

November 2024 PS Admin Monthly Newsletter

November 21, 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

[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!

CRDC

EpiCenter Submission for CRDC was due November 15, 2024

- CRDC Reports for the 2023-2024 School Year should have been pulled prior to the End-of-Year (EOY) Rollover process being completed.
- If your school DID NOT run CRDC Reports in June 2024, prior to EOY, you will need to complete the process manually. Please contact Josh Findlay – jfindlay@sccharter.org to request a spreadsheet version of the CRDC Forms.
- If you need an extension, please request this from Josh Findlay.



happy thanksgiving

Both the District Office and Cantey Tech Consulting will be closed in observance of the Thanksgiving Holiday on Thursday, November 28th and Friday, November 29th.

In this season of Thanksgiving, we want you to know how thankful we are for all you do! Wishing you a joyful Thanksgiving filled with love, gratitude, and wonderful memories!

Your school should be starting to plan for next year's master schedule. If you plan to use PowerScheduler, now is the time to get started. It is important to begin thinking, planning and preparing early!

Cantey is currently working on several District Support Initiatives. We recently sent out emails about Incident Management/Truancy and IGP Readiness. If you received the emails and have any questions, please submit a ticket to help@canteytech.com so we can help!

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.

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).

Transcripts and Winter Grads

As we move towards the end of the First Semester, some schools may have Early Graduates. [Linked](#) is a Cantey resource containing information on Transcripts and Winter Diplomas.

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.

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.

Course Code Database - Satchel

The SCDE recently shared that the [Activity Course Code Database](#) has transitioned from the Workbook Version to Satchel.

Nicole Ivery, with the SCDE, shared [this video](#) to assist schools with the transition.



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 may not be available to the SCDE for up-to 48 hours later.	
Data To Be Published	Certification Date (dates are subject to change)
Early Validation for December Dropout, Incident Management	Wednesday, November 27, 2024
SEI November Snapshot	Monday, November 18, 2024
Precode: WIDA ACCESS	Monday, December 2, 2024
December Drop-Out Collection	Monday, December 16, 2024
Precode: S.C. Career Readiness Assessment	Monday, December 9, 2024
SEI December Snapshot	Monday, December 16, 2024