



February 2024 PS Admin Monthly Newsletter

February 15, 2024

Cantey Resources

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

[School Level IGP Setup](#) – Information regarding the setup of the IGP Platform at the school level.

[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 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!

Upcoming Training Opportunities

[Linked](#) is a compilation of upcoming training opportunities available to school level PS Admins.

QDC 3 and Incident Management

Resources related to QDC 3 and Incident Management are [linked](#) for your reference. This document includes specific fields related to QDC3 and Aveene Coleman's Incident Management Trainings and Documentation. Please share these resources with the individual(s) at your school who are responsible for entering data into the Incident Management portion of PowerSchool.

135th Day Resources

Resources and instructions for running your school's 135th Day Reports are [linked here](#). For questions or assistance, please submit a ticket to help@canteytech.com.

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 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 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.

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. 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 account issues.

Level Data – Review and resolve Level Data errors weekly. Level Data errors must be resolved within PowerSchool and are updated in Real-Time.

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.

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. 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)
SEI February Snapshot	February 19, 2024 @ 4:00 pm
Precode: SC READY Precode Final File	February 26, 2024 @ 5:00 pm
QDC 3 (on district's 135 th day), IM, IGP	March 4 – April 4, 2024 @ 9:00 am
SEI March Snapshot	March 18, 2024 @ 4:00 pm
Precode: Spring EOCEP Final File	March 19, 2024 @ 5:00 pm
135 Day Funding Report	March 25 – April 16, 2024 @ 4:00 pm
CTE Placement (prior year data)	April 1- 19, 2024 @ 4:00 pm
SEI April Snapshot	April 15, 2024 @ 4:00 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 > Compliance > Civil Rights Data Collection (CRDC) Link

Contact Information: Specifically Students with IEPs

- IEP Students will need to have at least one contact with “Has Custody” and “Lives With” checked under Contact Management for the new EdPlan System that is replacing Enrich.
- Enrich is currently pulling from Contact Management.
- When Enrich is phased out, EdPlan is set up to pull data from Contact Management, which requires the above fields to be populated.
- There is a new Level Data Validation available. Level Data Apps > Data Validation > Contacts Reports > Page 2.

Students with No Contacts Marked as Has Custody	93	List
Students with No Contacts Marked as Lives With	91	List
Students with No Contacts Marked as Lives With or Has Custody	91	List

CTE/CATE Coding – Data Collection (QDC 4 – 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.

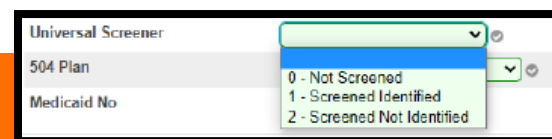
[Career and Technical Education \(CTE\) Student Reporting Procedures Guide](#) – Pages 15-18 include PowerSchool Exports to validate data.

[Cantey Documentation related to CTE Student Reporting](#)

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](#).

Universal Screener



Universal Screener	
504 Plan	
Medicaid No	
	0 - Not Screened
	1 - Screened Identified
	2 - Screened Not Identified

Student Selection > Compliance > 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. This information must be populated in PowerSchool so that it may be collected as a part of the QDC4 data collection scheduled for June 13, 2024 @ 9:00am.

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. [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.

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.

Precode Reminder

As a reminder, the deadline for inputting data into PowerSchool for the final SC Ready Precode file is February 26, 2024 @ 5:00pm and the deadline for Spring EOCEP is March 19, 2024 @5:00pm. Please be sure that your student Home Room field (Select Student > Student Profile > Modify Info) is populated appropriately and that you are working with your SPED and Testing Coordinators to be sure student accommodations are correctly identified and entered into PowerSchool.

Geocoding Addresses - Start Page > Student Selection > Student Profile > Demographics

All addresses must be validated by your school's 180th day. Click **Validate** under Home Address; If Mailing Address Matches, hit copy and it will copy the Geocode from Home Address.

Home Address
Street, Apt/Suite: 1234 Main Street
City, State, Zip: Sunny Side, South Carolina (SC), 29000
Geocode: [Validate]

Mailing Address - Copy from Home Address
Street, Apt/Suite: 1234 Main Street
City, State, Zip: Sunny Side, South Carolina (SC), 29000
Geocode: [Validate]

Geocode: 34.11495, -80.90215

LEVEL DATA
Address Validation
Entered Address: 1234 Main Street, Sunnyside, SC 29000
Validated Address: [Redacted]
Geocode: 34.79217, -82.19656
ZIP Format: 9-Digit, 5-Digit
Letter Case: Title, UPPER
Buttons: Open District Boundary Map, Cancel, Accept

Search for Missing Geocodes: **Geocode=**

Winter Diploma Ordering

Winter Diploma Ordering has been extended through Wednesday, February 14th. Counselors and Principals must verify all graduates within 10 days of graduation. When verifying your list, select 2023-24 Winter. If you do not see your list, click "Append List From Order." Remove from your list any student who did not graduate. To do this, click the "Remove" button. To edit a name, click the "Edit" button. Once you verify your list, submit it to your Principal. Ensure that ALL students are coded with "F" in the Diploma Earned field in PowerSchool and are moved to Graduated Schools, so that your district does not receive funding illegally for students who are no longer enrolled. Make sure your Entry Dates and Exit Dates are correct. Directions for moving Early Graduates to Graduated Schools (previous PowerSchool interface) are linked [here](#).

Spring Diploma Ordering

Spring ordering opens on February 16. Directions for PowerSchool coding and ordering are linked [here](#). If you receive an email when trying to log on to the Member Center that states, "Your session cannot be established," email Laura McNair (lmcnair@ed.sc.gov) to reset your password. When ordering diplomas, use Spring Batch, first verify your information, and click "Continue." **Your Spring transcripts and diplomas must state the 180th day.** Any students who graduated before the 180th day are early graduates and will not receive rank. Remember you will not order diplomas for non-diploma track and Employability Credential students. Employability Credential diplomas are ordered separately.