

January 2025 PS Admin Monthly Newsletter



January 16, 2025

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!

SCDE Climate Survey

It's that time of year again! The Annual SCDE Climate survey is right around the corner. As a reminder, students, parents and teachers must have access to their PowerSchool portal to complete this survey. Please ensure PowerSchool access is provided prior to the beginning of the Survey Administration window as outlined below.

The Parent Survey will be administered through Qualtrics. Within the Parent Portal are eCollect survey links for Qualtrics. Parents will receive one survey link per student associated with that parent/guardian. In previous years, QR codes have been provided; however, there is no update as to whether that documentation will be available for the upcoming Climate Survey.

2025 Survey Administration Dates:

- February 24, 2025, through April 11, 2025: Student School Climate Survey (Grades 3-12)
- February 24, 2025, through April 11, 2025: Teacher School Climate Survey
- February 24, 2025, through April 11, 2025: Parent and Guardian School Climate Survey
- Collected via eCollect

While feedback received in each survey is used to consider school improvements, the surveys that have direct quantitative correlations in calculating report card scores are the Teacher Survey and the Student Survey.

Student and Teacher Climate Surveys are a *rated metric* in the school accountability system (School Report Card) Target Participation = 80%.

[SCDE Climate Survey Information 2024-2025 Accountability Manual](#)

Half hour with Ed-Fi Topics for January (3:30-4:00pm) using this [link](#):

- 1/16 - Kickoff to 2025 Survey
- 1/23 - Teacher Survey
- 1/30 - Parent/Guardian Survey, Publishing to EdFi



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](#).

CTE Remote Enrollment

As was mentioned last school year, beginning with the 2025-26 school year, the SCDE will no longer collect the "Where Taught" remote location fields, and districts will need to ensure that there is a PowerSchool remote school set up for each remote CTE school in preparation for this change.

On Wednesday, January 15, the SCDE will hold a virtual training session from 3:00-4:00 p.m. on CTE remote enrollment. This session is open to both district PowerSchool admin and CTE admin.

Follow [this link](#) to join the session at that time! The District Office is working with the SCDE to determine what this transition looks like in our District. More information will come as it is available.

During this training, attendees will learn about best practices around CTE remote school enrollment as they relate to the topics below:

- Remote school setup in PowerSchool
- Communication between the CTE center school and the local/home school
- Remotely enrolling students into CTE courses

DIPLOMA PATHWAYS SEALS OF DISTINCTION TEMPLATE			
<p>Students shall meet all requirements for earning a South Carolina high school diploma to be eligible to earn any Seal of Distinction. One or more Seals may be earned. Consult District or School Curriculum Guides for more information regarding curriculum choices and requirements.</p>			
Honors Seal of Distinction	College Ready Seal of Distinction	Career Ready Seal of Distinction	Arts Specialization Seal of Distinction
<p>UGP GPA 3.5 or higher</p> <p>English - 4 credits 2 at honors or higher level</p> <p>Math - Algebra 1, Algebra 2, Geometry, and a 4th higher level math requiring Algebra 2 as a prerequisite 3 at honors or higher level</p> <p>Lab Science - 3 credits 2 at honors or higher level</p> <p>Social Studies - 3 credits 2 at honors or higher level</p> <p>World Languages - 3 credits of the same language for students entering 9th grade in 2019-2020 and beyond</p> <p>Advanced Coursework - 4 additional credits of honors or higher completed during the Junior/Senior years (the last 2 years prior to graduation)</p>	<p>UGP GPA 3.0 or higher or ACT 20 or higher or SAT 1020 or higher</p> <p>Tests may be superscored</p> <p>English - 4 credits</p> <p>Math - Algebra 1 (or the equivalent of Algebra 1), Algebra 2, Geometry, and another higher level math</p> <p>Lab Science - 3 credits</p> <p>Social Studies - 3 credits</p> <p>World Language - 2 credits in the same language</p> <p>Fine Arts - 1 credit</p> <p>Military Specialization Seal of Distinction</p> <p>UGP GPA 3.0 or higher</p> <p>4 credits in JROTC and an ASVAB score of 31 or higher</p>	<p>UGP GPA 3.0 or higher</p> <p>Career and Technical Education (CTE) Completer with an industry recognized credential OR Silver or higher certificate on ACT WorkKeys or Level 3 Credential or higher on WIN SC Career Ready Test OR Completion of Career Ready Work-Based Learning (WBL) placement</p> <p>STEM Specialization Seal of Distinction</p> <p>UGP GPA 3.0 or higher</p> <p>4 credits beyond required graduation courses in math, science, technology, and engineering; at least 2 at honors or higher level</p> <p>Courses may be in 1 area of STEM or across all 4 areas</p>	<p>UGP GPA 3.0 or higher</p> <p>4 credits in a single or multiple arts areas, 2 at the honors or higher level*</p> <p>AND</p> <p>Mastery on externally evaluated exam or performance task</p> <p>*If honors credit is not available for arts courses, student must complete four courses in a single art area</p> <p>World Language Specialization Seal of Distinction</p> <p>UGP GPA 3.0 or higher</p> <p>4 credits in the same language OR a nationally normed proficiency-based language assessment score of "Intermediate Low" OR AP exam score of 3 or higher OR IB exam score of 4 or higher OR Cambridge AICE Language exam score of E or better before the senior year</p>

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.

