April 2024
PS Admin Monthly Newsletter

Public Charter SCHOOL DISTRICT

cantey TECH CONSULTING

Incident Management Reminders/Resources/Required Fields – Verify attendance is accurately coded and that truancy and discipline incidents are entered in IM.

Completion of Student IGPs – Required entry in PowerSchool for all students grades 8-12. Data will be collected on **June 13, 2024 @ 4:00pm**.

Local Board Approved Course Codes – Submit your requests to the District Office for Local Board Approved Course codes no later than **May 1, 2024**.

Upcoming Training Opportunities - A compilation of upcoming training opportunities available to school level PS Admins.

Overview of Years and Terms, Periods, etc. – A Cantey resource containing information about Years and Terms, Periods, Cycle Days, Bell Schedule, etc. to assist with setup for the 2024-2025 School Year.

End of Year Preparation & Responsibilities – A Cantey resource containing information on End of Year Processes and Responsibilities.

Pre-Registering Students – Resource containing information on enrolling students for the 2024-2025 School Year.

SCDE Manuals and Resources

SCDE Course Activity Codes Workbook – SCDE Activity Course Code Workbook.

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

SCDE PowerSchool Webpage – SCDE PowerSchool Webpage contains 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.

Seals of Distinction Overview and Guidelines – This document guides the identification, verification, coding and awarding of the Seals of Distinction.

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

Ed-Fi

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 This will require data accuracy, otherwise your school's data will not be published, and move up to the SCDE.

With Ed-Fi, inaccurate data will directly affect your school's funding. Linked is information pertaining to the tasks that Ed-Fi will require school level PS Admins to complete. It is recommended that you begin looking at your data now and reconciling data errors in Level Data weekly or even more frequently.

With Ed-Fi, schools will be required to be on top of their data in PowerSchool. The best way to do this is to clear your Level Data errors as they arise. The SCDE has partnered with Level Data to implement new validations to aid in this transition and allow both schools and districts to be successful.

CTE/CATE Coding – Data Collection - QDC 4 – Collection closes June 13, 2024

Home > Student Selection > Compliance > Student Details: CTE

The collection, analysis, and reporting of Career and Technical Education (CTE) data is required in order to fulfill state and federal accountability requirements for enrollment, placement, planning, and allocation of funds to local school districts for the support of CTE programs and courses.

SCDE Climate Survey – Extended through April 26, 2024

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 school receives. 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 26, 2024 (Originally April 12, 2024)**. All students in grades 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. Cantey has also created a resource to assist with navigating the Climate Survey and adding Parent/Student Portals.

Work Based Learning (WBL)

Schools must populate student participation in Work-Based Learning on the WBL page in PowerSchool. Processes should be in place at each school to ensure that all Work Based Learning experiences and Career Readiness Qualifiers are captured and reported accurately. Information and guidance related to Work Based Learning is linked here.

Data Checks

Remember to review and resolve errors within the SCDE Member Center, Level Data, School Enrollment Audits and Section Enrollment Audits weekly. Specific instructions on navigating each of these platforms have been included in prior newsletters. The February Newsletter is linked for your reference. Should you need assistance resolving errors, submit a ticket to help@canteytech.com.

EFA Code Reminder

Continue to review and ensure that all EFA codes are correct in PowerSchool. This includes SPED, Vocational and Homebound EFA codes. If you have students that took Vocational Courses in Semester 1 and not in Semester 2 or vice versa, the student's EFA Code should reflect accordingly. For example, a Regular Education student who only took VOC courses in Semester 2, would have an EFA code similar to the screen capture below.

Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4	EFA 5	EFA 6	EFA 7	EFA 8	EFA 9	EFA 10
08-14-23	01-07-24	HS									
01-08-24		VOC	HS								

Data Collection Schedule

Data Being Collected	Dates (dates may be updated)
CTE Placement (prior year data)	April 1- 19, 2024 @ 4:00 pm
SEI April Snapshot	April 15, 2024 @ 4:00 pm
QDC 4, IM, IGP (Submit **before** completing the end of year rollover process)	May 15 – June 16, 2024 @ 9:00 am
SEI May Snapshot	May 20, 2024 @ 4:00 pm
First Days of Testing Data/SEI Snapshot	May 29, 2024 @4:00 pm
Graduate List – Spring Graduates	TBD
Students Not Tested (All appropriate tests)	June 16, 2024 @ 4:00 pm

Civil Rights Data Collection (CRDC)

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

- **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 > Compliance > Civil Rights Data Collection (CRDC) Link
- **School** - School Management > Compliance > Civil Rights Data Collection (CRDC)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' education records (records that contain information directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution).

