



March 2024 PS Admin Monthly Newsletter

March 21, 2024

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

[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. **District Deadline – April 16, 2024 @ 4:00pm**

[Upcoming Training Opportunities](#) - A compilation of upcoming training opportunities available to school level PS Admins.

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.

SCDE Climate Survey Closes April 12, 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 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.

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

QDC 3 and Incident Management – Collection Closes April 4, 2024 @ 9:00am

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.

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.

CTE Placement (Prior Year Data) – Collection closes April 19, 2024 @ 4:00pm

Home > Student Selection > Compliance > Student Details: CTE

School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53-160) and by State Board of Education Regulation 43-234 to survey their CTE completers ten months after graduation to determine their placement status regarding employment, postsecondary education, or military service. The survey records should contain sufficient information to allow for the verification of all reported placements.

[2023-24 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](#)

To enter Prior Year CTE data into PowerSchool for students who have graduated, schools may use the ***as_of=** function. To use this function, the school will need to choose a date that they know the students were enrolled on. For example, if a school’s last day in the 2022-2023 school year was May 26, 2023, and the school knows that the graduated students were enrolled on the last day of school, the school could use the search function **/*as_of=05/26/2023**.

When using this search criteria, a listing of all students that were enrolled in your school as of that date should display. You would then need to *choose the student from the list (grade level should display 99) > Compliance > CTE > Populate appropriate data > Click Submit > Click back on the CTE Page and review data to ensure it saved*. If this does not save, please submit a ticket to help@canteytech.com.

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 Collection Schedule](#)

Data Being Collected	Dates (dates may be updated)
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

EFA Code Reminder

Review and ensure that all EFA codes are correct prior to running 135th day reports. 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 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.

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** - Compliance > Civil Rights Data Collection (CRDC)

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. **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.

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](#)

Academic Assistance File Update

The district received and imported the Academic Assistance file on March 19, 2024. Please be sure to run the SC24 Add-On Weightings Update Process prior to running any of your Add-On Weighting Reports.

If you have already run your 135th Day Funding Reports and submitted them prior to the Academic Assistance file being imported, you will be required to re-run and resubmit your 135th Day Funding Reports to ensure they are accurate.

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)

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

Seeking Employability Credential (for Transcript)	<input checked="" type="checkbox"/>
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- **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
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- **Employability Credential Earned** (under Earned Header) – *coded by May 31, 2024*

Employability Credential Earned	<input checked="" type="checkbox"/>
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[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](#)

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