December 2023
PS Admin Monthly Newsletter

December 21, 2023

Public Charter SCHOOL DISTRICT

cantey TECH CONSULTING

PowerSchool

Cantey Resources

Incident Management Reminders/Resources/Required Fields – Verify attendance is accurately coded and truancies 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 Testing.

Early Childhood Information and Requirements – Information, requirements, and fields from the SCDE SIS Manual related to Early Childhood.

New User Experience

The New User Interface was enabled for all users on Friday, December 15, 2023. We encourage you to utilize the resources provided to aid in the transition to the new platform.

Navigating the New User Interface will be a learning experience for all involved, including the Cantey Support Staff. We request your patience during this transition. When you submit requests for support, please be sure to include screenshots and any pertinent information that will aid our Team in troubleshooting your issue.

NUE Helpful Information

NUE Crosswalk

Both the District and Cantey are here to support you during this transition. Should you have any questions, please submit a ticket to help@canteytech.com.

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

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.

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 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.

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

Precode: S.C. Career Readiness Assessment	December 8, 2023 @ 4:00 pm
SEI December Snapshot	December 18, 2023 @ 4:00 pm
QDC 2, IM	December 18 – January 26 @ 9:00 am
SEI January Snapshot	January 15, 2024 @ 4:00 pm
Precode: SC READY Print File	January 19, 2024 @ 5:00 pm
SEI February Snapshot	February 19, 2024 @ 4:00 pm

Early (Winter) Graduates

In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

- Student Must be in PowerSchool
- Diploma Ordered Code & Diploma Type must be F – State of SC Diploma
  - o PowerSchool Home > Student Selection > Compliance > South Carolina Student Information
- Exit / Graduation Date fields must be in the range currently being processed
  - o For Winter Graduation 2023-2024 dates should be between August 22, 2023 and February 9, 2024
- Grade Level must be 10, 11, 12 or 99
- Verify spelling of the student's full name (First, Middle, Last)
  - o If the student's name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS (as well as PowerSchool)
- Remember, Early Graduates must be excluded from Class Ranking. To do this in PowerSchool, select the student and navigate to the Other Information Page. Check "Exclude From Class Ranking" and save by clicking Submit.
- Note: Before you run transcripts, you will have to re-run Class Ranking manually. This includes anytime you add an Early Grad (by updating "Exclude from Class Ranking."
- To use the Early Grad Function, select your student(s). From the Start Page, on the left-hand navigation menu, choose *School Enrollment > Early Graduate Process*. Populate the appropriate Exit Date for the student(s) > Click Submit.

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

As a reminder, when running your 90-Day Reports, DO NOT create and/or select extracts.

End-of-Term Reminders/Recommendations

- Set grading deadlines for teachers
- Set Lock Reporting Term Settings (Recommended) – *School Management > Academics > PowerTeacher Pro: Lock Reporting Terms Settings*
- Teacher Grade Verification Forms
- Permanently Store Grades
- Calculate Honor Roll (if applicable)
- Run Report Cards (if applicable)
- Update Quick Lookup Preferences (If needed) – *School Management > Academics > Set Current Grade Display*
- Update/Run Class Rank Reports (if applicable)

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.