level.
- Verify the Totals are correct and have the Principal/School Leader sign the SC02.

Line	EIA Code	PKC	PKL	00	01	02	03	04	05	06	07	08	09	10	11	12
1	EIA 1															
2	EIA 2		14													
Total		5	14													

I certify that this report is true and correct.

Principal _____ Superintendent _____

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5th Day / Title 1: Membership Reporting

Reports to Run for the 5th Day. Information from the 5th Day Reports provide base line data for the beginning of the school year.

All schools must populate Add-on Weighting data.

- **Academic Assistance:** Academic Assistance Add-On Weighting is based on student performance on previous year state standardized tests. Schools receive additional funding for students whose scores indicate not meeting the grade level learning objectives on the assessments (District Import).
- **High Achieving:** Students coded as High Achieving must be classified as academically or artistically gifted and talented, served in a gifted and talented class, and in grade levels three through twelve. Students coded as Advanced Placement (AP) and/or International Baccalaureate (IB) must be in grade levels nine through twelve and enrolled in an AP and/or IB course. Schools receive additional funding for students meeting these qualifications.
 - Schools manually code this data in PowerSchool.
 - Select a student > **State / Province** – SC > **EFA/EIA Classification Information** > **High Achieving** (tab) > **Add** (add the HA Codes).

Start Date	Stop Date	High Achieving 1	High Achieving 2	High Achieving 3	High Achieving 4	GT Art Discipline	GT Academic Area

Add

High Achieving 1:

High Achieving 2:

High Achieving 3:

High Achieving 4:

Back Submit

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5th Day / Title 1: Membership Reporting

Reports to Run for the 5th Day. Information from the 5th Day Reports provide base line data for the beginning of the school year.

All schools must populate Add-on Weighting data.

- LEP:** Schools receive Add-On Weighting funding for students with values of 1.0 - 5.9, 6.0, or W. All proficiency codes for LEP students must be entered into the SIS within the first forty-five days of each school year. Schools manually code this data in PowerSchool. *Select a student > State / Province – SC > SC Student Info > English Proficiency Levels (PL) and PL Progression.*

English Proficiency Levels (PL) 1 - Entering PL Progression .0

- Dual Credit:** Students must be enrolled for at least 30 days in course section using an approved Dual Enrollment course code where 'E' is the 7th character. Because it's the 5th day this number maybe zero.

School	Entered	Exited	Term	Exp	Course	Teacher	Dropped By	Dropped Date	View	Edit
	08/11/2022	06/02/2023	22-23	2(A)	DE Communication I (ENG 155) (302300EW.1)				View	Edit

- Pupils in Poverty (PIP):** The identification methodology incorporates a number socioeconomic related data elements from several sources, including National School Lunch Program, Social Economic Indicator (SEI), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid, and Direct Certification (District Import). SIS data in the following areas are incorporated as well: Migrant, Homeless (Primary Nighttime Residence), Foster_Home.

5th Day / Title 1: Membership Reporting

Reports to Run for the 5th Day. Information from the 5th Day Reports provide base line data for the beginning of the school year.

When all Add-on-Weighting data are populated, for your 5th in-session day for your school, run reports. All schools run the SC24 and SC28.

- First run the **SC24 Add-On Weightings Update**, leave all default values and submit.
- After the SC24 is complete, run the **SC28 Add-On Weightings Report** as of Day 5. **DO NOT CREATE AN EXTRACT** when you run the SC28 Report for 5th day funding.
 - Data in the **grade level columns** contain the total number of in-session school days per Add-on Weighting per grade level.
 - Data in the **Add-on Weighting rows** contains the total number of in-session school days per add-on weighting per grade level.
 - Data in the **ADM column** contains the total number of in-session school days per add-on weighting divided by the school day for which this report was run; in this case, the school day is the 5th day or 5.

Verify the Totals are correct and have the Principal/School Leader sign the SC28.

Date: 07/18/2021
 BECS Code: _____
 Name: _____
 District Name: _____
 Page: 1 of 1

SC Pupil Accounting System
 Additional Student Weightings Report
 5 Day Data as of 08/18/21

Add-On Weighting Classification	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
Academic Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Dual Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
High Achieving	0	0	0	20	60	50	50	50	45	65	30	15	15	440	88.00
LEP	0	10	0	20	5	0	5	0	15	10	10	10	15	100	21.00
Parents	157	175	168	185	175	215	180	177	195	180	130	80	60	2065	413.00
Totals	157	195	168	225	245	265	245	287	255	280	170	110	115	2660	532.00
ADM	31.40	37.00	33.20	45.00	49.00	53.00	49.00	57.40	51.00	52.00	34.00	22.00	23.00	532.00	

I certify that this report is true and correct:

Principal

Superintendent

Extract Status: No Extract created.

5th Day / Title 1: Membership Reporting

Reports to Run for the 5th Day. Information from the 5th Day Reports provide base line data for the beginning of the school year.

In addition to the SC01, SC02, SC06, SC24, and SC28 all schools should run, review, and archive the below reports. All reports are run as of your school's 5th day.

- **SC03 Cumulative Class List** (PreK 3 & 4 only): This report is helpful in troubleshooting SC02 EIA Code issues.
- **SC08 Master Classification**: This report is helpful in troubleshooting SC06 EFA ADM issues.
- **SC27 Add-on Weightings List**: This report is helpful in troubleshooting SC28 Add-on Weighting issues.
- **SC31 High Achieving List**: This report is helpful in troubleshooting SC34 High Achieving issues.
- **SC34 High Achieving Report**: This report provides totals by Classification and Grade for the school selected.

Precoding



What is Precode?

- Precode data is collected for several testing programs and SCDE initiatives.
- **All schools are required to participate** in precoding efforts for all applicable testing programs.
- Precode refers to the student information in PowerSchool that is shared with testing contractors for the purpose of pre-populating online testing systems and/or pre-assigning answer documents and test booklets to students via scannable (barcoded) test documents or labels.
- Without precoding, the only way to provide student information is to manually code the answer documents.
- When a school successfully participates in the precode state deadlines, most test documents do not need to be manually coded by teachers and students, which saves time and labor and prevents errors.
- If you do not precode then your test materials will have to be manually coded which is extremely time consuming.
- [SCDE Precode Guide Version 2.1 \(current\)](#)
- There are two Phases to Precode a Print Phase and an Update Phase. Information about each of the phases can be found in the SCDE Precode Guide linked above.

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Precode Data Entry – Cheat Sheet

Search and select a student > State/Province – SC > Precode Tab

The screenshot shows a web form for entering precode data. Red boxes highlight the following elements:

- Grade:** 5K
- Disabilities:** All
- Alternate Assessment:** All
- Other Alternate Assessment Tested School ID:** SC-AIR/NCSC
- Alternate Assessment Test Administrator:** SC-AIR/NCSC (First Name) and SC-AIR/NCSC (Last Name)
- Needs Scale:** All
- ELP Paper:** Eng Lang Prof
- Tier:** Eng Lang Prof
- Gifted and Talented Program Paper Assessment:** COGAT/IA
- Custom Materials:**
 - ELA Custom Materials: SC READY
 - Math Custom Materials: SC PASS
 - Science Custom Materials: NA - Not applicable
 - Social Studies Custom Materials: EOCEP
 - ELA Oral/Signed Admin: SC READY
 - Math Oral/Signed Admin: SC PASS
 - Science Oral/Signed Admin: NA - Not applicable
 - Social Studies Oral/Signed Admin: EOCEP
- Sort IDs:**
 - ELA Sort ID: SC READY
 - Math Sort ID: SC PASS
 - Science Sort ID: SC PASS
 - Social Studies Sort ID: SC PASS
- EOCEP:** Middle/High EOCEP Paper - English, Algebra, Biology, USHC
- Career Readiness:** Career Readiness/Ready to Work
- Precode 1-4:** Instructions will follow if needed. If none, ignore.
- Precode 5-8:** Instructions will follow if needed. If none, ignore.

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Precode Data Entry

In addition to the Precode page fields, other fields in PowerSchool are required for Precode.

