

# August 2024 PS Admin Monthly Newsletter

August 15, 2024

## Cantey Resources

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

 [Student Transfers and No-Show Guidance](#) – Guidance on how to accurately transfer and code No-Show students.

[eLearning and School Closure Guidance](#) – Guidance on eLearning and School Closure.

## SCDE Manuals and Resources

[SCDE Course Activity Codes Workbook](#) – Guide to Activity Course Codes.

[SC School Counselors and Career Specialist Padlet](#) – Information related to Transcripts, Seals of Distinction, etc. provided by the SCDE.

[SCDE PowerSchool Webpage](#) – Contains the Data Collection Schedule, PowerSchool Training, State Reporting Updates, SIS Documents, etc.

[Student Information System Data Entry Manual](#) – Compilation of information related to PowerSchool fields and data entry.

[Coding Course Section Instructional Modality in PowerSchool](#) – Guidance for accurately reporting Instruction Type. All instructional course sections must have the “Instruction Type” field completed.

[Early Childhood Information and Requirements](#) – Information, requirements, and fields from the SCDE SIS Manual related to Early Childhood.

[SCDE Data Collection Schedule](#) – Outlines state defined deadlines. The district may impose earlier deadlines than imposed by the SCDE.

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

## Parent Military Status

*Please ensure that your school is collecting and populating the appropriate values in PowerSchool pertaining to **Parent Military Status**.*

*This information should be populated by selecting your student > Compliance > SC Student Information > Parent Military Status.*

*The options available are as follows:*

*(blank) – Neither Parent nor Guardian is serving in any military service.*

*01 – A Parent or Guardian is serving in the National Guard but is not deployed.*

*02 – A Parent or Guardian is serving in the Reserves but is not deployed.*

*03 – A Parent or Guardian is serving in the National Guard and is currently deployed.*

*04 – A Parent or Guardian is serving in the Reserves and is currently deployed.*

*05 – A Parent or Guardian is serving in the military on active duty but is not deployed.*

*06 – A Parent or Guardian is serving in the military on active duty and is currently deployed.*

*07 – The student’s Parent or Guardian died while on active duty within the last year.*

*08 – The student’s Parent or Guardian was wounded while on active duty within the last year.*

# Updates & Reminders

## District Ethnicity Reminder

Below is an update from the District Office pertaining to Federal Ethnicity and Scheduling/Reporting Ethnicity.

If a student is marked as Hispanic/Latino in Federal Ethnicity on the Demographics Page in PowerSchool, he/she must also be marked as Hispanic/Latino in the Scheduling/Reporting Ethnicity Page, regardless of what is included in the race field.



## Attendance Reminder

Daily attendance for grades K-5 and meeting attendance for grades 6-12 is **required** by the SCDE. You may view Teacher Attendance Status by navigating from the *Start Page* > *Attendance* > *Teacher Attendance Submission Status* > *Select the appropriate parameters* > *Click Submit*. This report will give you a snapshot of which teachers have taken attendance, taken partial attendance and who has not taken attendance at all based on the date that was entered in the parameters for the report.

## Legal Name/Gender Field Reminders

As a reminder, it is a **daily** requirement that school level PS Admins ensure that **all** students have a Legal Last Name, Legal First Name and Legal Gender populated.

## Address Validation Reminder

Please remember to validate all student and staff addresses. You can batch validate student addresses and mailing addresses from the Address Tab within the Level Data Validation Tool or you can manually perform this process when enrolling students. Address validation is not optional and is a requirement.

## End of Summer School Process

The End-of-Summer School process for regular Summer School and Read to Succeed Summer Reading Camp will be completed on September 6, 2024. This process will clear Student SummerSchoolIDs.

If you have any questions about this, please contact Josh Findlay – [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org) - at the District Office.

## Level Data/SAS Reminders

Now, with Ed-Fi, more than ever - is imperative that every school review and resolve their Level Data and SAS errors weekly, at a minimum. If you do not have a login for the DQR/SAS Portal, please reach out to Destiny Grant – [dgrant@sccharter.org](mailto:dgrant@sccharter.org) at the District Office to request and obtain credentials. If you have any questions about an error within either of the above-mentioned platforms, please submit a support ticket to [help@canteytech.com](mailto:help@canteytech.com) including all the attachments/screenshots necessary for Cantey to clearly view the errors for which support is needed.

## Plugin Reminder

As a reminder, Cantey is unable to approve, install, or troubleshoot Plugins. All Plugins must be requested from, reviewed by, and approved at the District Level. Please contact Josh Findlay – [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org) - for assistance with plugins.



