

# June 2024 PS Admin Monthly Newsletter



June 20, 2024

[Incident Management Reminders/Resources/Required Fields](#) – Verify attendance is accurately coded and that truancy and discipline incidents are entered in IM without error.

[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.

[Pre-Registering Students](#) – Resource containing information on enrolling students before the Roll Over for the 2024-2025 School Year.

[New Staff Entry](#) – Cantey resource containing information on New Staff Entry, Teacher Credentials and Logins

[180<sup>th</sup> Day Reporting](#) – Cantey resource on running 180<sup>th</sup> Day Reports. District deadline for EpiCenter Submission is July 1, 2024 @ 5:00pm.

## SCDE Manuals and Resources

[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.

[SCDE End-of-Year Resources \(Laura McNair\)](#) – This document was provided by Laura McNair at the SCDE about End-of-Year tasks.

[Grad Rate Planning Worksheet](#) – Resources pertaining to the new Grad Rate Worksheet.

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 This will require data accuracy, otherwise your school's data will not be published, and move up to the SCDE.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

## EOY Rollover

PowerSchool access will be removed at **4:00pm on Thursday, June 27, 2024**, and is not scheduled to be restored until July 8, 2024. We will work diligently to restore access as soon as possible. The downtime associated with the EOY process is directly impacted by the amount of clean-up that must be done before rollover can begin. Please resolve your Level Data, DQR, School and Section Enrollment Audit errors to ensure a smooth transition into the 2024-2025 School Year.

## PowerScheduler – Commit Date – **June 21, 2024**

For schools utilizing PowerScheduler, please note that the Commit Date for your schedule is June 21, 2024. Please work to ensure that your schedules are completed on or before this date so that the District and Cantey can prepare for the End-of-Year Rollover Process.

## Course Code Updates

Recently the SCDE provided information on upcoming changes to course codes. Please review the information contained within the [linked](#) document. If your school planned to use one of the course codes that are being retired this year, please review the [SCDE Course Code Code Database](#) and submit a ticket providing an updated Course Code. Additionally, you can sort the Course Code Database by column I for a list of all courses effective for the 2024-2025 School Year.

## 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)

## End-of-Year Information

As the 2023-2024 School Year comes to an end, please review the following documentation about the End-of-Year process and [school level responsibilities](#). As a reminder, Years and Terms (for at least the year term) **must** be created by 4:00pm on Thursday, June 27, 2024. Years & Terms are required for the EOY Rollover process to be completed.

[EOY Preparation Email – Tina Scott \(Dated May 13, 2024\)](#)

[EOY Preparation Document](#)

## Start of Year Considerations for the 2024-2025 School Year

A Cantey guide containing [Start of Year \(SOY\) Considerations](#) for School Setups, Student Data, Staff, Miscellaneous and Attendance. Use this guide as a starting point as you prepare for the 2024-2025 School Year.

## Level Data Validation Summary Report

The SCDE has implemented a new EOY requirement for districts and schools. Each school must review, verify, and sign off on the school's Level Data Validation Summary Report, which will be captured in a new Epicenter task due on June 27, 2024 at 4:00pm.

## Summer Training

Summer Training will be held July 8 – 10, 2024. Days 1 and 2 will be for new PS Admins **only**. Day three will be for both new and returning PS Admins. Additional information forthcoming from Josh Findlay at the District Office. Please be sure to [register](#) – we look forward to seeing you there!



As a reminder, schools should submit all requests for support to [help@canteytech.com](mailto:help@canteytech.com). Please do not email, call, or text Team Members directly. This is to ensure that your support requests are handled in a timely manner by the most appropriate member of our team.

When submitting tickets, please include as much information as possible including but not limited to the issue, specific student, or report (if applicable), troubleshooting actions taken, screenshots, etc. The more information we receive in the initial ticket, the less time it will take for us to provide a resolution for your issue.