- **Instructional Setting:** [InstrSetting] SC Student Information Page
- **504 Plan:** [Plan504Code] SC Student Information Page
- **English Proficiency Levels (PL):** [Engl_Prof] SC Student Information Page
- **1st Language Spoken:** [First_Lang_Spoken] SC Student Information Page
- **Home Room:** [Home_Room] Modify Info Page
- **Entry Date:** [EntryDate] Transfer Info Edit Page
- **Teacher Email Address:** [Email_Addr] Teacher Information Page
- **Grade Level:** [Grade_Level] Transfer Info Edit Page
- **Teacher Name:** (several fields) Teacher Information Page
- **State ID:** [State_StudentNumber]
- **Student Number:** [Student_Number]
- **Student Legal Name:** (several fields) Demographics Page
- **Date of Birth:** [DOB] Demographics Page
- **Gender:** [Gender] Demographics Page
- **Ethnicity:** [FedEthnicity] Demographics Page
- **Race:** (no field name) Demographics Page
- **EFA Code Entry:** (no field name) EFA/EIA Classification Page
- **Teacher Certification Number:** (no field) Teacher Information Page
- **Educator ID:** (no field) Teacher Information Page
- **VSP Teacher Name:** (no field) Sections
- **VSP Certificate Number:** (no field) Sections

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Precode Data From Previous Years

The Precode Initialization process was run for schools. Precode values for actively enrolled students are removed with the exception of students having the following checkboxes selected:

- Deaf-Blindness
- Multiple Disabilities
- Alternate Assessment
- Braille

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School Staff Responsibilities

- The Special Education Teacher/Coordinator, the ESOL Teacher and the person responsible for student's 504s must communicate with the School Testing Coordinator (STC) throughout the school year to make sure student accommodation plans are known.
- School Testing Coordinator's (STC) are responsible for communicating with the school PowerSchool coordinator to ensure that data is properly entered prior to the precode deadlines.
- It is recommended to complete precode prior to the due date. Any unforeseen instances could happen i.e. illness
- THIS IS A TEAM EFFORT AT THE SCHOOL!!!

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Precode Data Entry

Student Selection > Modify Info > Home Room

Clarification of Terms/Fields to be Populated

The homeroom teacher information is in a free form field. That is, it is possible to enter the name of the same teacher in several different ways; e.g., Jane Doe, J. Doe, Jan Doe. When this happens, the data will be alphabetized according to the name entered. Make every effort to key in the data for this field in a consistent manner. If you know that all the students have proper information in the Home Room teacher field and you approve of that sort order, then you do not need to do anything else. Leave the materials sort fields blank.

Recommended: Enter the teacher's last name, followed by a comma, and then the teacher's first name (i.e., "last name, first name"). If a teacher's name is entered inconsistently, the teacher will receive two or more different teacher rosters and test security checklists. The SCDE will use only the first twenty characters entered in this field.

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Student Withdrawals, Transfers and No-Shows

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State Board Regulation

R43-273 Transfers and Withdrawals: Each student transferring or withdrawing shall be given a form showing name, date of birth, grade placement, and attendance record to present to the appropriate school official where he or she is enrolling. Appropriate additional data shall be furnished by the sending school when requested in writing by the receiving school, **as soon as possible**, but no later than ten business days upon receiving the written request, excluding weekends and recognized state holidays.

- Maintain professional communication practices when requesting records from another school and when processing incoming requests for records from another school. Timestamp records request documents and be courteous when processing requests. Ten business days is the maximum allowed to process requests and more timely responses are appreciated by the school, parent/guardian, and student. When ten business days have elapsed with no response, a district superintendent or designee may become involved.
- Remember to request a PowerSchool Transfer when requesting records for a student from an in-district school. Remember to process a PowerSchool Transfer when receiving records requests from an in-district school. Three days processing time for In-District PowerSchool Transfers is the expectation.

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State Board Regulation

R43-273 Transfers and Withdrawals

Kindergarten, Grades 1-6, and 7-8

- A school must transfer a student's disciplinary record of suspensions and expulsions to the public or private school to which the student is transferring when requested in writing by the receiving school, as soon as possible, but no later than ten business days upon receiving the written request, excluding weekends and recognized state holidays.
- Schools may not withhold the transfer of records to a public or private school for fees owed by the student.

Grades 9-12

- Accurate accounting records shall be developed and maintained for student transfers and withdrawals. Comprehensive transcripts shall be submitted directly to the receiving school when requested in writing, as soon as possible, but no later than ten business days upon receiving the written request, excluding weekends and recognized state holidays.
- A permanent record of the transferred student shall be retained in the school from which the student is transferred.
- The school of record must transfer a student's disciplinary record of suspensions and expulsions to the public or private school to which the student is transferring as soon as possible, but no later than ten business days upon receiving the written request, excluding weekends and recognized state holidays.
- Schools may not withhold the transfer of records to a public or private school for fees owed by the student.

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Student Withdrawals

Notice of Student Withdrawal can include:

- Receiving notification from a parent/guardian, adult student, or responsible adult (Social Worker) that the student will no longer attend your school. Recommended: When received verbally, request the information be provided in writing and/or that a School Withdrawal form be completed. Ask for the date of withdrawal and next school be included.
- Receiving an Official Request for Records from another school (in state, out of state, public school, private school, or home school). Official Requests for Records normally include a specific enrollment or start date at the next school.
- Receiving a Letter of Enrollment from another school (common for home schools). Letters of Enrollment normally include a specific enrollment or start date with the home school. SCDE Memo with required documentation: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/home-school-documentation-evidence-of-transfer/home-school-documentation-evidence-of-transfer-memo/>

Mandated Student Withdrawal takes place when:

- An enrolled student accrues 10 consecutive unlawful absences and is not present on the 11th day.

Make every effort to obtain the name of next school.

Be prepared to send a complete set of records to the next school when requested.

All Student Withdrawals require a PowerSchool Transfer be completed as soon as possible.

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Student Withdrawals

When a student is withdrawn, a [PowerSchool Transfer](#) is completed.

No-Show Student: A **No-Show Student** is one who does not show up for the new school year.

- **Returning Student No-Show:** This student attended your school in the previous year, was enrolled on the last day of school before summer and was expected to return after summer but never shows up for the current school year.
- **New Student No-Show:** This student went through the school's enrollment process as a new student, but never shows up. This student has no prior enrollment history at the school.
- **Not Returning Student No-Show:** This student attended your school in the previous year, was enrolled on the last day of school before summer but is not expected to return because the school already received withdrawal notification. This type of No-Show can be processed without coding 10 consecutive days of unexcused absences by using an *optional additional step* when completing the PowerSchool Transfer.

Returning and New Student No-Show's: The SCDE requires attendance be recorded for the first ten days of school before processing the PowerSchool No-Show Transfer.

- When the student accrues 3 consecutive unexcused absences, prepare to process Truancy. Truancy will only be processed if the student shows up for school within the first ten days. If that happens, the student is not a No-Show.
- On the 11th day of absence, replace the absent attendance codes with blank (present) and complete the PowerSchool Transfer as a No-Show.

Student Withdrawals

When a student is withdrawn, a [PowerSchool Transfer](#) is completed.

Several PowerSchool fields are coded when performing a PowerSchool Transfer. A PowerSchool Transfer cannot be completed without knowing the information required to populate the below fields.

- **Exit Date & Date of Transfer:** This is the day after the students last day in attendance at your school. For No-Show Students, this is the first day of school. The Exit Date and Date of Transfer must be an in-session date.
- **Exit Code:** The school selects the most appropriate Exit Code based on the reason for the transfer. For No Show Students, the Exit Code is always NS (No-Show).
- **Exit Comment & Transfer Comment:** These comments should include the name and district to which the student is transferring and the initials of the person who completed the PowerSchool Transfer. Make every effort to populate this comment for students in 7th-12th grade.
- **Moved To District:** This is the SC public school district to which the student is transferring and includes unique values to use for non-SC public school transfers.
- **Moved To School:** This is the name of the SC public school to which the student is transferring and includes unique values to use for non-SC public school transfers.
- **Transfer School:** This is only applicable to In-District Transfers and is the in-district school to which the student is transferring.
- **No-Show Reason:** This field is required and applicable to No-Show Students only.

