

December 2024 PS Admin Monthly Newsletter

December 19, 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.

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](#) – **UPDATED 12/2024** -- 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.

[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!

The District Office will be closed on Tuesday, December 24th and Wednesday, December 25th as well as Wednesday, January 1st in observance of the Holidays.

Cantey Tech Consulting will be closed on Wednesday, December 25th and Wednesday, January 1st in observance of the Holidays.



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!



Updates & Reminders

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. Additionally linked is the [PowerSchool Process for Early Graduates in Ed-Fi](#).

Seals of Distinction

The 2024-2025 South Carolina Seals of Distinction Overview and Guidelines are now available on the [Padlet](#). This document guides the identification, verification, coding, and awarding of the Seals of Distinction. Essential information, including students' post graduate email address, Parchment accounts, and district responsibilities, is presented in this document. In addition, the SCDE Office of Research and Data Analysis created a [tutorial](#) demonstrating how to enter students' EARNED Seals of Distinction. [Linked is the SCDE's Padlet for School Counselors and Career Specialists](#).

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 [these recordings](#) to assist schools with the transition.



End of Term Reminders

Prepare for Second Semester Courses/Sections

- Be sure to create second semester sections (if needed) **before** Q3/S2 begins at your school
- Schedule your students in their second semester courses as soon as enrolled/pre-registered

Run End of Semester Class Rank

- Requires manual recalculation: *PS Start Page > School Management > Academics > Class Rank > Recalculation Frequency > Recalculate Now*
- To run the Class Rank Report after recalculation, navigate to *PS Start Page > Data and Reporting > Reports > System Reports > Class Ranking* (under the **Grades and Gradebooks** header). Populate the fields to run rank (completed one grade level at a time).

Store Grades (Q2/S1/F1)

- Instructions on [How to Permanently Store Grades](#) for Q2, S1 and F1.

Calculate/Run Honor Roll (if applicable)

- Instructions for [Calculating and Running Honor Roll](#)

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)
QDC 2, Incident Management, SEI January Snapshot	Monday, January 20, 2025
Precode: SC Ready Print collection	Monday, January 20, 2025