

# September 2023

## PS Admin Monthly Newsletter



September 21, 2023

### Cantey Resources

[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](#) – Specific guidance and scenarios for storing grades.

### SCDE Manuals and Resources

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

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

[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.

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

## Parent Military Status

*Please ensure that your school is collecting and populating the appropriate values in PowerSchool pertaining to **Parent Military Status**.*

*This information should be populated by selecting your student > State Province – SC > South Carolina Student Information > Parent Military Status.*

*The options available are as follows:*

*(blank) – Neither Parent nor Guardian is serving in any military service.*

*01 – A Parent or Guardian is serving in the National Guard but is not deployed.*

*02 – A Parent or Guardian is serving in the Reserves but is not deployed.*

*03 – A Parent or Guardian is serving in the National Guard and is currently deployed.*

*04 – A Parent or Guardian is serving in the Reserves and is currently deployed.*

*05 – A Parent or Guardian is serving in the military on active duty but is not deployed.*

*06 – A Parent or Guardian is serving in the military on active duty and is currently deployed.*

*07 – The student's Parent or Guardian died while on active duty within the last year.*

*08 – The student's Parent or Guardian was wounded while on active duty within the last year.*

# Updates & Reminders

## District Ethnicity Updates

Below is an update from the District Office pertaining to Federal Ethnicity and Scheduling/Reporting Ethnicity.

If a student is marked as Hispanic in Federal Ethnicity on the Demographics Page in PowerSchool, he/she must also be marked as Hispanic in the Scheduling/Reporting Ethnicity Page, regardless of what is included in the race field.



If you have any questions about this, please contact Josh Findlay – [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org) - at the District Office.

## Level Data/SAS Reminders

It is imperative that every school review and resolve their Level Data and SAS errors weekly. If you do not have a login for the DQR/SAS Portal, please reach out to Destiny Grant – [dgrant@sccharter.org](mailto:dgrant@sccharter.org) at the District Office to request and obtain credentials. If you have any questions about an error within either of the above-mentioned platforms, please submit a support ticket to [help@canteytech.com](mailto:help@canteytech.com).

## Plugin Reminder

As a reminder, Cantey is unable to approve or troubleshoot Plugins. All Plugins must be requested from, reviewed by, and approved at the District Level. Please contact Josh Findlay – [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org) - for assistance with plugins. The district is working on a Plugin Policy to streamline this process.



## Attendance Reminder

Daily attendance for grades K-5 and meeting attendance for grades 6-12 is **required** by the SCDE. You may view Teacher Attendance Status by navigating from the *Start Page* > *Attendance* > *Teacher Attendance Submission Status* > *Select the appropriate parameters* > *Click Submit*. This report will give you a snapshot of which teachers have taken attendance, taken partial attendance and who has not taken attendance at all based on the date that was entered in the parameters for the report.

## Legal Name/Gender Field Reminders

As a reminder, it is a daily requirement that school level PS Admins ensure that **all** students have a Legal Last Name, Legal First Name and Legal Gender populated. Failure to populate these fields before the close of business each day causes the nightly Enrich Process to fail.

## Address Validation Reminder

Please remember to validate all student and staff addresses. You can batch validate student addresses and mailing addresses from the Address Tab within the Level Data Validation Tool or you can manually perform this process when enrolling students. Address validation is not optional and is a requirement.

## Course Name Project Update

The Course Name Update Project has been completed for High School and Dual Enrollment Course Codes. The changes made reflect the course names as provided in the SCDE Activity Coding Workbook.

## Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
QDC 1 (district's 45 <sup>th</sup> day), IM	September 20 – October 27, 2023 @ 9:00 am
Precode: National Assessment of Educational Progress (NAEP)	September 20, 2023 @ 4:00 pm
Dropout Collection	October 2 – November 6, 2023 @ 9:00 am
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

## QDC 1 Data Reporting and IM – Final Collection - October 27<sup>th</sup> @ 9:00am

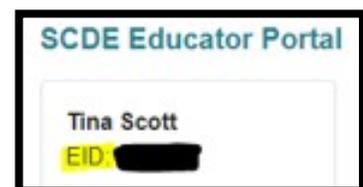
- **SCDE Member Center** - <https://ed.sc.gov/> – Log in weekly and correct validation errors on the Data Quality Reporting (DQR) page. Errors must be corrected within PowerSchool and do not update in real time. Generally, it can take several days for SAS/DQR errors to clear. Information about how to 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](mailto: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](mailto: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.