Moved To District & Moved To School:

Make every effort to obtain this information. Populate these fields for 7th - 12th grade withdrawals to prevent dropout status.

PowerSchool Transfers

When a student is withdrawn, a [PowerSchool Transfer](#) is completed.

PowerSchool Transfers:

- Out of District Transfer:** PowerSchool Student Records cannot be transferred to an out-of-district PowerSchool system.
 - When a student withdraws from your school and transfers to an out-of-district school, complete the PowerSchool steps to [Transfer Out of School](#).
 - The student record becomes *inactive* but remains in your PowerSchool and your school remains the owner of the inactive PowerSchool student record.
- In-District Transfer:** PowerSchool Student Records can be transferred to an in-district school.
 - When a student withdraws from your school and transfers to an in-district school, complete the PowerSchool steps to [Transfer Out of School](#) **AND** to [Transfer to Another School](#).
 - The student record becomes *inactive* and is no longer accessible in your Powerschool as the transfer school is now the owner of the inactive record.

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PowerSchool Transfers

Clear Non-Blank Attendance Codes: All non-blank attendance codes that exist after the student's Exit Date/Date of Transfer must be cleared prior to performing a PowerSchool Transfer otherwise PowerSchool will not allow the Transfer to process.

Clear Non-Blank Attendance Codes:

- From the PowerSchool Homepage [Search and Select the Student](#).
- From the vertical navigation, click on [Attendance](#).
- Click on the blue [Change Meeting Attendance](#) (Meeting) or [Change Multiple Days](#) (Daily) button.
- Fill in the fields for [From this Date, To this Date](#), and [Meetings to Scan](#) (meeting).
- Leave the **All** radio button selected for [Codes\(s\) to Scan](#) and leave [Present](#) for [Attendance Code to Set](#).
- Leave the **Overwrite** radio button selected.
- Review and then [Submit](#).

The screenshots illustrate the following steps:

- Academics** menu: **Attendance** is selected.
- Change Meeting Attendance** button is highlighted.
- Change Multiple Days** button is highlighted.
- From this date** and **To this date** are set to 07/01/2022. The **Meetings to scan** table shows 'A' selected.
- Codes(s) to scan for** is set to **All**.
- Attendance code to set** is set to **Present**. The **Overwrite** radio button is selected.

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PowerSchool Transfers

Stop Date the EFA/EIA: All withdrawn students must have the EFA/EIA stopped. For No-Shows, there should be no EFA/EIA code. For all other transfers, this date is the last day the student was in attendance at school.

Stop Date the EFA/EIA:

1. From the PowerSchool Homepage *Search and Select the Student*.
2. From the vertical navigation, click on [State/Province - SC](#).
3. Then click on [EFA/EIA Classification](#).
4. Click on the [EFA History](#) tab to add an EFA Stop Date (K5 - 12th) or click on the [EIA History](#) tab to add an EIA Stop Date (PreK 3 and 4).
5. Click the blue [Edit](#) link.
6. Add the EFA/EIA [Stop Date](#) (the last day the student was in attendance). For No-Shows the EFA *Record* MUST be deleted.
7. [Submit](#).

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PowerSchool Transfers

Add the Moved To District and Moved To School: All withdrawn students should have a value populated for both the Moved To District and Moved to School.

Add the Moved To District and Moved To School:

1. From the PowerSchool Homepage *Search and Select the Student*.
2. From the vertical navigation, click on [State/Province - SC](#).
3. Click on [SC-Student Information](#) and scroll down to populate the [Moved To District](#) and [Moved to School](#). The [Moved to District](#) field must be populated for the [Moved To School](#) field to appear.

4. For No-Show Transfers, the [No-Show Reason](#) must also be populated. This field is directly above the [Moved To District](#) field.

NOTE: To prevent dropout status for withdrawn students in grades 7 - 12, the [Moved To District](#) and [Moved To School](#) must be populated.

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PowerSchool Transfers

Transfer Out Of School: All withdrawn students are Transferred Out Of School.

Transfer Out of School:

1. *Search* and *Select* the student from the Start page.
2. Then, from the left vertical menu of Student Screens, *click* **Function** under the **Enrollment** header.
3. When the **Functions** screen opens, *click* **Transfer Out Of School**.
4. On the **Transfer Student Out** page, *type* a **Transfer Comment**. Typing a **Transfer Comment** is optional unless your school policy requires this field be populated. Check with your school for policy specifics.
5. Then, *enter* the **Date of transfer**. The **Date of transfer** is the day **AFTER** the students last day attending class. For No-Show students, the **Exit Date** must match the **Entry Date** which is typically the first day of school.

The screenshot shows the 'Transfer Student Out' form in PowerSchool. The 'Functions' menu is open, with 'Transfer Out Of School' selected. The form fields are: 'Transfer comment' (text area), 'Date of transfer' (calendar icon), and 'Exit code' (dropdown menu). A checkbox for 'Check here if student(s) intend to enroll in school during next school year' is present. A 'Submit' button is at the bottom right.

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PowerSchool Transfers

Transfer Out Of School: All withdrawn students are Transferred Out Of School.

6. Next, *select* the correct **Exit Code** from the drop down. For No-Students, this is ALWAYS and ONLY **NS**.
7. Then, *leave* UNCHECKED the checkbox for **Check here if student(s) intend to enroll in school during next school year**.
8. Last, *click* **Submit**.

This process completes transferring a student out of your school. The student's record is now **inactive** and the student's enrollment status is **Transferred Out** or **Transfer Out Pending** if the Transfer Date is in the future.

Exit Codes and Exit Code Descriptions are in the [SCDE Student Information System Data Entry Manual](#). Search the linked manual for "Exit Code Table".

The screenshot shows the 'Transfer Student Out' form with the 'Exit code' dropdown menu open. The dropdown list includes: W10 (Transfer-In-District), W20 (Withdrawn/Unknown Status), W21 (Graduated), W22 (Transfer/Out of District), W23 (Transfer/Adult Education), W24 (Moved Out of District/ School Unknown), W25 (Withdrawn/Home Schooled), W26 (Withdrawn/Health or Pregnancy), W27 (Withdrawn/Tech School), NS (No-Show/Never Enrolled), W28 (Withdrawn/4-Year College), W29 (Withdrawn/Work), W30 (Withdrawn/Military), W31 (Withdrawn/Juvenile Corrections), W32 (Withdrawn/Adult Corrections), W33 (Withdrawn/Expulsion), W34 (Withdrawn/Charter School), W35 (Deceased), and W36 (Dropout). The 'Submit' button is highlighted.

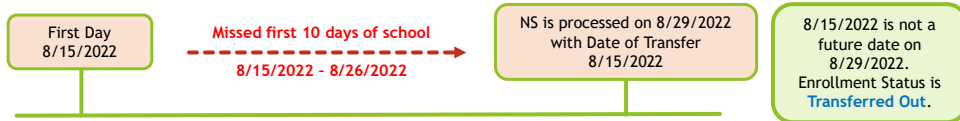
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PowerSchool Transfers

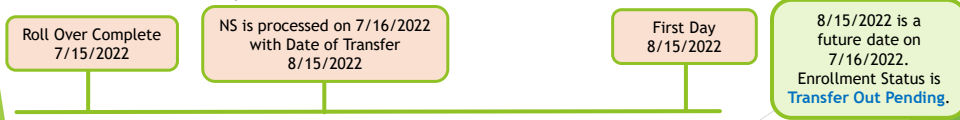
Optional Additional Step for Not Returning No-Show Students: When completing PowerSchool Transfers for Not Returning No-Show Students PRIOR to the first day of school, an optional additional step can be performed.

Student Enrollment Status appears at the top of most PowerSchool Screens.

