



# 9th Grade Code Flowchart

Office of Research and Data Analysis  
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## Assigning Ninth Grade Code (i.e., 9GR)

In PowerSchool, on the SC Student Information page (separate from the Cohort Maintenance Worksheet page), locate the “Ninth Grade Code” field.

Use the “flowchart” questions and answers below for assistance determining the correct 9GR value for an enrolled student.

### First question to ask: What day of the school year is it?

Based on your answer to this question, determine which of the paths below applies to the scenario:

#### 1. Today is the 45th day

- How would you describe this student **AS OF THE SCHOOL’S 45TH DAY?**
  - If this student is actively enrolled on the 45th day for the first time as a 9th grade student, see the instructions directly below (and if not, see if another path detailed in this document applies to your scenario).
    - What to do:  
Ensure a 9GR value is selected that corresponds to the two digits representing the spring of this school year (e.g., a value of ‘25’ for school year 2024-2025).

#### 2. Today is after the 45th day and the student has transferred into the school district

- Where did the student transfer from?
  - From a South Carolina public school
    - Was the student in 8th grade prior to the transfer OR did the student have no 9GR previously assigned?
      - If the answer is “Yes, one of these scenarios is true for the student,” see the instructions directly below.
        - What to do:  
If the student was in 8th grade at the sending school this school year or had no 9GR, use the subsequent school year’s 9GR value.
      - If the answer is “No, these scenarios do not apply. The student was in the 9th grade prior to the transfer, and the

sending school provided a 9GR,” then see the instructions directly below.

- What to do:  
Assign the 9GR that was provided by the sending school.
  - From a private school, homeschool, or non-South Carolina school
    - Based on your review of the student’s transcript, what was the student’s original entry into 9th grade? Answer this question, and then see the instructions directly below.
      - What to do:  
Ensure a value is selected that corresponds to the two digits representing the spring of the school year determined to be the student’s original entry into 9th grade (e.g., a value of ‘25’ for school year 2024-2025 or a value of ‘26’ for school year 2025-2026).
  - From schools outside the United States
    - Regarding students from schools outside the United States, see the instructions below.
      - What to do:  
Please have your district ESEA Title III/MLP coordinator reach out to the ESEA Title III/MLP team within the clarification on identifying ML and immigrant students and assigning 9GRs to those students.
- 3. Today is before the 45th day**
- If today is before the 45th day, see the instructions directly below.
    - What to do:  
Hold tight. Don’t code 9GR for first time 9th grade students until the 45th day.

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**See the Cohort Maintenance Information and Resources web page for more information on processes and procedures related to cohort maintenance:**

<https://ed.sc.gov/data/Cohort-Maintenance-Information-and-Resources/>

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