November 2023
PS Admin Monthly Newsletter

November 16, 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. Recent updates to include Columns O and Z.

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.

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

Data Check Reminders

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.

Contacts Update

According to information recently requested and received from the Enrich Team, the Enrich platform is no longer using SC Contacts 1 and 2 to pull parent information for IEP's. Enrich has migrated to utilize PowerSchool Unlimited Contacts based on feedback received from the SCDE.

Moving forward, please ensure you are populating parent contact information using the Contacts Page (Under the Information header).

Your school should be starting to plan for next year's master schedule. It is important to begin thinking, planning, and making preparations early!

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.

Seals of Distinction

The 2023-2024 South Carolina Seals of Distinction Overview and Guidelines are now available on the Padlet. This document guides the identification, verification, coding, and awarding of the Seals of Distinction. Essential information, including students' post graduate email address, Parchment accounts, and district responsibilities, is presented in this document. In addition, the SCDE Office of Research and Data Analysis created a quick video showing how to enter students' EARNED Seals of Distinction. Linked is the SCDE's Padlet for School Counselors and Career Specialists.

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]**

As a reminder, it is a requirement for schools to populate the appropriate **Exit Code**, **Moved to District** and **Moved to School** as students withdraw and transfer out of your school.

Aveene Coleman Padlet
SCDE Dropout PowerPoint Presentation

Incident Management/Truancy Reminders

Schools should code attendance in real-time. When a student meets the criteria outlined by the SCDE for Truancy, an Incident must be created in Incident Management. An Intervention Plan is always the appropriate initial action for a student who meets the definition of Truant and Classroom is the appropriate location. When a student reaches the status of Habitual Truant, or Chronic Truant the initial incident in Incident Management should be updated accordingly to reflect the additional levels of truancy. Additional information on Incident Management and Truancy can be found here.

Data Collection Schedule

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
December Drop-Out Collection	December 1 – 15, 2023 at 9:00 am
Precode: S.C. Career Readiness Assessment	December 8, 2023 @ 4:00 pm
SEI December Snapshot	December 18, 2023 @ 4:00 pm