- PowerSchool Transfers for Returning Student No-Shows and New Student No-Shows are processed only when students have missed the first ten days of school. The enrollment status for these No-Show Students will change to **Transferred Out**.



- PowerSchool Transfers for Not Returning No-Show students *can be* processed after the roll over and before school starts. When processed before the first day of school, the enrollment status for these No-Show Students will change to **Transfer Out Pending** because the Date of Transfer, which is the first day of school for all No-Shows, is a future date.



To circumvent the status of Transfer Out Pending, there are optional additional steps you can take to trigger PowerSchool to, prior to the first day of school, change the enrollment status to Transferred Out.

PowerSchool Transfers

Optional Additional Step for Not Returning No-Show Students: When completing PowerSchool Transfers for Not Returning No-Show Students PRIOR to the first day of school, an optional additional step can be performed.

Optional Additional Step for Not Returning No-Show Students:

- Click on **Functions** then **Transfer Out of School**. For **Date of Transfer**, enter the **CURRENT DATE** and **Submit**.
- Click on **Transfer Info** and then click on the Current Enrollment's **Entry Date**.
- Change the **Exit Date** to the first day of school and **Submit**.

Step 1: Enrollment → Functions → Transfer Out of School

Step 2: Date of transfer (should be the day after the student's last day in class) [MM/DD/YYYY] [Submit]

Step 3: Enrollment → Transfer Info → Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment
07/19/2021	E 08/01/2022 NS	4	Promote Same School

Step 4: Exit Date [7/19/2021] [Submit]

Step 5: Exit Code [NS (No-Show/Never Enrolled)] [Submit]

The enrollment status at the top of the page changes to **Transferred Out** and the Not Returning No Show Student is properly No-Showed as of the first day of school.

PowerSchool Transfers

Transfer to Another School: This process only applies to students transferring to another school in your district.

Transfer To Another School:

1. *Search* and *Select* the now inactive student from the Start page. Precede the name with a forward slash. EX: /Smith, John
2. Then, from the left vertical menu of Student Screens, *click* **Functions**.
3. Under **Functions**, *click* **Transfer to Another School**.
5. Next, *select* the correct school from the dropdown.
6. Last, *click* **Submit**.

This process completes the PowerSchool Transfer from your school to the next school. The student's record is now **inactive** at the next school. Send to the receiving school's PS Admin a courtesy email stating the in-district PowerSchool Transfer is complete.

The screenshot shows the PowerSchool interface for transferring a student. On the left, the 'Enrollment' menu is open, and 'Functions' is highlighted. On the right, the 'Functions' menu is open, and 'Transfer To Another School' is highlighted. The main form is titled 'Transfer to Another School' and shows the student's name 'Aaron, Michael Clayton'. Below the name, there is a dropdown menu for 'To which school?' with 'District Office' selected. A 'Submit' button is located at the bottom right of the form. A note below the dropdown states: 'Note: The student must have already been transferred out of this school (be inactive) to use this function.'

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PowerSchool Transfers

Re-Enroll in School: This process only applies for students transferred in PowerSchool to your school from another school in your district.

Re-Enroll in School:

1. *Search* and *Select* the inactive student from the Start page. Precede the name with a forward slash. EX: /Smith, John
2. Then, from the left vertical menu of Student Screens, under the **Enrollment** header *click* **Functions**.
3. Under **Functions**, *click* **Re-Enroll In School**.
4. When the **Re-Enroll Student** screen opens, populate the fields as you would when enrolling a new student in PowerSchool.

NOTE: You may need to change the pre-populated **Date of re-enrollment**, **Grade Level**, and **District of Residence** to reflect the most current information for the student. The selection for **Restore class enrollments** must be **No**.

This process completes the PowerSchool Transfer from the previous school to your school. The student's record is now **active** at your school.

The screenshot shows the 'Re-Enroll Student' form in PowerSchool. The form has several fields: 'Date of re-enrollment' (07/01/2022), 'Entry code' (dropdown), 'Entry comment' (text area), 'Full-Time Equivalency' (Full Time Student), 'Grade Level' (4), 'Track' (dropdown), 'District of Residence' (Orangeburg Cons District Five (3805)), and 'Restore class enrollments?' (No). A note at the bottom states: 'Note: Regardless of the date specified above, the student's records will be re-activated immediately.'

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Truancy and Chronic Absenteeism

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Attendance in PowerSchool

- Attendance should be taken in PowerSchool for every student active at the school. By default, all students are “PRESENT” until an attendance code is entered.
- For Middle School Grades & High School grades it is imperative that attendance be taken EVERY period. If even one teacher does not mark a student absent, Truancy data will be inaccurate and incomplete as it only captures Full-Day absences.
- Please begin coding Truancies as students meet the criteria. Do not wait extended amounts of time before running your reports. It is recommended that your Truancy related reports be ran weekly and Incident Management updated accordingly.

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WHEN IS A STUDENT CLASSIFIED AS TRUANT?

- A child (student) ages 6 to 17 years meets the definition of a truant when the child (student) has three consecutive unlawful absences or a total of five unlawful absences (within a school year).
- Only full-day unlawful absences contribute to truancy.
- Lawful absences including Out-of-School Suspensions do not impact truancy.
- State Board Regulation:
 - [Student Attendance: R.43-274](#)
- SC Code of Laws:
 - [Attendance of Pupils: 59-65-10 to 59-65-280](#)

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Lawful & Unlawful Absence Types

Lawful Absences include but are not limited to:	Unlawful Absences include but are not limited to:
<ul style="list-style-type: none"> ▪ Absences caused by a student's own illness ▪ Absences due to an illness or death in the student's immediate family ▪ Absences due to a recognized religious holiday of the student's faith ▪ Absences due to activities that are approved in advance by the principal ▪ <i>Suspension is not to be counted as an unlawful absence for Truancy purposes</i> 	<ul style="list-style-type: none"> ▪ Absences of a student without the knowledge of his or her parents ▪ Absences of a student without acceptable cause with the knowledge of his or her parent

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Student Truancy Page

PS Start Page > Search and Select Student > State/Province - SC > Truancy

- Information**
- Access Accounts
- Addresses
- Attachments
- Contacts
- Custom Screens
- Demographics
- Document Delivery
- Emergency/Medical
- Family
- Health
- Modify Info
- Other Information
- Student Email
- Parents
- Photo
- State/Province - SC**

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			
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		

List of the student's unlawful absences

Section contains:

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

School Level Truancy Reports

SC40 Truancy Reports by Student

SC41 Truancy School Detail Report

School Level Truancy Reports

PS Start Page > System Reports > State (tab)

- SC40 Truancy Report by Student
- SC41 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 Report
SC42 Truancy District Detail Report	1.0.2	Generates SC Truancy detail Report By District Report
SC Truancy List	1.0	Displays the most recent list of students with Truancies.

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School Level Truancy Reports

SC40 Truancy Report by Student

- All students meeting the unlawful absences criteria populate on this report – even students who do not meet the age criteria populate when the unlawful absences are met.
- Recommended to use this report when meeting with Parents/Guardians for Attendance Intervention Meetings.
- Report lists all FULL DAY UNLAWFUL ABSENCES.
- Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.
- Report lists other schools within your district at which the student was previously truant.
- Report does not list full day unlawful absences from previous schools. Full Day Unlawful Absences are listed for the current school only.

Where in PowerSchool:

PS Start Page > System Reports > State (tab) > SC40 Truancy Report by Student

Bookmark the Link: [Reg. 43-274: Student Attendance](#)

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Truancy Reports: SC40

View Truancy Reports

SC40 Truancy Report by Student: In this example, this student is not truant at the current school but was truant at previous school.