## 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.** 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.

## QDC 1 Data Reporting and IM – Final Collection - Tuesday, October 22, 2024

- **SCDE Member Center** - <https://ed.sc.gov/> – 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 assistance clearing errors, please submit a ticket to [help@canteytech.com](mailto:help@canteytech.com). If you need access to DQR email Destiny Grant at the District Office - [dgrant@sccharter.org](mailto:dgrant@sccharter.org). Cantey is unable to create or troubleshoot SCDE Member Center accounts.
- **Level Data** – Review and resolve Level Data errors weekly at a minimum. Level Data errors must be resolved within PowerSchool and are updated in Real-Time. If you need assistance clearing errors, please submit a ticket to [help@canteytech.com](mailto:help@canteytech.com).
- **School and Section Enrollment Audits** – Review and Resolve Errors - *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](mailto:help@canteytech.com) for assistance or questions about running reports. Cantey cannot review or verify a school's reports for accuracy. This must be done by the School Administrator or designee.

### Precode Reminders

Be sure to populate the appropriate fields for [Precode](#). If you have specific questions about combinations or accommodations, please reach out to your School and/or District Testing Coordinator for clarification. Linked is the SCDE [Precode Guide](#) for your use and reference.

### Educator ID

*Select Staff > Staff Profile > Educator ID*

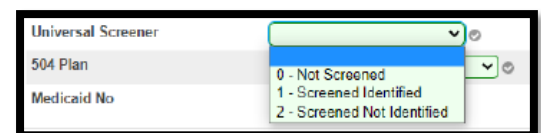
As a reminder, Educator IDs are **required** in PowerSchool for all paid teachers. Educator IDs are not the same as a Teacher's Certification Number. PS Admins must communicate to Teachers that it is their responsibility to obtain and provide their Educator ID to the School. Educator IDs can be obtained by the teacher navigating to the [My SC Educator Portal](#) on the SCDE Website. First-time users will need to create an account by clicking "Register for User Account." Returning users sign in using their credentials. There is a "forgot password" link as well. Once the teacher is logged in, they will be able to access their Educator ID.

### Universal Screener

*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.

### Medicaid Information

*Student Selection > Compliance > South Carolina Student Information* - If you are a school that bills for services using Medicaid, you must populate the Medicaid Number, Medicaid Consent Date and the Medicaid Eligible Date. If you have questions about Medicaid Services, please contact Dee Drayton – [dgrayton@sccharter.org](mailto:dgrayton@sccharter.org).



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

### Home\_Room Field in PowerSchool

The Home\_Room field on the Modify Info Page (*Search and Select Student > Student Profile > Modify Info*) must be populated for Precode. Please use the same formatting when entering all Homeroom Teachers. For example: Smith, Gina or Paul Brown.

## 5<sup>th</sup> Day

### EpiCenter Submission due August 27, 2024

- All funding reports are based on your school's 5<sup>th</sup> in-session day
- Make sure that the calendar in PowerSchool has the correct 5<sup>th</sup> in-session day
- Make sure all students have a State Student Number and EFA/EIA code prior to running 5<sup>th</sup> Day Reports.
- [5<sup>th</sup> Day Reporting Reminders, Information and Guides](#)
- [Cantey Step-By-Step Guide to 5th Day Reports](#)
- [SCDE Guide to Running 5th Day Reports](#)

### Annual PowerSchool Security Check-Up – Due September 15, 2024

PowerSchool (PS) is the current Student Information System (SIS) provided to school districts by the South Carolina Department of Education (SCDE) and is the main source for student data. Student data contains sensitive data, such as health information and personally identifiable information. This data must be kept confidential and secure.

Each SCPCSD school is responsible for maintaining school-level staff access to PowerSchool. To promote confidentiality and security, each SCPCSD school must account for their PS Admin users by verifying each user's Default Group and associated permission levels. Included [here](#) is a link to the Guidance on how to review your school's Security Permissions. There is an EpiCenter Submission associated with this task, due on September 15th.

### Placeholder Teachers in PowerSchool

The district understands each year as schools prepare to welcome students, there are often unfilled teaching positions that require the use of Placeholder Teachers. In the past, there have not been specific instructions on how the district would like this to be handled. The district has approved the use/creation of Placeholder Teachers in the following manner:

Schools may create a new staff account and name it according to the position the new staff member will be filling. If a school knows they will be hiring an English Teacher, the nomenclature would be "TBD School Initials, English." Once the new teacher is hired, that record would be updated to reflect the Last Name, First Name and other required information of the new hire.

If a teaching change happens mid-year, the school would create an account for the new hire. Within the section, the **Teacher – Section Lead** values would need to be updated. By clicking add, you can choose an End Date for the previous teacher, select the new teacher from the dropdown and choose a Start Date for this teacher in this section. The end date should default to the last date of the term.