## Precode Reminders

As discussed in the August Webinar, be sure to populate the appropriate fields for [Precode](#). 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.

## Educator ID Reminder

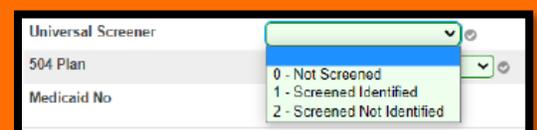
*Select Staff > Information > Educator ID* - As a reminder, Educator IDs are **required** in PowerSchool for all paid teachers. Educator IDs are not the same as a Teacher's Certification Number. PS Admins must communicate to Teachers that it is their responsibility to obtain and provide their Educator ID to the School. Educator IDs can be obtained by the teacher navigating to the [My SC Educator Portal](#) on the SCDE Website. First-time users will need to create an account by clicking "Register for User Account." Returning users sign in using their credentials. There is a "forgot password" link as well. Once the teacher is logged in, the Educator ID will be shown in the top left corner near their name as shown below.



## 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.



## 45<sup>th</sup> Day

### Due October 27, 2023 – EpiCenter Submission

- All funding reports are based on your school's 45<sup>th</sup> in-session day
- Make sure that the calendar in PowerSchool has the correct 45<sup>th</sup> in-session day
- [45<sup>th</sup> Day Reporting Reminders, Information and Guides](#)
- [Cantey Step-By-Step Guide to 45<sup>th</sup> Day Reports](#)
- [SCDE Guide to Running 45<sup>th</sup> Day Reports](#)

## Annual PowerSchool Security Check-Up

PowerSchool (PS) is the current Student Information System (SIS) provided to school districts by the South Carolina Department of Education (SCDE) and is the main source for student data. Student data contains sensitive data, such as health information and personally identifiable information. This data must be kept confidential and secure.

Each SCPCSD school is responsible for maintaining school-level staff access to PowerSchool. To promote confidentiality and security, each SCPCSD school must account for their PS Admin users by verifying each user's Default Group and associated permission levels. Included [here](#) is a link to the Guidance on how to review your school's Security Permissions. There is an EpiCenter Submission associated with this task.

## Placeholder Teachers in PowerSchool

The district understands each year as schools prepare to welcome students, there are often unfilled teaching positions that require the use of Placeholder Teachers. In the past, there have not been specific instructions on how the district would like this to be handled. The district has approved the use/creation of Placeholder Teachers in the following manner:

Schools may create a new staff account and name it according to the position the new staff member will be filling. If a school knows they will be hiring an English Teacher, the nomenclature would be "TBD School Initials, English." Once the new teacher is hired, that record would be updated to reflect the Last Name, First Name and other required information of the new hire.

If a teaching change happens mid-year, the school would create an account for the new hire. Within the section, the **Teacher – Section Lead** values would need to be updated. By clicking add, you can choose an End Date for the previous teacher, select the new teacher from the dropdown and choose a Start Date for this teacher in this section. The end date should default to the last date of the term.



Staff	Role	% Allocation	Start Date	End Date	Actions
One, Teacher	Lead Teacher	100	08/09/2023	10/01/2023	[Add] [Edit] [Delete]
Two, Teacher	Lead Teacher	100	10/02/2023	01/16/2024	[Add] [Edit] [Delete]

## 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)

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

**SCDE Incident Management 101 Webinar:** September 28, 2023, 10:00am – 12:30pm

**Register Here:** [Webinar registration | Microsoft Teams](#)

## 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](#)

## Coding of Instruction Type in PowerSchool – Due October 20, 2023

Population of Instruction Type in PowerSchool is required. [Linked](#) is a resource containing information about Instruction Type Requirements. You may also review the [SCDE SIS Data Entry Manual](#) for additional information.



As a reminder, submit all requests for support to [help@canteytech.com](mailto:help@canteytech.com). Please do not email, call, or text Team Members directly. This is to ensure that your 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.