Date: March 02, 2022 Page: 1 of 5
 School Name: [REDACTED] **Truancy Student Report** District Name: [REDACTED]

Student Information:		Full Day Unexcused Absences:
Student Name	[REDACTED]	None At This School
Student Number	[REDACTED]	
Birth Date	[REDACTED]	
Grade	[REDACTED]	
Gender	[REDACTED]	
School Name	[REDACTED]	
District Name	[REDACTED]	
Full Day Absence Information:		
Last Updated	03/02/2022	
Truancy Indicator	No	
Unexcused Full Day Absences	0	
Excused Full Day Absences	0	
OSS Full Day Absences	0	
Total Full Day Absences	0	
Tardy	0	
Early Dismissal Count	0	
Dismissal Count	0	
Unexcused Early Dismissal Count	0	
**Truant at prior school [REDACTED]		

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Truancy Reports: SC40

View Truancy Reports

SC40 Truancy Report by Student with truanancies at current school but with no truanancies at previous school.

Date: February 25, 2022 Page: 8 of 55
 School Name: [REDACTED] **Truancy Student Report** District Name: [REDACTED]

Student Information:		Full Day Unexcused Absences:
Student Name	[REDACTED]	1. 09/14/2021
Student Number	[REDACTED]	2. 09/16/2021
Birth Date	[REDACTED]	3. 09/17/2021
Grade	[REDACTED]	4. 01/04/2022
Gender	[REDACTED]	5. 01/14/2022
School Name	[REDACTED]	
District Name	[REDACTED]	
Full Day Absence Information:		
Last Updated	02/25/2022	
Truancy Indicator	Yes	
Unexcused Full Day Absences	5	
Excused Full Day Absences	4	
OSS Full Day Absences	0	
Total Full Day Absences	9	
Tardy	1	
Early Dismissal Count	0	
Dismissal Count	0	
Unexcused Early Dismissal Count	0	

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School Level Truancy Reports

SC41 Truancy Report by School

- All students meeting the unlawful absences criteria AND age criteria populate on this report.
- Recommended to use this report when coding Truancy incidents in PowerSchool Incident Management.
- Report lists a count for FULL DAY UNLAWFUL ABSENCES in multiple Truancy Categories.
 - 3 consecutive full day unlawful absences
 - 5 non-consecutive full day unlawful absences
 - 7 non-consecutive full day unlawful absences
 - 10 or more non-consecutive full day unlawful absences
- Present Attendance Codes and Lawful Attendance Codes do not contribute to full Day Unlawful Absences.
- Parenthesis around a student name is your visual indicator that the student is inactive at your school AND truant prior to withdrawal. NOTE: Withdrawing a student **does not** negate the requirement for a Truancy Incident in Incident Management.

Where in PowerSchool:

PS Start Page > System Reports > State (tab) > SC41 Truancy Report by School

Bookmark the Link: [Reg. 43-274: Student Attendance](#)

Truancy Reports: SC41

View Truancy Reports

SC41 Truancy Report by School. Truant students in transferred-out status appear with parenthesis around their name.

Date: March 8, 2022 Page: 1 of 5

School Name: [REDACTED] **Truancy School Report** District Name: [REDACTED]

Truant (3 Consecutive Full Day Unexcused Absences)				
Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
10122	([REDACTED])	16	11	4
15243	[REDACTED]	15	9	4
10513	[REDACTED]	15	10	4
10233	[REDACTED]	16	11	4
10182	[REDACTED]	16	11	4
10387	[REDACTED]	15	9	4
11064	[REDACTED]	16	9	4
13564	[REDACTED]	16	11	3
10942	[REDACTED]	16	10	4
				Student Count: 9
Truant (5 Non-Consecutive Full Day Unexcused Absences)				
Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
Habitually Truant (7 Non-Consecutive Full Day Unexcused Absences)				
Student Number	Student Name	Age	Grade	Full Day Unexcused Absences
10 or more Non-Consecutive Full Day Unexcused Absences				
Student Number	Student Name	Age	Grade	Full Day Unexcused Absences

What is Chronic Absenteeism?

A student is Chronically Absent when:

Any student in grades 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 when:

He/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

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EXAMPLE A

Chronically absent: Any student in grades K-12 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

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Example B

The 10 percent is based on the individual student's enrollment.

Calculation:

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

4 days absent ÷ 37 days enrolled × 100 = 10.81% Chronically Absent

4 days absent ÷ 41 days enrolled × 100 = 9.76% Not Chronically Absent

21 days absent ÷ 180 days enrolled × 100 = 11.66% Chronically Absent

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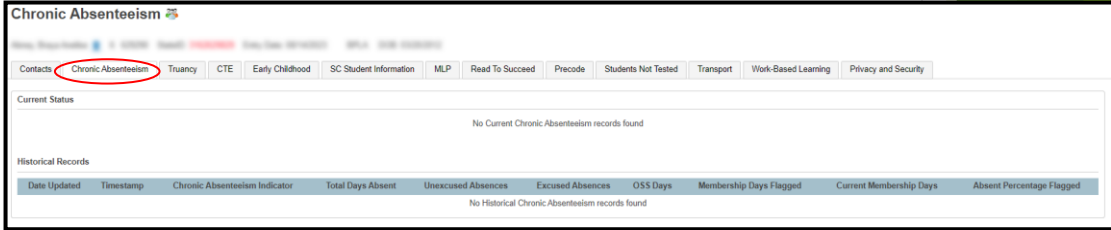
How Students are Flagged as Chronically Absent

- 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

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Chronic Absenteeism Tab

PS Start Page > Search and Select Student > State/Province – SC > Chronic Absenteeism



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Chronic Absenteeism Page

$$\text{Total Days Absent} \div \text{Current Membership days} \times 100 = \text{Absent Percentage}$$

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

Chronic Absenteeism

Contacts | **Chronic Absenteeism** | Truancy | CTE | Early Childhood | SC Student Information | MLP | Read To Succeed | Precode | Students Not Tested | Transport | Work-Based Learning | Privacy and Security

Current Status

No Current Chronic Absenteeism records found

Historical Records

Date Updated	Timestamp	Chronic Absenteeism Indicator	Total Days Absent	Unexcused Absences	Excused Absences	OSS Days	Membership Days Flagged	Current Membership Days	Absent Percentage Flagged
10/14/2022	02:41:35 AM	Y	5	5	0	0	51	0	9.8%
04/23/2022	02:21:19 AM	Y	27	3	24	0	180	0	15%
01/09/2023	02:45:33 AM	Y	24	16	8	0	180	0	13.33%
11/04/2022	02:42:45 AM	Y	8	4	4	0	81	0	9.88%
01/04/2023	02:45:33 AM	N	10	6	4	0	84	0	11.9%
10/28/2022	02:43:10 AM	N	6	6	0	0	56	0	10.71%

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How to Access the Chronic Absenteeism Reports

- PS Start Page > System Reports > State Tab
- SC 38 Chronic Absenteeism Report



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SC 38 Chronic Absenteeism Report

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%

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.

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Incident Management

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Incident Management: General Information

The SCDE provides several live trainings each school year on **coding** incidents in Incident Management.

- These trainings are provided by Aveene Coleman who subsequently emails - to training attendees - live recordings, PowerPoint presentations, and supporting resources for schools to know exactly how to **code** incidents without error in PowerSchool's Incident Management System.
- Monthly PowerSchool Webinars reiterate SCDE Incident Management **coding** requirements through supporting slides that include links to and screenshots from the live recordings, PowerPoint presentations, and resources.
- Supporting the coding requirements of the SCDE are Validation Rules in Level Data that are designed to help PowerSchool users know when **coding** errors exist in Incident Management.
- Further PS User support is available within Level Data for each Validation Rule in the green text box and the blue Additional Information text box which contains the Conditions to Resolve the **coding** errors.

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Incident Management: General Information

Some schools use alternate discipline management systems to track incidents. *Some schools* use approved plugins to document incidents. **All schools** are required to **code** each incident of discipline and truancy in PowerSchool's Incident Management System.

- Incident Management data from all schools is collected by the SCDE as outlined in the annual Data Collection Schedule.
- Your schools collected Incident Management data impacts your school on your State Report Card but also impacts your District - positively or negatively - depending on the quality of the **coding** in the collected data.
- Because data from Incident Management will be used to compile state and federal reports, it is critical that all data entered be reviewed and verified for accuracy.