- FERPA provides parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (becomes an "eligible student") or attends a school beyond the high school level.

- Generally, **schools** must have written consent from the parent or eligible student to release information from a student's education record; however, FERPA allows disclosure to certain parties without written consent under certain conditions, to include persons with legitimate educational interest.

- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Prior to disclosing this information, however, schools must inform parents and eligible students regarding directory information and allow them a reasonable time to "opt out" (request that the school not disclose the information).

  Your School should have a **policy** in place when working with PowerSchool data, such as permissions, passwords, and distributing student data. For more info, see the SCDE FERPA Webpage.

Grad Rate Planning Worksheet

The SCDE has communicated to Districts that beginning with the current school year (2023-2024) and moving forward, information pertaining to Graduation Rate will transmit from PowerSchool through Ed-Fi by way of the newly implemented Graduation Rate Worksheet. This worksheet was recently added to PowerSchool during a State Reporting Update and can be viewed by *Searching and Selecting a Student > Compliance > Student Information > Graduation Rate Worksheet*.

As previously communicated, all actively enrolled high school students were pre-populated with a Denominator Value of "Yes." It is the school's responsibility to verify that the values are populated for current students, update the value as necessary for current students, and populate the appropriate value for new students who enroll in their school in grades 9 through 12. Linked are several resources recently provided to PS Admins and School Leaders.

Cohort Worksheet Maintenance in PowerSchool
Email Guidance to PS Admins – Josh Findlay
Additional Email Guidance to PS Admins – Tina Scott

Contact Information: All Students – District Deadline May 1, 2024

- As required by the SCDE, and communicated to PS Admins via email, all Students must have at least one contact with "Has Custody" and "Lives With" checked under Contact Management.
- Level Data added a validation so that you may review your student data related to these fields.
- Level Data Apps > Data Validation > Contacts Reports > Page 2.

Students with No Contacts Marked as Has Custody
Students with No Contacts Marked as Lives With
Students with No Contacts Marked as Lives With or Has Custody

Employability Credential Information

Student Selection > Compliance > South Carolina Student Information Page

Special Education Directors or Coordinators (or designated staff) will need to ensure that the appropriate PowerSchool administrators within the district know **which students should be coded** as seeking the South Carolina High School Employability Credential so that they can be coded appropriately.

- **Post-Graduate Student Email** (Under Ninth Grade Code Header)**:** Enter an email not associated with school (Personal Contact Email)

Postgraduate Student Email	test@gmail.com

- **Seeking Employability Credential** (For Transcript) Checkbox (under Academic Goals Header)

Seeking Employability Credential (for Transcript)	☑

- **Employability Credential Date** (under Earned Header)

    Note that these students will not yet have met all requirements, but the "Employability Credential Date" field is still required, as it is needed to generate student rosters for paper credential ordering.

Employability Credential Date	05/21/2024

- **Employability Credential Earned (under Earned Header) – *coded by May 31, 2024***

Employability Credential Earned	☑

SC High School Employability Credential Issuance School Year 2023-2024
Employability Credential Issuance 2023 & Data Entry
SCDE Employability Credential (SCHS) Page
SCDE How to Code Employability Credential in PowerSchool: Video

Upcoming Tasks/Reminders

- Final Transcripts – Must be saved/archived/printed no later than June 15, 2024
- Class Rank – Must be saved/archived/printed no later than June 15, 2024
- Remember to code Incidents, both behavior and truancy, using the Incident Management feature in PowerSchool. Incidents should be entered in real-time.

Students Not Tested

The Students Not Tested Process and Data Collection is used to identify ALL eligible students who did not test on one more of the appropriate assessments. This Data Collection directly affects your School Report Card. Linked are both the SCDE SNT Guidelines and a Cantey SNT Resource. Work with your School/District Testing Coordinator to ensure all students are correctly coded in PowerSchool.

Transcripts and Class Rank Reports

Both Final Transcripts and Class Rank Reports must be calculated, ran, and saved annually on or before June 15th. This is a SCDE/CHE Requirement that the District Office may not change or grant an extension for. These reports directly impact students and their Scholarship eligibility. After transcripts are saved and class rank reports have been run, there should be no change to Historical Grade entries in PowerSchool. Transcripts should not be reprinted from PowerSchool after June 15 (or whatever date your school completes this process). Linked is a resource containing information on Transcripts and Class Rank.