Staff	Role	% Allocation	Start Date	End Date	Actions
One Teacher	Lead Teacher	100	08/09/2023	10/01/2023	[Add] [Edit] [Delete]
Two Teacher	Lead Teacher	100	10/02/2023	01/16/2024	[Add] [Edit] [Delete]

### District of Residence (DOR)

*Student Selection > School Enrollment > Current Enrollment* - The District of Residence Field in PowerSchool is **required**. **Do not** choose District Unknown or any of the Charter School Districts. You should choose the correct DOR where your student is zoned to attend. Below are two resources to utilize as an aid in determining a student's correct DOR.

[Great Schools Boundary Map](#)

[Search for Public School Districts - NCES](#)



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.

# Upcoming SCDE Training Opportunities



Webinar Date & Time	Webinar Description and Registration Link
August 20, 2024 10:00am – 11:30am	<a href="#">Chronic Absenteeism, Dropout, Incident Management and Truancy Update Webinar</a> Participants will receive updated dropout collection, chronic absenteeism, incident management and truancy collection information to assist them in meeting the collection timelines.
August 20, 2024 2:00pm – 3:00pm	<a href="#">New Dropout Coordinators Webinar (District Level)</a> This session will provide an overview of the roles and responsibilities for a newly assigned dropout coordinator to facilitate the collection of the school district's dropout data.
August 21, 2024 10:00am – 11:30am	<a href="#">Dropout Webinar</a> This session is designed to assist new school personnel with the coding of school dropouts. This session will provide a detailed overview of dropout policies and procedures for collection of dropout data. Participants will learn how to code dropouts properly utilizing PowerSchool.
August 27, 2024 10:00am – 11:30am	<a href="#">Truancy Webinar</a> This session is designed to assist new school personnel with the coding of truants. This session will provide an overview of the truancy regulation. Participants will learn how to code truants properly utilizing PowerSchool.
September 11, 2024 10:00am - 11:30am	<a href="#">Chronic Absenteeism Webinar</a> This session is designed to assist new school personnel with the coding of attendance. This session will provide an overview of chronic absenteeism reporting. Participants will learn how to utilize the attendance reports and chronic absenteeism reports.
September 17, 2024 10:00am – 12:30am	<a href="#">Incident Management 101 Webinar</a> This session is designed to assist new school personnel with the coding of behavior incidents in Incident Management. This session will provide an overview of the codes used to complete state and federal reports [i.e., Gun-Free Schools Act, Persistently Dangerous Schools, UMIRS, and the Report of Children with Disabilities Subject to Disciplinary Removal (Table 5)].

## Dropout Reporting and Data Collection

The State Board of Education defines dropout as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.

Current Year Dropout Data runs through September 30, 2024, and should be reported for grade levels seven through twelve (7-12). Linked is the [2024 Dropout Policies and Procedures Manual](#). Review the data Collection Schedule for specific date requirements for each stage of the process.

The dropout date must fall between October 1, 2023 – September 30, 2024. Fields associated with dropouts are:

- |  |  |
|--|--|
| Grade Level [ <b>Grade_Level</b> ]   | Free/Reduced Lunch Status [ <b>LunchStatus</b> ] |
| Full Legal Name [ <b>PSCore_Legal_Last_Name, PSCore_legal_first_name</b> ] | English Proficiency [ <b>Engl_Prof</b> ]         |
| Student Number [ <b>Student_Number</b> ]                                   | Migrant Status [ <b>Migrant</b> ]                |
| State ID [ <b>State_StudentNumber</b> ]                                    | Homeless [ <b>Night-Residence</b> ]              |
| Ethnicity [ <b>FedEthnicity</b> ]  | EFA Codes  |
| Gender [ <b>Gender</b> ]   | Exit Code [ <b>ExitCode</b> ]                    |
| Date of Birth [ <b>DOB</b> ]   | Dropout Reason Code [ <b>Dropout_Reason</b> ]    |
|  | Dropout Date [ <b>Dropout_Date</b> ]             |

**SC Department of Education  
2024-2025 Ed-Fi SIS  
Data Certification Schedule**

\*\* All data must be published on or before the certification date.  
Once published, data are not be available to the SCDE until 48 hours later.

Data To Be Published	Certification Date (dates are subject to change)
Precode: 4K and 5K First File	Friday, July 26, 2024
Precode: 4K and 5K Second File	Friday, August 9, 2024
Precode Data (CogAT/IA)	Monday, August 19, 2024
Precode: S.C. Career Readiness Assessment (WIN Learning)	Monday, August 19, 2024
SEI August Snapshot	Monday, August 19, 2024
Summer School Enrollment Data: CERDEP and Read to Succeed	TBD
Precode: 4K and 5K Third File	Monday, August 26, 2024
Current Year Dropout Data	Monday, September 23, 2024
QDC 1 (district's 45th day), Incident Management	Tuesday, October 22, 2024
Precode Data (CogAT/IA)	Thursday, September 12, 2024
SEI September Snapshot	Monday, September 16, 2024