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Purpose

Within Incident Management there are two sections:

1. **Incident Description:** The Incident Description includes fields that are required for ALL incidents and fields that are optional.
2. **Incident Builder:** The Incident Builder includes fields that are required for ALL incidents and fields that are only required for specific incidents.

The following slides are only an overview of the **Incident Builder** coding requirements in PowerSchool's Incident Management system. Incident Management requirements can be found in the SCDE Incident Management Guides and other manuals/trainings provided by the SCDE.

The overview includes:

- the Participant
- the order in which the Incident Elements must be added
- how to associate - in the correct order - the Incident Elements with the Participant
- tools and resources

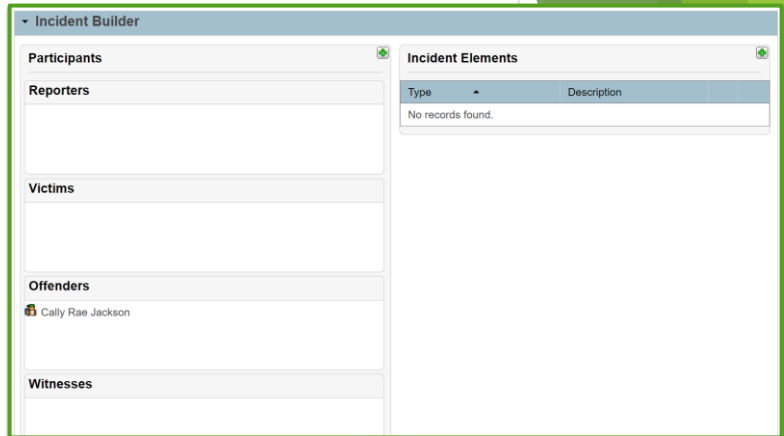
76

Incident Builder: Participant - Offender

The Incident Builder must include a **Participant** that is the **Offender**. This is required for ALL incidents.

Add Participant:

1. Click the **green plus** opposite the **Participants** header.
2. Populate the required values in the **Search**.
3. Click the **Participants** name under the **Results**.
4. Click **Add**.
5. Click the **green plus** opposite the **Attributes** header and make your selections.
6. From the dropdown under the **Select Role(s)** header, select **Offender**.
7. Click **Add Participant Attributes**.
8. **VERIFY** the **Participants Name** appears under **Offenders**.
 - If the **Participants Name** appears under **Reporter**, **Victims**, or **Witnesses**, hover over the **Participants name** to expose the editing tools.
 - Click the **red minus** to remove the value (name) and start over with step 1.



Correctly added Participant Offender.

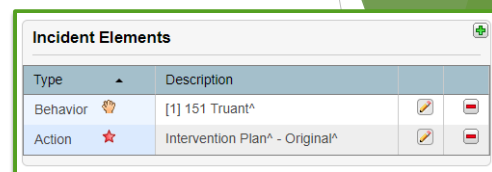
77

Incident Builder: Order of Adding Elements

The Incident Builder must include two Incident Elements: **Behavior** and **Action**. This is required for ALL incidents.

Add Incident Elements:

1. Click the **green plus** opposite the **Incident Elements** header.
2. From the pop out, select **Add Behavior**.
3. Populate the required values. Click **Add Behavior**. The **Behavior** will appear under the Incident Elements.
4. Click the **green plus** opposite the **Incident Elements** header.
5. From the pop out, select **Add Action**.
6. Populate the required values. Click **Add Action**. The **Action** will appear under the Incident Elements.
7. **VERIFY** the Incident Elements appear with the **Behavior** listed first and the **Action** listed second, just below the **Behavior**.
 - If the Incident Elements appear in the wrong order, one at a time hover over the **Elements name** to expose the editing tools.
 - Click the **red minus** to remove the value (name) and start over with step 1.



Correct Order of Adding Elements.

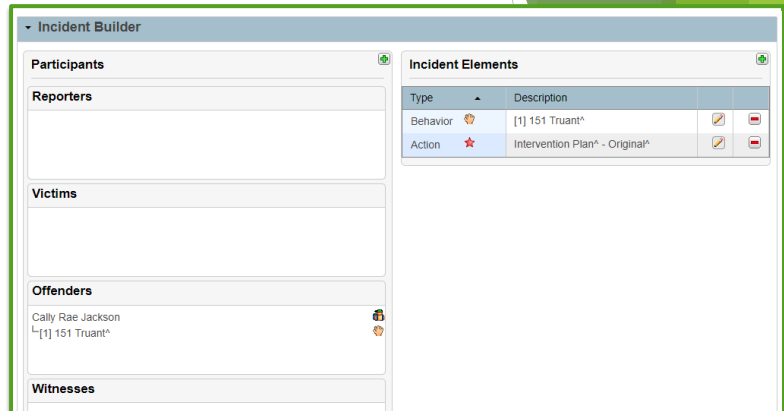
78

Incident Builder: Order and Association

The **Incident Elements** must be associated with the **Offender** in a specific order in a specific way. This is required for ALL incidents.

Associate the Behavior FIRST:

1. Hover your mouse over the word “Behavior”, click on the word “Behavior” and hold. When you move your mouse, a gray rectangle will move with it. If that does not happen, you did not successfully click and hold.
2. Drag the **Behavior** across the screen so it is **ON TOP** of the **Offenders NAME**.
3. Release the mouse to associate the **Behavior** with the **Offender**. This process is called “Drag and Drop” and the association creates a visible stair step linking the **Offender** with the **Behavior’s Name**.



Correctly added Behavior. Behavior’s Name is stair stepped to the Offenders Name and remains under the Incident Elements.

4. VERIFY the stair step.
 - The **Incident Builder** will not allow you to release the **Behavior** anywhere except on top of the **Offender’s NAME** (pending there are no other Participants in your Incident Builder).
 - If you release the **Behavior** anywhere other than on top of the **Offender’s Name**, no association will occur. Start over with Step 1.

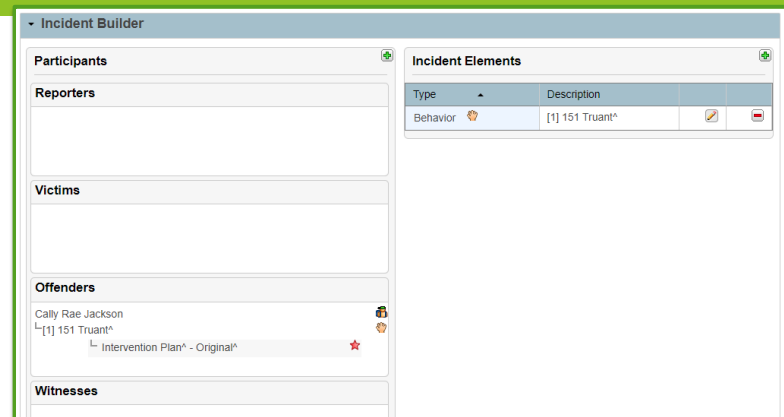
79

Incident Builder: Order and Association

The **Incident Elements** must be associated with the **Offender** in a specific order in a specific way. This is required for ALL incidents.

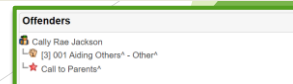
Associate the Action SECOND:

1. Hover your mouse over the word “Action”, click on the word “Action” and hold. When you move your mouse, a gray rectangle will move with it. If that does not happen, you did not successfully click and hold.
2. Drag the **Action** across the screen so it is **ON TOP** of the **stair stepped Behavior’s Name**.
3. Release the mouse to associate the **Action** with the **Behavior**. This process is called “Drag and Drop” and the association creates a visible stair step (not a list) linking the **Behavior** with the **Action** and the **Action** with the **Offender**.
4. VERIFY the stair step. The **Incident Builder** allows you to release the **Action** on top of the **Offender’s NAME** - creating a list - **which is wrong**.
 - If you cannot verify the stair step, hover over the **Action’s Name** to expose the editing tools.
 - Click the red minus to remove the **Action’s name** and start over with step 1.



Correctly added Action. Action’s Name is stair stepped to the Behavior’s name and remains under the Incident Elements.

