

January 2024

PS Admin Monthly Newsletter

January 18, 2024

Cantey Resources

[Incident Management Reminders/Resources/Required Fields](#) – Verify attendance is accurately coded and truanancies are entered in IM.

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

[Local Board Approved Course Codes](#) – Submit your requests to the District Office for Local Board Approved Course Codes for the 2024-2025 School Year no later than **May 1, 2024**.

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 Assessments.

[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!

New User Experience Links and Resources

Below are several links that contain helpful information about navigating the New User Interface.

[NUE Helpful Information](#)

[NUE Crosswalk](#)

PowerSchool Data Reminder

When you are working in PowerSchool modifying, removing, and updating data fields, please be mindful of the changes you make. There is no easy way to restore data that is inadvertently deleted or overwritten. The only way to restore the data is for someone at the school level to manually re-enter the data. We have recently had a rise in tickets regarding missing/overwritten data.

SCDE Climate Survey

The Student and Teacher Climate Surveys are a rated metric in the school accountability system. The student and teacher climate surveys will be issued and collected through the PowerSchool Ecollect system. Participation in the survey can impact the rating values your schools receive. The teacher and student surveys are controlled for continuous employment or enrollment, respectively. The participation target is 80 percent of the identified populations. The eligibility criteria are listed in the accountability manual. The teacher and student surveys will be open February 26, 2024, through April 12, 2024. All students grade 3 through 12 must be offered the opportunity to participate in the survey. The SCDE memo, Dated December 12, 2023, is linked [here](#) for your 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](#).

Data Check Reminders

SCDE Member Center – 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 the SCDE Member Center email Destiny Grant - dgrant@sccharter.org at the District Office 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 by navigating from the *Home Page > Data and Reporting > Reports > System Reports > Membership and Enrollment Header > School Enrollment and Section Enrollment Audits*

Submit a ticket to help@canteytech.com if you need PowerSchool support addressing errors. Cantey cannot review or verify a school's reports/audits for accuracy. This must be done by the School Administrator or designee.

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. For a student that withdraws, the appropriate Action is *Withdrawal Prior to Intervention*. 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](#). As a reminder, your school's Incident Management Truancy Count should match or closely match your SC41 Truancy School Detail Report.

Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
QDC 2, IM	December 18 – January 26 @ 9:00 am
SEI January Snapshot	January 15, 2024 @ 4:00 pm
Precode: SC Ready Print collection	January 19, 2024 @ 5:00 pm
SEI February Snapshot	February 19, 2024 @ 4:00 pm
Precode: SC READY Precode Final File	February 26, 2024 @ 5:00 pm

Civil Rights Data Collection (CRDC)

Civil Rights Data is collected annually and requires specific fields to be populated in PowerSchool.

- **Sections** – School Management > Courses and Programs > Course Sections > Click Course Name > Section # > Scroll to Civil Rights Data Collection (CRDC) Link
- **Teachers** – Search and Select Teacher > Staff Profile > Staff Details: Demographics > Civil Rights Data Collection (CRDC) Link
- **Students** – Search and Select Student > State/Province – SC > Civil Rights Data Collection (CRDC) Link

90th Day Reporting – Start Page > Data and Reporting > Reports > Compliance Reports

As a reminder, when running your 90-Day Reports, DO NOT create and/or select extracts. Your school's 90th Day Reports (SC02 (if applicable), SC06, SC28 and SC34) are due in EpiCenter on or before January 25, 2024. QDC 2 closes on January 26, 2024 @ 9:00am. Linked is a resource to help you through [90th Day Reporting](#).

SCDE Privacy and Security Page Update

In December 2023, the SCDE requested an update to the Privacy and Security Page in PowerSchool to include a new field titled, "Higher Education Information Opt-Out."

Under the Every Student Succeeds Act (ESSA), upon request of a military recruiter or institution of higher education, each local educational agency (LEA) receiving assistance shall provide access to the name, address, and telephone listing of each secondary student served by the LEA, unless the parent has submitted a prior written request that the listing not be released. LEAs must notify parents of this option. 20 U.S.C. § 7908.



The screenshot shows the "Privacy and Security" page in PowerSchool. At the top, there is a navigation bar with tabs for: Contacts, Chronic Absenteeism, Truancy, CTE, Early Childhood, SC Student Information, MLP, Read To Succeed, Precode, Students Not Tested, Transport, Work-Based Learning, and Privacy and Security. Below the navigation bar, there are three opt-out options, each with a checkbox: "Directory Information Opt-Out", "Military Recruiting Information Opt-Out", and "Higher Education Information Opt-Out". A "Submit" button is located at the bottom right of the form.

Ed-Fi

As a reminder as discussed during Summer Training, beginning in the 2024-2025 school year, Ed-Fi will replace Enrich as the data transmission tool that the SCDE utilizes to move data from PowerSchool up to the SCDE. This will require data accuracy, otherwise your school's data will not be published, and move up to the SCDE. Ed-Fi will directly affect your school's funding.

Ninth Grade Code (9GR) Reminder

Ninth Grade Code must be completed (entered in PowerSchool) for students beginning their first year of ninth grade. Its value is the two-digit year of the spring semester. Once this code is set, it remains the same and should not be modified. *Example:* a student first receiving ninth-grade instruction in 2023-24 will have a Ninth Grade Code of 24. Additional information about Ninth Grade Code can be obtained [here](#) beginning on Page 9.

Upcoming Training Opportunity - [PSUG Southeast – May 6-9, 2024](#)

A PowerSchool User Conference put on BY PowerSchool users from districts all over the Southeast is what you will be a part of when you attend the 2024 PSUG-Southeast Conference. Attend sessions put on by fellow PowerSchool users that will give you a real world view on how others are using PowerSchool in their districts.

Please note: While PowerSchool Group, LLC supports our events and will be in attendance at our conference, this is NOT a PowerSchool event. These conferences are put on "BY" PowerSchool users "FOR" PowerSchool users. Click [here](#) for additional information.

