

October 2024

PS Admin Monthly Newsletter

October 17, 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.

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

[IGP Setup](#) – Guidance on the setup of IGPs including IGP Template and Course Catalog.

[Work-Based Learning and CTE Guidance](#) – Guidance on coding requirements for WBL and CTE and potential changes for the 2025-2026 school year.

[How to Permanently Store Grades](#) – Guidance on Permanently Storing Grades.

[How to Calculate and Run Honor Roll](#) – Guidance on calculating and running Honor Roll Reports.

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 Certification 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 Training Resources](#) – Incident Management 101, Chronic Absenteeism and Truancy Training resources from Aveene Coleman (August/September 2024).

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

45th Day

**EpiCenter Submission due
October 25, 2024**

- All funding reports are based on your school's 45th in-session day
- Make sure that the calendar in PowerSchool has the correct 45th in-session day (taking into consideration closures)
- Make sure all students have a State Student Number and accurate EFA/EIA code prior to running 45th Day Reports.
- September SEI and 45th Day Academic Assistance Files have been imported. Please ensure that you run your SC24 Add-On Weightings Update Process prior to running 45th Day Funding Add-On Weighting Reports.
- If your school was affected by inclement weather and because of closures, your 45th Day is now after October 25th, please reach out to Josh Findlay for assistance.
- [Cantey Step-By-Step Guide to 45th Day Reports](#)
- [SCDE Guide to Running 45th Day Reports](#)

Updates & Reminders



Plugin Update

As a reminder, all Plugins must be approved at the District Level. Please contact Josh Findlay – jfindlay@sccharter.org - for approval of plugins. As an update - the district has requested that Cantey begin handling Plug-Ins moving forward. Prior to submitting a help ticket to Cantey, please ensure that your Plug-In has been approved by the District Office.

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.

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. If you need access to DQR email Destiny Grant at the District Office - 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.
- **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 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.

Level Data/SAS Reminders

Now, with Ed-Fi, more than ever – it 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 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 including all the attachments/screenshots necessary for Cantey to clearly view the errors for which support is needed.

| 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) |
| QDC 1 (district's 45th day), Incident Management | Tuesday, October 22, 2024 |
| Dropout Collection | Tuesday, November 5, 2024 |
| SEI October Snapshot | Monday, October 21, 2024 |
| 45 Day Funding Reports | Thursday, November 7, 2024 |
| Precode Fall EOCEP | Friday, October 25, 2024 |
| Precode: SC-Alt | Tuesday, November 12, 2024 |
| Early Validation for December Dropout, Incident Management | Wednesday, November 27, 2024 |
| SEI November Snapshot | Monday, November 18, 2024 |
| Precode: WIDA ACCESS | TBD |

Ed-Fi

Beginning in the 2024-2025 school year, Ed-Fi has replaced 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.

Please ensure that someone at your school has access to Podium via Education Analytics. Josh Findlay sent out information from the district about this platform. Podium will be helpful in making sure your school's data is accurate for 45th Day Funding.

Questions related to Ed-Fi should be sent to Josh Findlay at the District Office (jfindlay@sccharter.org).

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

For programmatic questions about dropout reporting, contact Josh Findlay at the District Office (jfindlay@sccharter.org).

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 [Assessment Rostering Guide](#) (formerly Precode Manual) for your use and reference. For programmatic questions related to Precoding contact Diana Kingsbury (dkingsbury@sccharter.org) at the District Office.



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.