Incorrectly added Action. Action appears in list linked to the Offender’s Name instead of the Behavior’s Name.



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Tools and Resources

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](#)

PowerSchool Tools:

- Level Data
- RealTime Reports

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SCDE Seat Time Requirements

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SCDE Seat Time Requirements

- A **kindergarten** pupil shall maintain membership in a minimum of 150 minutes of *daily instruction or its equivalency* for an annual accumulation of 27,000 minutes.
- A pupil in **grade 1 - 12** shall maintain membership in a minimum of 200 minutes of daily instruction or its equivalency for an annual accumulation of 36,000 minutes.
- **Basic Program/Curriculum:**
 - Grades 1-5: The school day must be at least six hours including lunch, or its equivalent weekly.
 - Grades 6-8: The school day must be at least six hours including lunch, or its equivalent weekly.
 - Grades 9-12: The instructional day for secondary students must be at least 6 hours, excluding lunch, or the equivalent weekly.
- Regulation 43-231 Defined Program Grades K-5 Link:
<https://ed.sc.gov/index.cfm?LinkServID=600A9A82-F9EC-1DCA-88BDAF20428CA255>
- Regulation 43-232 Defined Program Grades 6-8 Link:
<https://ed.sc.gov/index.cfm?LinkServID=5FF25362-F5C8-29C3-F6843BC097C273FA>
- Regulation 43-234 Defined Program Grades 9-12 Link:
<https://ed.sc.gov/index.cfm?LinkServID=605ECD73-ACD2-2226-D69DE28436D6BBB0>

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SCDE Seat Time Requirements

- Grades 9-12: A school may award and accept credit in units of one-fourth (.25 unit), one-half (.50 unit), and a whole (1 unit).
- A school may award one unit of credit for an academic standards-based course that requires a minimum of 120 hours of instruction. A school may award one-half unit of credit for an academic standards-based course requiring a minimum of 60 hours of instruction and one-fourth unit of credit for an academic standards-based course requiring a minimum of 30 hours of instruction.

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Level Data / SAS Portals

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What is Level Data?

Level Data's Validation Services streamlines the process by automatically locating errors in your state reporting data and helping to correct them using an intuitive interface designed to save you time and frustration.

On the PowerSchool Homepage, scroll down the left vertical navigation and click on **State Validation** under the **Level Data Apps** header. It can take several minutes for the **Level Data State Validation** page to load and when finished several tabs appear. Each tab contains a Validation Rule, Count (potential errors), and Action.

Level Data Apps

[Plugin Details](#)
[RealTime Reports](#)
[State Validation](#)

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 Read to Succeed Address Validation		
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	✓

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How to use Level Data?

When a number appears the **Count** column, a blue **Fix** button appears in the **Action** column. To learn about the **Validation Rule** and associated **Count**, click the **Fix** button.

The **Fix Invalid Data** window opens and contains data elements needed to identify and resolve the error(s). Also included is a green text box explaining why the data is being flagged as an error and a blue **Additional Information** button that contains **Conditions to Resolve** the error(s) and **Field Mapping**.

- Many errors can be corrected directly from within Level Data.
- Some errors must be corrected from within PowerSchool student pages.
- Some errors may be erroneous and can be ignored.
- Some errors are not errors and instead are counts of data being reported.

Review and Correct errors in Level Data weekly.

Validation Rule	Count	Action
Missing/Invalid Universal Screener	5	Fix
Reason for Not Testing/Test Category Mismatch	0	✓
Requested Exclusion/Reason for Not Testing Mismatch	0	✓

Fix Invalid Data

Missing/Invalid Universal Screener

Universal Screener is required and must be a valid value when Grade Level or True Grade is K or 1.

Additional Information

Student Number	School	Last, First	Enroll Status	Grade Level	True Grade	Universal Screener
123456	AGS	Brown, John	Active	0		[Select Universal Screener Status] (Current Value)

Page 1 of 1 | Rows: 10 | [Export](#)

Close Additional Information

CONDITIONS TO RESOLVE:

- Ensure Universal Screener is not blank for students in Grades K or 1.
- Ensure Universal Screener is not blank for students whose True Grade is set to K or 1.
- Ensure Universal Screener contains a valid value (0, 1, or 2).

FIELD MAPPING:

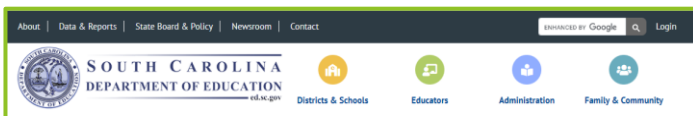
Grade Level	Grade_Level
True Grade	S_SC_STU_X.TrueGrade

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What is the SAS/DQR Portal?

Data validations are available for review in the Data Quality and Reporting (DQR) application located in the SCDE Member Center. DQR provides error reports disaggregated by school and errors type.

Go to the SCDE website: <https://ed.sc.gov/>



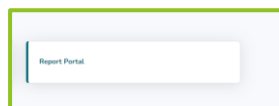
Click on Login: <https://appportal.ed.sc.gov/my.policy>

- Enter your Username
- Enter your Password
- Click Logon
- Then click on the Report Portal App

Application Web Portal

Username

Password



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What is the SAS/DQR Portal?

You will be redirected to a blue login screen for SAS. Login to SAS using your SCDE login credentials.

- Enter your Username
- Enter your Password
- Click Sign In



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What is the SAS/DQR Portal?

You will be redirected to the Data Quality Report (DQR) Portal.

From the menu, click on Data Quality and select Data Quality & Reporting.



Five Validation Types are available to review for errors and include: Teachers, Students, StateID, PowerSchool Setup and Activity

School	Validation Type	Date	Status
0000	Activity Code		05
0000	Act		05

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Errors must be corrected from within PowerSchool.

Some errors may be erroneous and can be ignored.

Review and Correct errors in the SAS DQR Portal weekly.

Unlike Level Data, the SAS DQR Portal does not update in real time. It can take days for corrected errors to clear from the reports.

Login Credentials for the SCDE Member Center and SAS are provided by your District Office (not Cantey).

Josh Findlay

jfindlay@sccharter.org



Student Dropouts

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Student Dropouts

Specific fields must be accurately populated in PowerSchool for Dropout Data Reporting and Dropout Data Collection.

School PS Admins are responsible for:

- being knowledgeable about deadlines for reporting and collections
- being knowledgeable about PowerSchool fields
- accurately coding PowerSchool fields

School Personnel are responsible for:

- providing accurate data to the PowerSchool Admin for coding in PowerSchool
- being knowledgeable about the SCDE's Dropout policies, manuals, and resources

Basic SCDE Dropout references are included in the linked training; however, participation/review of this training does not negate the school's responsibility for being knowledgeable about SCDE Dropout policies, manuals, and resources.

[Student Dropout Training Resource - Summer Training](#)

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SCDE Definition of Terms

DROPOUT: Per the [SCDE Dropout Policies and Procedures Manual](#), 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.

The following criteria clarify and expand the above definition by designating a dropout as an individual who:

- was enrolled in school during the previous school year but did not reenroll at the beginning of the current school year
- was enrolled in school during the previous school year and dropped out, reenrolled at the beginning of the current school year, but left prior to October 1
 - If October 1 falls on a Saturday, report membership on September 30. If October 1 falls on a Sunday, report membership on October 2.
- leaves an elementary or secondary school and enrolls in adult education or a program preparing for the GED (General Educational Development) exam
 - The exception is the case in which the public school system monitors the student's enrollment and reports the student as a dropout if he or she drops out of the program.
- is not temporarily absent due to suspension, long-term illness, or other emergency

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Collection Cycle/Data Collection Timeline

Per the [SCDE Dropout Policies and Procedures Manual](#), every district must submit all completed dropout data [FROM POWERSCHOOL](#) during the SCDE's data-collection upload period. Data Collection periods are outlined on the Data Collection Schedule.

