

October 2023

PS Admin Monthly Newsletter



October 19, 2023

Cantey Resources/Reminders

[Incident Management Reminders/Resources/Required Fields](#) – Verify all attendance is entered, validated and truancy is entered in IM for your school.

[Individual Graduation Plan \(IGP\)](#) – Required entry in PowerSchool for all students grades 8-12. Data will be collected in June 2024.

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

[How to Permanently Store Grades \(Updated\)](#) – Specific guidance and scenarios for storing grades.

[Report Cards](#) – Prepare to run and save report cards at the end of the term. For assistance with report cards submit a ticket to help@canteytech.com.

SCDE Manuals and Resources

[SCDE Course Activity Codes Workbook](#) – SCDE Activity Course Code Workbook.

[SC Program & School Setup Guide](#) – School and Program Setup Guide

[SC School Counselors and Career Specialist Padlet](#) – Information related to Transcripts, Seals of Distinction, etc. provided by the SCDE.

[Student Information System Data Entry Manual](#) – Compilation of information related to PowerSchool fields and data entry.

[SCDE PowerSchool Webpage](#) – The link to the SCDE PowerSchool Webpage which contains information about the Data Collection Schedule, PowerSchool Training, State Reporting Updates, SIS Documents, etc.

[Combined Students Not Tested on Elementary, Middle, and High School Report \(SNTEMHR\) Guidelines](#) – Information guide related to Students Not Tested on State Mandated Testing.

[Early Childhood Information and Requirements](#) – Information, requirements, and fields from the SCDE SIS Manual related to Early Childhood.

Cantey Support Tickets

As a reminder, schools should submit all requests for support to help@canteytech.com. Please do not email, call, or text Team Members directly. This is to ensure that your support requests are handled in a timely manner by the most appropriate member of our team.

When submitting tickets, please include as much information as possible including but not limited to the issue, specific student, or report (if applicable), troubleshooting actions taken, screenshots, etc. The more information we receive in the initial ticket, the less time it will take for us to provide a resolution for your issue.

Should your school have programmatic questions, please contact the appropriate Program Coordinator / Director at the District Office. You may visit the District Website for a listing of [District Staff](#) and their respective roles/titles.

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

QDC 1 Data Reporting and IM – Final Collection - October 27th @ 9:00am

- **SCDE Member Center** - <https://ed.sc.gov/> – Log in weekly and correct validation errors on the Data Quality Reporting (DQR) page. Errors must be corrected within PowerSchool and do not update in real time. Generally, it can take several days for SAS/DQR errors to clear. Information about how to use the SAS/DQR Portal was included in the [August 2023 Monthly Webinar](#) on slides 88 to 90. If you need access to DQR email Destiny Grant at the District Office - dgrant@sccharter.org. Cantey is unable to create or troubleshoot SCDE Member Center accounts.
- **Level Data** – Review and resolve Level Data errors weekly. Level Data errors must be resolved within PowerSchool and are updated in Real-Time. Information about how to use Level Data was included in the [August 2023 Monthly Webinar](#) on slides 86 and 87.
- **School and Section Enrollment Audits** – Review and Resolve Errors - *Home Page > System Reports > Membership and Enrollment Header > School Enrollment and Section Enrollment Audits*
- Submit a ticket to help@canteytech.com for assistance or questions about running reports. Cantey cannot review or verify a school's reports for accuracy. This must be done by the School Administrator or designee.

45th Day

Due October 27, 2023 – EpiCenter Submission

- All funding reports are based on your school's 45th in-session day
- Make sure that the calendar in PowerSchool has the correct 45th in-session day
- If your school requires an extension, please contact Josh Findlay at the District Office.
- **45th Day Reporting Reminders, Information and Guides**
- **Cantey Step-By-Step Guide to 45th Day Reports**
- **SCDE Guide to Running 45th Day Reports**

Precode Reminders

As discussed in the August Webinar, be sure to populate the appropriate fields for [Precode](#), including the Home Room Field on the *Modify Info Student Screen*. It is imperative that your school populates this field consistently in order to prevent any issues with the sorting of your testing materials.

If you have specific questions about combinations or accommodations, please reach out to your School and/or District Testing Coordinator for clarification. Linked is the SCDE [Precode Guide](#) for your use and reference.

PostGraduate Email Field Migration Reminder

The PostGraduate Email field has been migrated from the Student Demographics Page to the South Carolina Student Information Page in PowerSchool.

The screenshot shows a form with the following fields:

- Ninth Grade Code**: A dropdown menu with a description: "The Ninth Grade Code section is for the year in which the student first enrolled in grade nine." Below it is a dropdown menu.
- Postgraduate Student Email**: A text input field.

Universal Screener

Student Selection > State/Province – SC > South Carolina Student Information > Universal Screener

The Universal Screener field is required for all kindergarten and first grade students. Indicate whether your school has assessed the student by using the Universal Screener and if that student was identified as at risk for having reading difficulty.

The screenshot shows a dropdown menu for the Universal Screener field with the following options:

- 0 - Not Screened
- 1 - Screened Identified
- 2 - Screened Not Identified

PowerSchool New User Interface Update

As discussed in Summer Training, the New User Interface is expected to be installed in December, during/around Winter Break. The expectation from the District Office is that when schools return in January 2024, PowerSchool will be updated to the latest version. The [May 2023 Newsletter](#) contained information and resources about this update. If you have time, I encourage you to log in to the test portal and take a look around!

Upcoming Training Opportunities



Ed-Tech: October 24 – 27, 2023

Conference Page: <https://edtech.scaet.org/>

Register Here: <https://edtech.scaet.org/index.cfm/register/>

PowerSchool Master Schedule Building Workshop

WebPage: [Master Schedule Building Workshop \(powerschool.com\)](https://powerschool.com/master-schedule-building-workshop)

Register Here: <https://support.powerschool.com/msbw/register/step1.action>

Dropout Reporting and Data Collection

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.

Current Year Dropout Data runs through September 30, 2023 and should be reported for grade levels seven through twelve (7-12). Linked is the [2023 Dropout Policies and Procedures Manual](#). Review the data Collection Schedule for specific date requirements for each stage of the process.

The dropout date must fall between October 1, 2022 – September 30, 2023. Fields associated with dropouts are:

Grade Level [**Grade_Level**]

Full Legal Name [**Last_Name, First_Name**]

Student Number [**Student_Number**]

State ID [**State_StudentNumber**]

Ethnicity [**FedEthnicity**]

Gender [**Gender**]

Date of Birth [**DOB**]

Free/Reduced Lunch Status [**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**]

[Aveene Coleman Padlet](#)

[SCDE Dropout PowerPoint Presentation](#)

Data Collection Schedule

SEI October Snapshot	October 16, 2023 @ 4:00 pm
45 Day Funding Reports	October 19 – November 7, 2023 @ 4:00 pm
Precode Fall EOCEP	October 23, 2023 @ 5:00 pm
Precode: SC-Alt	November 10, 2023 @ 4:00 pm
Early Validation for December Dropout, IM	November 15 -30, 2023 @ 5:00 pm
SEI November Snapshot	November 20, 2023 @ 4:00 pm
Precode: ACCESS for ELLs	TBD