PowerSchool SIS Office Hours

PowerSchool has announced the 2025 schedule for PowerSchool SIS Office Hours! They will be holding hour-long sessions to connect with PowerSchool Support experts and fellow users.

Don't miss this opportunity to expand your knowledge. Catch up on [previous recordings](#) if you missed them. [Register now](#) for FREE!

Date	Topic
Tue 04-Feb-2025	PowerScheduler - Getting Started
Tue 18-Feb-2025	PowerScheduler - Launch
Tue 18-Mar-2025	PowerScheduler - Committing the Schedule
Tue 08-Apr-2025	Enhanced UI - Tips and Tricks (Session 1)
Tue 22-Apr-2025	Ask the Experts
Tue 06-May-2025	Summer School
Tue 20-May-2025	Storing Grades

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!

PowerSchool Summer Training is tentatively scheduled for the week of July 7th – 9th. More information to come. PowerSchool will be inaccessible for EOY Rollover beginning at 4:00pm on Wednesday, June 25, 2025, to allow time for Ed-Fi EOY closeout prior to the EOY rollover process.

Post Graduate Student Email Address

A valid email address, accessible to the student after exiting high school, is necessary for issuance of the student's Seal(s) of Distinction. This email address (one valid email address only, per student) must be entered in the "Postgraduate Student Email" field on the South Carolina Student Information page in PowerSchool:

Start Page > Student Selection > Compliance > South Carolina Student Information > Postgraduate Student Email

Please do not enter school/district email addresses, as students may no longer have access to such email addresses after graduation.

Instructions for claiming earned Seals of Distinction will be emailed to the email address listed in the "Postgraduate Student Email" field a few weeks after graduation.

The deadline to enter postgraduate student email addresses for first semester graduates is January 24, 2025.

The deadline to enter postgraduate student email addresses for spring graduates is June 15, 2025.

The deadline to enter postgraduate student email addresses for summer graduates is August 29, 2025.

SC High School Employability Credential

Student Selection > Compliance > South Carolina Student Information Page

Special Education Directors or Coordinators (or designated staff) will need to ensure that the appropriate PowerSchool administrators within the district know **which students should be coded** as seeking the South Carolina High School Employability Credential so that they can be coded appropriately.

- **Post-Graduate Student Email** (Under Ninth Grade Code Header): Enter an email not associated with school (Personal Contact Email)

Postgraduate Student Email

- **Seeking Employability Credential** (For Transcript) Checkbox (under Academic Goals Header)

Seeking Employability Credential (for Transcript)

- **Employability Credential Date** (under Earned Header)

Note that these students will not yet have met all requirements, but the "Employability Credential Date" field is still required, as it is needed to generate student rosters for paper credential ordering.

Employability Credential Date

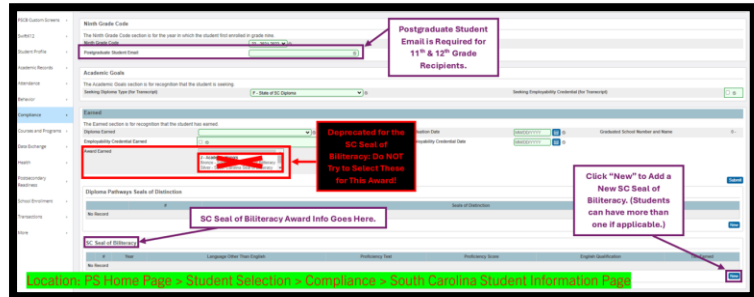
- **Employability Credential Earned** (under Earned Header)

Employability Credential Earned

[SC High School Employability Credential Issuance School Year 2023-2024](#)
[SCDE Employability Credential \(SCHS\) Page](#)
[SCDE How to Code Employability Credential in PowerSchool: Video](#)
[SCDE Videos on Coding Employability Credential, Seals of Distinction and SC Seal of Biliteracy](#)

Coding of SC Seal of Biliteracy

The screenshot below is provided as a guide for coding the SC Seal of Biliteracy for students. Work with your World Languages Coordinator to ensure all who qualify are coded.



90th Day Reporting

Start Page > Data and Reporting > Reports > Compliance Reports

As a reminder, when running your 90-Day Reports, DO NOT create and/or select extracts. Your school's 90th Day Reports (SC02 (if applicable), SC06, SC28 and SC34) are due in EpiCenter on or before **January 27, 2025**. QDC 2 closes on January 20, 2025. Linked is a resource to help you through [90th Day Reporting](#).

Make sure that you have completed a Data Push and cleared all errors in Ed-Fi prior to 6:00pm on January 19, 2025.

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
SEI February Snapshot	Monday, February 17, 2025
Precode: SC READY Precode Final File	Tuesday, February 25, 2025