Data Collection Schedule: The 2023-2024 Data Collection Schedule is now available. <https://ed.sc.gov/data/information-systems/power-school/2023-2024-data-collection-schedule/>

- **Data Collection School Deadlines:** Data Collection Deadlines for schools are determined by the District and may differ from the Data Collection Schedule. The District may impose earlier deadlines for schools. The District cannot extend State Data Collection deadlines for schools.
- **Specific Collection Windows for 23-24 (as currently published) are outlined below:**
 - **Current Year Dropout Data:** September 5-22, 2023
 - **Dropout Collection:** October 2 - November 6, 2023
 - **December Dropout Collection:** December 1 - 15, 2023

Collection Cycle: Every district must submit all completed dropout data from POWERSCHOOL during the SCDE's first quarterly data-collection upload period.

Date	Actions
September 6–23, 2022 at 9:00 am	Early Dropout Data Validation
October 1– November 4, 2022, at 9:00 am Your school district's 45 th day	Deadline for Dropout Data Submission
November 16–30, 2022 at 5:00 pm	Early Validation Correction and Review period for PowerSchool/Adult Education Dropout Data
December 1, 2022–December 14, 2022	Deadline for Final Submission of PowerSchool/Adult Education Dropout Data
December 16, 2022	Deadline for Dropout Data Verification Form Submission

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Reporting Dropout Data

Per the [SCDE Dropout Policies and Procedures Manual](#), each school that serves any combination of grades seven through twelve must submit dropout data, even if it has no dropouts to report.

PowerSchool Data Collected: Ensure that the following fields are completed for each student.

- Grade level [Grade_Level]
- Full legal name [Last_Name, First_Name]
- Student's number [Student_Number]
- State ID number [State_StudentNumber]
- Ethnicity [FedEthnicity]
- Gender [Gender]
- Date of birth [DOB]
- Free / Reduced Lunch [LunchStatus]
- English proficiency [Engl_Prof]
- Migrant status [Migrant]
- Homeless [Night_Residence]
- EFA codes
- Exit code [ExitCode]
- Dropout reason code [Dropout_Reason]
- Dropout date [Dropout_Date]

Other Fields: This list of fields is based on the current SCDE Dropout Policies and Procedures Manual (June 2022).

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Check Your Dropout File

A Dropout File is created for your school using the data collected from PowerSchool. The Dropout File is sent to your school to verify.

Other PowerSchool coding errors can contribute to inaccuracies on your Dropout File.

- Duplicate SUNS
- Incorrect student ID numbers
- Duplicate Student Records in your District
- Duplicate Student Records in your School
- Missing race information
- Missing gender information
- Missing birth date information
- Missing grade level information
- Missing dropout reason code
- Missing dropout date
- Missing Moved-to District
- Missing Moved-to School

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Summer Graduate Process

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Summer Graduate Process

Things to Remember:


- Enter any summer school & external grades in Historical Grades
- Exclude student from Class Rank
 - Home > Student Selection > Other Information > Check the Exclude from Class Ranking Box

Exclude From Class Ranking

- Run Class Rank (to update)
 - Home > School >Class Rank (Under Grading Header) > Recalculation Frequency >Recalculate Now > Wait for this to complete before proceeding

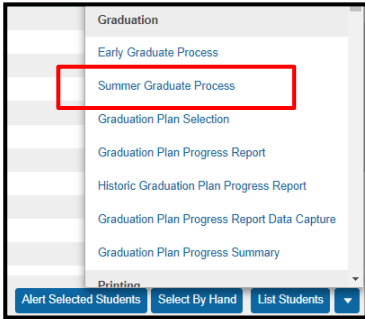
- Print Final Transcripts

Changes Recorded

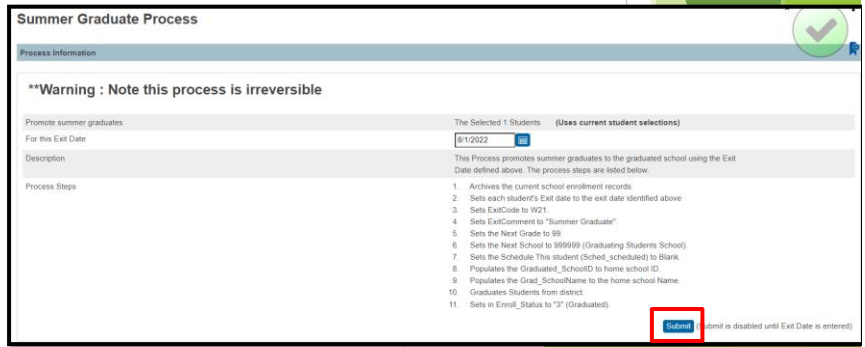
 The changes have been recorded.

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Summer Graduate Process



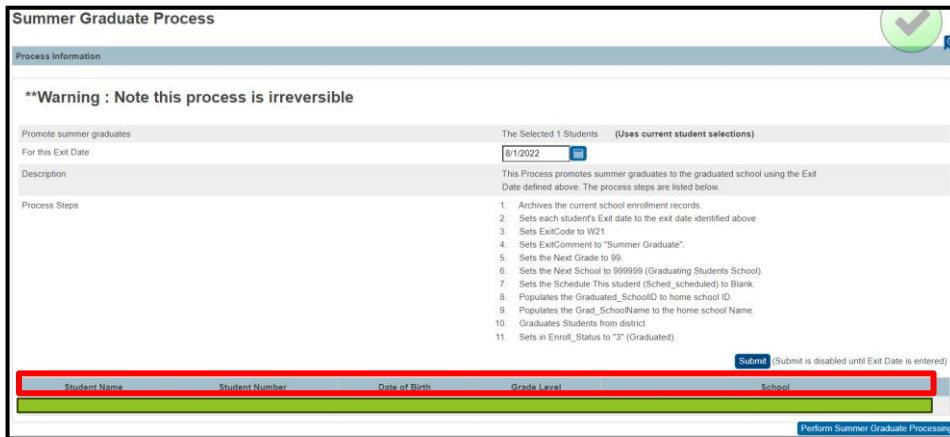
- Select multiple students or choose a single graduate
- In the Functions Dropdown, choose Summer Graduate Process
- Enter the Graduation date in the Exit Date Box & click Submit



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Summer Graduate Process

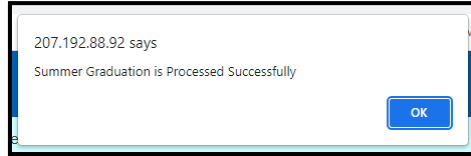
- Your student selection should populate as a list at the bottom of the page, including the selected graduates and their information to include Name, Student Number, DOB, Grade Level and School Name.
- Click "Perform Summer Graduate Process"



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Summer Graduate Process

- This will populate another screen, titled **Begin Graduate Process**. Click the associated button.
- Once you click **Begin Graduate Process**, the process will run and give you a confirmation box that looks like this:
- Press Ok.



- At the bottom of the page, it will show you what student was processed, their grade level and school (Graduated Students)

Student Name	Student Number	Date of Birth	Grade Level	School
Test, Test	33939	07/25/2014	99	Graduated Students

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SCDE Data Collection Schedule

SC Department of Education 2023-2024 Enrich SIS Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
Precode: 4K and 5K First File	July 28, 2023 @ 4:00 pm
Precode: National Assessment of Educational Progress (NAEP)	July 31, 2023 @ 4:00 pm
Precode Data (CogAT/IA)	August 17, 2023 @ 5:00 pm
Precode: 4K and 5K Second File	August 18, 2023 @ 4:00 pm
Precode: S.C. Career Readiness Assessment (WIN Learning)	August 18, 2023 @ 4:00 pm
SEI August Snapshot	August 21, 2023 @ 4:00 pm
Summer School Enrollment Data: CERDEP and Read to Succeed	September 1, 2023 @ 4:00 pm
Current Year Dropout Data	September 5 – 22, 2023 @ 9:00 am
Precode Data (CogAT/IA)	September 8, 2023 @ 5:00 pm

<https://ed.sc.gov/data/information-systems/power-school/2023-2024-data-collection-schedule/>

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Questions?