

May 2024

PS Admin Monthly Newsletter



May 17, 2024

[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 annually for all students grades 8-12. Data will be collected on **June 13, 2024 @ 4:00pm**.

[Local Board Approved Course Codes](#) –Deadline for School Level LBA Course Codes was **May 1, 2024**.

[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 for the 2024-2025 School Year.

[Failure Due to Absences, Credit Recovery, Course Retakes, and Updated Math Progression as outlined by the SCDE](#)

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.

[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.

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

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 This will require data accuracy, otherwise your school's data will not be published, and move up to the SCDE.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

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

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. Linked is the [23-24 CTE Student Reporting Procedures Guide](#).

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.

Work Based Learning (WBL) – Deadline – June 13, 2024

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.

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.

Teacher/Staff PowerSchool Portal Updates

As a reminder, it each school's responsibility to add Teacher Certification Numbers and Educator IDs, update Staff Names (due to marriage/divorce) and Staff Type, and deactivate staff records for those who no longer work in your school. [Linked](#) is the *New Staff Entry* PowerPoint from 2023 Summer Training (updated to reflect information contained within the NUE).

Data Collection Schedule – Please review for upcoming deadlines

Data Being Collected	Dates (dates may be updated)
QDC 4, IM, IGP (Submit before completing the end of year rollover process)	May 15 – June 17, 2024 @ 1:00 pm
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 17, 2024 @ 1:00 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)

Partnership LBA Process Reminder

This process is only applicable to schools who have partnerships with external entities such as the Governor's School, Fine Arts Center, Career Center, etc. If you are requesting a Course Code that is a LBA Course Code specific to the external entity as a result of your Partnership, the following **MUST** be included when you submit your Course Code request to Cantey:

- LBA course code requested is the result of a Partnership with the Governor's School or Fine Arts Center or whomever else your partnership may be with (You will need to include the Partner Entity's Name).
- Provide evidence of approval (this can be a snippet from the Partner entity's Course Catalog, etc.)
- Once we have this documentation, we are happy to assist with creation of these LBA course codes.
- Once received, Cantey will communicate this information to the District Office as well so that they can add the Course Code to their LBA Approval List along with the Partner Entity's Information.

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](#)

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](#). PowerSchool access will be removed at 4:00pm on Friday, June 28, 2024, and is not scheduled to be restored until July 8, 2024. The Cantey Team 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 work to resolve your Level Data, DQR, School and Section Enrollment Audit errors to ensure a smooth transition into the 2024-2025 School Year.

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

[EOY Preparation Document](#)

Contact Information: All Students

- 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 > Pages 2 and 3.

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
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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](#)

Upcoming Tasks/Reminders

- Final Transcripts – Must be saved/archived/printed – by your school - no later than **June 15, 2024**
- Class Rank – Must be saved/archived/printed – by your school - 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.
- 180th Day Reporting

Students Not Tested – SCDE Due Date June 16, 2024

The Students Not Tested Process and Data Collection is used to identify ALL eligible students who did not test on one or 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 cannot change nor 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.

Coding of SC Seal of Biliteracy

The screenshot below is provided as a guide for coding the SC Seal of Biliteracy for students. Work with your World Languages Coordinator to ensure all who qualify are coded.

The screenshot shows the 'South Carolina Student Information Page' in PowerSchool. Key sections and annotations include:

- Ninth Grade Code:** A dropdown menu for the year the student first enrolled in grade nine.
- Postgraduate Student Email:** A text field for email addresses.
- Academic Goals:** A dropdown menu for the diploma type (e.g., 'F - State of SC Diploma').
- Seals of Distinction:** A table with columns for '#', 'Year', 'Language Other Than English', 'Proficiency Test', 'Proficiency Score', and 'English Qualification'. A 'New' button is visible.
- SC Seal of Biliteracy:** A table with columns for '#', 'Year', 'Language Other Than English', 'Proficiency Test', 'Proficiency Score', and 'English Qualification'. A 'New' button is visible.
- Annotations:**
 - A purple box: "Postgraduate Student Email is Required for 11th & 12th Grade Recipients."
 - A red box: "Deprecated for the SC Seal of Biliteracy: Do NOT Try to Select These for This Award!"
 - A purple box: "Click 'New' to Add a New SC Seal of Biliteracy. (Students can have more than one if applicable.)"
 - A purple box: "SC Seal of Biliteracy Award Info Goes Here."

Location: PS Home Page > Student Selection > Compliance > South Carolina Student Information Page

Coding of Seals of Distinction

[Linked](#) is a video containing guidance from the SCDE on how to code the Seals of Distinction in PowerSchool. Check with your district-level Seals of Distinction Contact to ensure that recipients are identified (students must earn a SC high school diploma to be eligible for Seals of Distinction). The screenshot below is provided as a guide for coding the Seals of Distinction. Additionally, the 23-24 Seals of Distinction Overview and Guidelines are [linked](#) for your reference.

The screenshot shows the 'South Carolina Student Information Page' in PowerSchool. Key sections and annotations include:

- Ninth Grade Code:** A dropdown menu for the year the student first enrolled in grade nine.
- Postgraduate Student Email:** A text field for email addresses.
- Academic Goals:** A dropdown menu for the diploma type (e.g., 'F - State of SC Diploma').
- Seals of Distinction:** A table with columns for '#', 'Year', 'Language Other Than English', 'Proficiency Test', 'Proficiency Score', and 'English Qualification'. A 'New' button is visible.
- SC Seal of Biliteracy:** A table with columns for '#', 'Year', 'Language Other Than English', 'Proficiency Test', 'Proficiency Score', and 'English Qualification'. A 'New' button is visible.
- Annotations:**
 - A purple box: "Postgraduate Student Email is Required for Recipients. Populate as soon as possible after student entering school."
 - A purple box: "Valid Graduation Date Required."
 - A red box: "Deprecated for the SC Seal of Biliteracy: Do NOT Try to Select These for This Award!"
 - A purple box: "Click 'New' to Add a New Pathway Seals of Distinction. (Students can have more than one if applicable.)"
 - A purple box: "Diploma Pathways Seals of Distinction Info Goes Here."
 - A purple box: "Student Must Be Earning a HS Diploma."

Location: PS Home Page > Student Selection > Compliance > South Carolina Student Information Page

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.



As a reminder, schools should submit all requests for support to 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.