

July 2024 PS Admin Monthly Newsletter



July 18, 2024

[Incident Management Reminders/Resources/Required Fields](#) – Verify attendance is accurately coded and that truancy and discipline incidents are entered in IM without error. Additionally, the IM Documentation from Summer Training is linked [here](#).

[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.

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

[5th Day Reporting](#) – Cantey resource on running 5th Day Reports. Tentative District deadline for EpiCenter Submission is August 26, 2024 @ 4:00pm (pending updated Data Collection Schedule from the SCDE).

[Summer Training Resources](#) – Cantey Summer Training Resources. If you are unable to access this folder and the associated documentation, please reach out to Josh Findlay at the District Office for access.

[Summer Training Survey](#) – Please complete the Summer Training Survey as requested by the District Office.

[Start of Year Considerations](#) - A Cantey guide containing recommended 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.

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 Compliance Information](#) – Information from the SCDE on Uniform Grading Policy, Dual Enrollment/Dual Credit, State Board Regulations, Early Graduates vs. Graduating Early, and Transcripts.

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

Required Setups

As a reminder, the following setups/verifications are required as a part of the Start-of-Year Process in PowerSchool. Each school is responsible for the completion of their school setup annually including, but not limited to the following items:

- *Years & Terms*
- *Periods*
- *Cycle Days*
- *Bell Schedule*
- *Calendar*
- *Attendance Preferences*
- *Attendance Codes*
- *FTEs*
- *Attendance Conversions*
- *Attendance Codes*
- *Master Schedule - Sections*
- *Teachers/Staff (Activation & Deactivation)*
- *Notification/Update to District/Cantey Staff about new Principals and/or Administrators (Please submit updated signature for Transcript to help@canteytech.com)*

As a Reminder: You must update the following fields to ensure your students' State IDs populate during the nightly process: First and Last Name (Legal and Preferred), Gender (Legal and Preferred), Grade Level, DOB, Race Code, Ethnicity, Scheduling/Reporting Ethnicity, Entry Code (must be E for funding), and District of Residence (cannot be a Charter District).

Ed-Fi

Beginning this school year (2024-2025), Ed-Fi will replace Enrich as the data transmission tool that is utilized to move data from PowerSchool up to the SCDE. The implementation of Ed-Fi 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. Once you have cleared your Level Data errors, if you have questions about resolving errors within Ed-Fi, please contact Josh Findlay (jfindlay@sccharter.org) at the District Office.

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 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.

5th Day / Title 1 Funding Reports

Your District will require reports for Title 1 and 5th Day Data. Both reports are based on data in PowerSchool on your school's 5th in-session day. Reports should be pulled after your school's 5th day, with the recommendation being your school's 6th in-session day.

What is the 5th Day?

The 5th Day refers to YOUR school's 5th in-session school day. The 5th in-session day at YOUR school may differ from the 5th in-session day at another school. YOUR school's 5th Day Data is based on YOUR school's 5th in-session day of school – not another school and not the district.

What is Title 1 Data?

For PowerSchool Admins, Title 1 Data refers to the 5th Day Attendance Count and the percentage of enrolled students with a Free or Reduced value in the **LunchStatus** PowerSchool Field. Also included are the PowerSchool field values for each student's District of Residence.

What is the 5th Day Count? Data from specific fields in PowerSchool is collected for 5th Day Reports. Membership Reports for Average Daily Membership (ADM) and Add-on Weightings are also included in the 5th Day Count. Title 1 Data is also included in reporting for the 5th Day Count.

The 5th day count is the official data pull that determines eligibility and allocation of Title I funds.

The district does not have to turn in the final count for 5th day funding until all schools have passed their 5th in-session day; however, your school is responsible for your 5th day data on your school's 5th day.

"If it's not in PowerSchool, it doesn't Count. If it's in PowerSchool wrong, then it's wrong."



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.